



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS : Centre: NWRI: Central Operations (Standerton Area Office), Central Operations: Usutu Vaal (Grootdraai and Grootfontein Pump Station) The Area Manager: Department Of Water and Sanitation. Private Bag X2021, Standerton, 2430 or hand delivered in office number 1 Grootdraai Dam, Admin Building, Standerton, 2430 FOR ATTENTION: Ms PN Myeni

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

POST : ADMINISTRATION CLERK REF NO: 280717/28
SALARY : R152 862 per annum (Level 05)

CENTRE : NWRI: Central Operations (Standerton Area Office)

REQUIREMENTS : Grade 12 Certificate or equivalent qualification. Basic knowledge in administration/HR as a generalist will be an added advantage. Knowledge of Human resource functions, practices as well as ability to capture data, operate computer and collate administrative statistics. Knowledge and experience in administering PERSAL. Knowledge of Public Service Regulatory Frameworks and HR prescripts. Computer literacy. General administration skills coupled with verbal and written skills. Be innovative and initiative. Good organizational skills. Ability to work under pressure and as part of a team. A valid driver's license will be an added advantage.(Attached certified copy).

DUTIES : Coordinate general administration of the office of the Area Manager. Coordinate area managers travelling arrangement and related logistics. Oversee planning and arrangements of Area Manager's visit, meetings, training and conferences. Perform secretarial, reception and clerical support functions. Act as liaison point for the office, the rest of the office and external stakeholders. Manage all resources in the office. Draft correspondence (i.e. submissions, internal memo, letters and reports). Filing, faxing, photocopying and tracing of documents. Handle confidential documents with utmost discretion. Manage and coordinate incoming and outgoing correspondence. Recruitment and Selection.HRD (Training and Development).PMDS and general admin duties related to the HR environment.

ENQUIRIES : Ms PN Myeni, Tel 017 - 712 9400.