



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

Centre: Pretoria, Free State, Durban KZN: 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, (Cnr Visagie) and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko.

CLOSING DATE

: **02 JUNE 2017 TIME: 16H00**

POST

: ADMINISTRATION CLERK REF NO: 020617/27

DIRECTORATE

: COMMUNICATION

SALARY

: R152 862 per annum, (Level 05)

CENTRE

: PRETORIA

REQUIREMENTS

: Grade 12 certificate or equivalent. No previous experience required. One 1 year previous 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

: Render general clerical support services. Provide supply chain management support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES

: Ms O. Manyana, Tel 012- 336 7804