



# 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
- SUB-DIRECTORATE** : ADMINISTRATIVE SUPPORT
- SALARY** : R152 862 per annum, (Level 05)
- CENTRE** : Head Office, Pretoria REF NO: 230617/34 A
- REQUIREMENTS** : Grade 12 Certificate or equivalent. Basic knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. One (1) year relevant experience will be an added advantage. 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** : 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** : Mr M Madzhe, Tel 012- 336 8717. (Pretoria) (230617/34 A)