



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** : ADMINISTRATION CLERK REF NO: 230617/30
- SUB-DIRECTORATE** : WATER TRIBUNAL
- DIRECTORATE** : LITIGATION
- SALARY** : R152 862 per annum, (Level 05)
- CENTRE** : Head Office , Pretoria
- REQUIREMENTS** : Grade 12 Certificate or equivalent. One (1) year relevant experience in general office administration 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. Good written and verbal communication skills. Computer Literacy with sound knowledge of the Ms Office Suite. Planning and organizing.
- DUTIES** : Assist in rendering administrative support to the Water Tribunal. Assist in the preparation of Water Tribunal and Mediation cases. Assist in the provision of proper record keeping of all Water Tribunal appeals, and Mediation. Assist in the provision of logistical support to the Water Tribunal including the recording, transcription of proceedings of Water Tribunal, and mediation. Provide supply chain management support services within the component. Provide financial administration support services in the component.
- ENQUIRIES** : Mr. Ren Mabe: Tel 012- 336 7034.