



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATION** : **For Centre: Mmabatho** Please forward your applications quoting the relevant reference number to: The Provincial Head: North West, Department of Water and Sanitation, Private Bag X5, MMABATHO 2735 or hand delivered at Mega City Shopping Centre , Unit number99 , Cnr. Dr. James Moroka and Sekame Road. **For attention:** Mr. Mothusi Ntwe.
- CLOSING DATE** : **25 NOVEMBER 2016 TIME: 16H00**
- POST** : **ADMINISTRATION CLERK REF: 181116/88**
- SALARY** : R142 461 per annum (Level 5)
- CENTRE** : Mmabatho
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. Good computer literacy skills. Interpersonal relations, flexibility and team work.
- DUTIES** : Provide effective administrative support. The management of personnel matters. Assist with financial management and provisioning matters. Act as leave champion of the component.
- ENQUIRIES** : Mr. RT Kolokoto, Tel. (018) 387 – 9500