



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

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** : SENIOR REGISTRY CLERK: RECORDS MANAGEMENT REF NO: 280717/25
- SALARY** : R152 862 per annum, (Level 05)
- CENTRE** : NWRI: Central Operations (Pretoria)
- REQUIREMENTS** : Grade 12 certificate or equivalent. A recognised certificate in Records Management/ Archiving will be an added advantage. Experience as Registry Clerk or working in registry environment and in the administration and management of telecommunication experience will serve as an added advantage. Valid driver's license. (Attached certified copy). Computer skills in MS Office package software. Sound knowledge and application of government records management policies, PFMA, Treasury Regulations, Public Service Act and Regulations. Clerical and administration skills. Customer focus. Multi-tasking. Problem solving. Interpersonal and communication (verbal and written) skills. Planning and organising. Must be able to work under pressure. Analytical thinking. Attention to detail. Accountability and ability to work in a team. Ability to administer and record large volumes of documentation.
- DUTIES** : Provide administrative support with regard to implementation and compliance of records management policies and procedures. Receipt of post, parcels and remittance items and general mail management. Opening, indexing, drawing and archiving files. Sorting, opening and handling of incoming and outgoing post. Handling enquiries, transfer and movement of files, disposal/archiving of files. Tracking and collection of files. Auditing of files. Management of courier services. Operation and maintenance of registry machinery and equipments including binding and laminating of documents. Keep and update applicable registers. Distribution of documents/ circulars. Overall document management. Render messenger services and perform other administration related duties as and when there is a need. Administration of landline and cellphones accounts. Management of the switchboard and photocopier machines. Printing, distribution, debt collection, verification and consolidation of monthly telephone bills. Administration of monthly cellphones invoices. Liaise with clients and service provider with regard to photocopier machines toners, cellphones, landlines and switchboard related issues. Attend to and respond to queries. Maintain an efficient filing and record keeping system.
- ENQUIRIES** : Ms L Makhoana, Tel 012 - 741 7315.