



**DEPARTMENT OF WATER AND SANITATION**

- APPLICATION** : **Centre Midmar dam, Howick:** Please forward your application quoting the reference number to: The Director: Eastern Operations, Department of Water and Sanitation, Private Bag X24, Howick, 3290. Hand deliver at Department of Water and Sanitation, R103 Prospect Road, Midmar Dam, Howick, 3290. **For attention:** The Human Resource Manager
- CLOSING DATE** : **25 NOVEMBER 2016 TIME: 16H00**
- POST** : **CHIEF ADMINISTRATION CLERK: TRANSPORT REF: 181116/82**  
Administration and Corporate Travel Infrastructure Operations and maintenance, Directorate: Eastern operations
- SALARY** : R211 194 per annum, (Level 07)
- CENTRE** : Midmar Dam, Howick
- REQUIREMENTS** : A grade 12 certificates or equivalent. Three (3) to five (5) years experience in administration matters. Knowledge of administrative procedures. Knowledge of Transport circular 4 of 2000. Knowledge of National Travel Policy Frameworks, related circulars and Practice Notes. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Proof of Computer literacy. Good written and verbal communication skills. Good interpersonal skills. Conflict management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct.
- DUTIES** : Oversee the administration of Transport management which includes fleet management, travel management and provision of advice regarding travel management policies and activities. Supervise staff and oversee the work of subordinates. Provide effective office services to the section. Render general clerical support services for Auxillary services section. Perform a variety of general administration duties i.e. Typing letters, notices, minutes, etc.
- ENQUIRIES** : Mr AZG Bebula, Tel 033-239 1900