



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: NWRI: Central Operations (Pretoria Office) Please forward your applications quoting the relevant reference number to Department of Water and Sanitation, NWRI: Central Operations, Private Bag X273, Pretoria, 0001 or hand-deliver applications at NWRI: Central Operations, 1st Floor Reception, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria, 0001. For Attention: Mr. L Manganyi
- CLOSING DATE** : **01 December 2017 TIME: 16H00**
- POST** : CHIEF ADMINISTRATION CLERK: FACILITIES AND OFFICE SERVICES (This is a re-advertisement and those who has previously applied are encouraged to re-apply). REF: 011217/08
- SALARY** : R 226 611 per annum (Level 7)
- CENTRE** : NWRI: Central Operations (Pretoria Office)
- REQUIREMENTS** : Grade 12 certificate (Matric). Three (3) to five (5) years practical experience in Facilities, Auxiliary or Office Services. Valid driver's licence. (Attach certified copy). Computer skills in MS Office package software. Supervisory experience in the field, a recognised tertiary Diploma or Degree in Public Administration/Public Management and/or SAFMA recognised certificate in Facilities Management will serve as an added advantage. Sound interpretation and application of government policies and directives, PFMA, Treasury Regulations and Public Service Regulations. Good communication, interpersonal relations, report writing and presentation skills. Problem solving, investigation, analytical thinking with ability to pay attention to details. Analytical thinking, good interpretation skills with ability to pay attention to details. Accountability and ability to administer large volumes of documentation. Ability to multitask; work under pressure, willingness to travel and work extended hours.
- DUTIES** : Oversee facilities and office support services within the Directorate/Cluster. Manage and ensure implementation and compliance to applicable policies, directives and procedures. Manage and give support to the Directorate's corporate travel (flights, accommodations, conference and car rentals) booking requests, confirmations, cancellations, changes and re-scheduling. Provide advice to travelers regarding travel requests and policy implementation. Manage and ensure compliance to the administration of mobile communications (cell phones, 3Gs and landlines) accounts and debt recovery. Manage and ensure compliance to leased office equipments, cleaning services, building and parking facilities contracts and reporting. Conduct building and cleaning inspections and liaising with stakeholders regarding service operations. Administer Service Providers payments, queries, reconciliation of accounts and expenditure reporting. Maintain informative and accurate databases of key accounts. Compilation and provision of administration support related submissions, memoranda and submitting monthly operational reports. Records keeping, maintenance and retrieval. Attend to and respond to customer enquiries. Supervision of subordinates including co-ordination of operational activities within the section/cluster.
- ENQUIRIES** : Ms L. Makhoana, Tel 012 - 741 7315.