



**DEPARTMENT OF WATER AND SANITATION**

- APPLICATIONS** : Centre: Hartebeespoort: Please forward your applications to: The Provincial Head: North West, Department of Water and Sanitation , Private Bagx5 Hartebeespoort 2735 or hand deliver at Mega City Shopping Complex, Unit number 99 , Cnr. James Moroka and Sekame Road. For Attention: Mr. M.J Ntwe
- CLOSING DATE** : **01 December 2017 TIME: 16H00**
- POST** : ADMINISTRATION CLERK REF NO011217/10
- SUB-DIRECTORATE** : REVENUE MANAGEMENT
- SALARY** : R152 862 per annum, (Level 05)
- CENTRE** : Hartebeespoort
- REQUIREMENTS** : Grade 12 certificate or equivalent. One 1 year relevant experience will be an added advantage. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Knowledge of basic financial operating systems (PERSAL, BAS,LOGIS etc). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of working environment. Interpersonal relations. Flexibility. Team work. Basic knowledge of problem solving and analysis. Client orientation and Customer focus. Ability to work, think independently and take initiative. Good written and verbal communication skills. Computer Literacy with sound knowledge of the Ms Office Suite. Planning and organising.
- DUTIES** : Providing of effective administrative support. The management of personnel matters. Assist with financial management and provisioning matters
- ENQUIRIES** : Mr. Rens Botha, Tel 018 – 387 9500.