



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS : **For Centre: Bloemfontein** please forward your applications quoting the relevant reference number to: Private Bag 528 Bloemfontein.9300. or hand deliver at 2 floor,Bloem Plaza, cnr East burger and Charlotte Maxeke Str, Bloemfontein,9300. for attention: Mr J Mofokeng

CLOSING DATE : **24 JUNE 2016 at 16h00**

POST **ADMINISTRATIVE CLERK (INFRASTRUCTURE DEVELOPMENT) –**
REF: 240616/37

SALARY **R142 461 per annum (level 5)**

CENTRE **Bloemfontein**

REQUIREMENTS A grade 12 certificate or equivalent. No experience required. Good verbal and written communication skills. Good interpersonal relations skills. Knowledge of clerical duties and practices. The ability to capture data and operate computer systems such as MS Word, Excel and PowerPoint. Knowledge of government regulations and legislative frameworks. Knowledge of working procedures in terms of the working environment. Ability to work under pressure independently and as part of a team to meet deadlines.

DUTIES Render general clerical support services including coordination of meetings, taking and drafting of minutes, updating registers, maintain filing systems, handling of routine enquiries, and coordination of reports and reporting. Provide supply chain clerical support services within the component including procurement coordination and administration processes and the maintenance of asset registers. Provide personnel administrative clerical support services including the maintenance of personnel records and registers, and arranging travel and accommodation services. Provide financial administrative support services including the capturing and maintenance of expenditure reports, providing support for the submission of subsistence and travel claims and handling accounts and payments processes within the component.

ENQUIRIES : **Mr. M. Manyama, Tel 051) 405 9000**