



DEPARTMENT OF WATER AND SANITATION

APPLICATIONS : Centre: NWRI: Central Operations (Pretoria) The Director, Department of Water and Sanitation, Private Bag X 273, Pretoria, 0001. Hand deliver to 1st Floor, Praetor Forum Building, 267 Lilian Ngoyi, Pretoria. FOR ATTENTION: The Human Resource Management

CLOSING DATE : **28 JULY 2017 TIME: 16H00**

POST : CHIEF ADMINISTRATION CLERK: FACILITIES AND OFFICE SERVICES
REF NO: 280717/23

SALARY : R226 611 per annum (Level 7)

CENTRE : NWRI: Central Operations (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. A valid driver's licence (original certified copies must be attached for requested documents). Willingness to travel and work after hours. Excellent report writing skills. Problem-solving, creativity and initiative skills. Planning, organizing, execution, reliability and administrative skills. Analytical thinking, good interpretation skills with ability to pay attention to details and handle confidential information. Accountability and ability to work in a team. Ability to multitask and work under pressure.

DUTIES : Oversee facilities and office support services within the Directorate/Cluster. Ensure proper implementation and management of corporate travel, cellphones and landlines, cleaning and leased office equipments policies, directives and service level agreements. Manage and give support to the administration of flights and accommodations including processing of travel requests, administering travel cancellations, amendments, postponements and financial irregularities. Provide advice to travellers regarding travel requests and policy compliance. Manage leased office equipments, building lease, cleaning services and landlines contracts. Conduct building inspections and liaising with stakeholders regarding building maintenance. Manage cleaning services contract to ensure clean and hygienic environment. Compile quarterly contract performance reports. Administer cellphones applications, terminations and transfers. Managing and controlling of handsets and individual cellphones contracts. Maintain informative and accurate databases of key accounts. Administer office support and facilities services provider key accounts payments and provide monthly expenditure reports. Compile submissions, memoranda and submitting monthly operational reports. Supervision of subordinates including co-ordination of operational activities within the section/cluster.

ENQUIRIES : Ms L. Makhoana Tel 012 - 741 7315.