



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: NWRI Central Operations: Tugela Vaal (O&M Jagersrust) , Driel and Woodstock, Please forward your applications quoting the relevant reference number To the Department of Water and Sanitation The Area Manager, Private Bag 1652, Bergville, 3350, or hand deliver to Tugela Vaal, 1 Kiepersol Avenue, Jagersrust, 3354 For Attention: Ms N Nkabini
- CLOSING DATE** : **23 JUNE 2017 TIME: 16H00**
- POST** : MESSENGER REF NO: 230617/44
Kindly note this post is are-advertisement and candidates who previously applied are encouraged to re-apply
- SALARY** : R90 234 per annum (Level 2)
- CENTRE** : NWRI: Central Operations, Tugela Vaal (Administrative Support))
- REQUIREMENTS** : ABET/Grade 10. One (1) to three (3) years' experience in messenger services. Knowledge in messenger services. Knowledge of organisational policies and procedures. Knowledge of process flow. Knowledge in tracing retrieving files. Knowledge of organisational and government structures. Knowledge of procedures and processes. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Knowledge of internal sorting and distribution matrix. Knowledge of organisations record keeping practices / system. Delegation authority. Financial management and knowledge of PFMA.
- DUTIES** : The delivering of mail and other articles. The collection of mail and other articles.
- ENQUIRIES** : Mr P Motsepe, Tel 012 336-6861