



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: NWRI: Central Operations, Vanderkloof Dam Department of Water and Sanitation, NWRI Central Operations, Private Bag x 01, Vanderkloof Dam, 8771. FOR ATTENTION: Mr. J Wilson
- CLOSING DATE** : **28 JULY 2017 TIME: 16H00**
- POST** : CHIEF ADMINISTRATION CLERK: ADMINISTRATIVE SUPPORT REF NO: 280717/24
- SALARY** : R226 611 per annum, (Level 07)
- CENTRE** : NWRI: Central Operations, Vanderkloof Dam
- REQUIREMENTS** : A Grade 12 certificate or equivalent. Three (3) to five (5) years experience required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, PFMA and Treasury Regulations. Knowledge of basic financial operating systems (SAP, PERSAL, BAS, LOGIS etc). Must possess supervisory skills. Strong organisational, analytical and problem solving skills. Must be computer literate with experience in Microsoft office. A valid driver's license. (Attached certified copy). Must be able to work under pressure. Experience in people management. Good report writing skills and good communication, interpersonal and organizing skills.
- DUTIES** : Responsible to manage corporate services and financial divisions at Vanderkloof scheme. This will include supply chain management, Asset management, transport management, financial management, human resource management and office support services. All policies in terms of the above-mentioned services must be implemented and consistently applied. Supervise personnel and do performance evaluations. Should be able to work under pressure. Ensure that all reports are submitted with financial year closure. Coordinates training of all sections at Vanderkloof.
- ENQUIRIES** : Mr. A Coetzee, Tel 053 – 664 9400.