



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: Pretoria:** please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko
- CLOSING DATE** : **26 AUGUST 2016.TIME:16H00**
- POST** : **ADMINISTRATION CLERK - DIRECTORATE POLICY. Ref: 260816/38**
- SALARY** : **R142 461.00 per annum (level 5)**
- CENTRE** : **Pretoria**
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. Three (3) years experience in general office administration will be an added advantage. Knowledge and experience in provisioning administration. Good communication skills (written and verbal). Computer literacy. Good interpersonal and organizational skills.
- DUTIES** : The incumbent will render effective administrative support to the Directorate. Provide financial administration support services and assist in supply chain processes for the Directorate, preparations and management of documentation, provide personnel administration support , arranging workshops, scheduling meetings, minute taking and keeping record thereof, submission of documents to relevant offices and follow up on actions, capturing and populating reports, quality check documents and reports, render general clerical duties such as typing, faxing, filing, photo copying, binding of documents, receipt and delivery of mail, filing and retrieving of documents, coordinate travel and accommodation arrangements prepare documents for payment, order and control of stationary for the Directorate. Performing duties of a Chief User Clerk. Verification of log sheets prior to submission for approval.
- ENQUIRIES** : Mr H Fundzo Tel, (012) 336 6515