



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: NWRI: Central Operations (Pretoria)** Department of Water and Sanitation, NWRI Central Operations, Private Bag X273, Pretoria, 000, or hand deliver to 1st Floor, Praetor Forum Building, 267 Van Der Walt Street, Pretoria. attention: Mr BK Shiphamele
- CLOSING DATE** : **24 JUNE 2016 at 16h00**
- POST** : **CHIEF ADMINISTRATION CLERK (RECORDS MANAGEMENT)-**
REF: 240616/31
- SALARY** : **R 211 194 per annum (Level 07)**
- CENTRE** : **NWRI: Central Operations (Pretoria)**
- REQUIREMENTS** Grade 12 certificate. Three (3) –Five (5) years practical knowledge, understanding and experience in registry/records management environment. Recognised certificate in records management/ archiving will be an added advantage. Computer literacy and numeracy in MS Office. Valid driver's license. Good interpersonal skills and ability to interact with people at all levels. Effective listening and communication (verbal and written) skills. Analytical thinking and problem solving skills. Flexibility, planning and organising skills. Must be able to work under pressure, be responsible and accountable. Ability to multitask, pay attention to detail and handle confidential information. Good leadership skills and ability to work in a team. Practical knowledge, understanding and application of registry duties, practices as well as the ability to capture data. Practical working knowledge, understanding and application of legislative framework governing the Public Service. Practical working knowledge, understanding and application of storage and retrieval procedures in terms of registry/ records management working environment. Ability to manage and record large volumes of documentation. Practical experience in supervision of personnel. The following will serve as an added advantage: Relevant tertiary qualification. Practical experience in the management and administration of telecommunications (switchboard operation, landlines and cellularphones contracts). Practical experience in the management and administration of leased contracts and key accounts.
- DUTIES** : Provide support and guidance by ensuring implementation and
- Compliance of records management/archiving policies and procedures. Management, supervision and provision of efficient registry counter services. Supervise and manage the handling of incoming and outgoing correspondence, rendering of an effective filing and records management service. Maintain an efficient filing and record keeping system. Supervise the operation and operate office machines in relation to the registry function. Supervise and manage an efficient processing and process documents for archiving and/or disposal. Management and supervision of switchboard, landline telephones, cellularphones and leased machinery services and contracts. Administration of monthly landlines bills, cellular phones and photocopier invoices. Reconciliation of key accounts payments. Liaise with and provide feedback to clients and service provider with regard to photocopier machines, toners, cellphones, landlines and switchboard related matters. Printing, distribution, debt collection, verification and consolidation of

monthly telephone bills. Provide binding and laminating services. Keep and update applicable registers. Compile letters, memoranda, submissions and reports. Supervise and give guidance to personnel. Render assistance with execution of tasks attached to registry and administration support section.

ENQUIRIES

: Ms L Makhoana (012) 741 7315