



## 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 1<sup>st</sup> 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: TRANSPORT MANAGEMENT-**  
**REF: 240616/34**
- SALARY** : **R142 461 per annum (Level 05)**
- CENTRE** : **NWRI: Central Operations (Pretoria Office)**
- REQUIREMENTS** : Grade 12 certificate or equivalent. Recognised certificate in Transport/ Logistics Management will be an added advantage. Valid driver's license. Experience in Transport Management environment will serve as an added advantage . Computer skills in MS Office package software. Sound knowledge and application of government transport 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** : Administer effective application and compliance on all transport management related activities (fleet and subsidised vehicles). Administer of subsidised vehicles contracts, verification and processing applications for subsidised vehicles. Administering and capturing of logsheets and processing of claims. Liaise with service clients and provide administrative support for the advisory committee. Efficient management and operational control of fleet vehicles. Management and control of risk, fraud and misuse of fleet vehicles. Administration of service provider invoices. Efficient records keeping, maintenance of and retrieval of documents. Maintain an efficient filing and record keeping system. Perform driver services and other administration related duties as and when there is a need.
- ENQUIRIES** : Ms Muelwa (012) 741 7349/ 7300