



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** : **SENIOR ADMINISTRATION CLERK: FACILITIES & OFFICE SERVICES- REF: 240616/33**
- SALARY** : **R142 461 per annum (Level 05)**
- CENTRE** : **NWRI: Central Operations (Pretoria Office)**
- REQUIREMENTS** : Grade 12 certificate or equivalent. Practical experience in government administration, office services or facilities services environment will serve as an added advantage. Valid driver's license. Computer skills in MS Office package software. Sound knowledge and application of government administration and management policies, PFMA, Treasury Regulations, Public Service Act and Regulations. Clerical and administration skills. Customer focus. Multi-tasking. Problem solving. Interpersonal and communication (verbal and written) skills. Planning and organising. Must be able to work under pressure. Analytical thinking. Attention to detail. Accountability and ability to work in a team. Ability to administer and record large volumes of documentation.
- DUTIES** : Provide administration support with regard to processing Directorate's flights, accommodations and conference requests. Ensure implementation and compliance to departmental corporate travel processes and procedures. Liaising with Service Provider regarding processed requests, confirmation vouchers, booking cancellations, changes and re-schedulings and give constant feedback to customers.
- Administration of service provider invoices. Efficient records keeping, maintenance of and retrieval of documents. Manage daily building and facilities services and coordinate with Landlord on issues of building and parking maintenance. Conduct weekly building, facilities and office services inspections. Attend to and respond to queries. Maintain an efficient filing and record keeping system. Perform other administration related duties as and when there is a need.
- ENQUIRIES** : R Mudau (012) 741 7330