



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Vaal Proto-CMA (Gauteng Provincial Office): Please forward your applications quoting the relevant reference number to the Acting Chief Executive Officer: Gauteng Provincial Office, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, 15th floor Reception, Bothongo Plaza East, Pretoria. For attention: Ms G Skosana (012) 392 1312.
- CLOSING DATE** : **23 JUNE 2017 TIME: 16H00**
- POST** : ADMINISTRATION CLERK (WTE) REF NO: 230617/31
- SUB-DIRECTORATE** : ADMINISTRATIVE SUPPORT
- SALARY** : R152 862 per annum, (Level 05)
- CENTRE** : Vaal Proto-CMA (Gauteng Provincial Office)
- REQUIREMENTS** : Grade 12 Certificate or equivalent. One (1) year experience in Human Resource Administration 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 Resources 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 the working environment. Interpersonal relations. Flexibility and team work. Basic knowledge of problem solving and analysis. Sound computer literacy skills. Good written and verbal communication skills.
- DUTIES** : Update databases on vacant and filled posts. Complete staff requisitions forms. Co-ordinate draft adverts. Serve as secretary during short-listing and interviews. Compile appointment submissions. Update progress reports in terms of recruitment and selection. Administer transfers and service terminations. Complete Pension documents, PILLIR documents and Injury on Duty forms. Capture leave and prepare leave register, S&T, overtime, appointments, promotions, probations and transfers on Persal. Responsible for HR Registry. Prove of Persal training must be attached.
- ENQUIRIES** : Ms SM Mokgosi Tel: 018 294 9302.