



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : 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, (Cnr Visagie) and Bosman, street, Pretoria. For attention: Ms Cindy Mazibuko.
- CLOSING DATE** : **23 JUNE 2017 TIME: 16H00**
- POST** : CHIEF ADMINISTRATION CLERK REF NO: 230617/22
- DIRECTORATE** : CORPORATE TRAVEL MANAGEMENT
- SALARY** : R 226 611 per annum, (Level 07)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Grade 12 certificate or equivalent. Three (3) to five (5) years experience required. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Knowledge and insight of Human Resource prescripts. Knowledge of working procedures in terms of the working environment. Knowledge of financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge and understanding of the legislative framework governing the Public Service. Interpersonal relations. Must be able to work in a team and be flexible. Good computer literacy, planning and organising skills. Excellent verbal, language and written communication skills. Basic knowledge of problem solving and analysis.
- DUTIES** : Supervise and provide travel reservation clerical support services within the component. Liaise with the service provider on related queries. Ensure effective and efficient control for Travel reservation services. Supervise and provide administration support services in the component. Supervise human resources/staff.
- ENQUIRIES** : Ms E Maredi, Tel 012- 336 8953.