



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Bloemfontein The Provincial Head. Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300. For attention: Ms. L Wymers.
- CLOSING DATE** : **28 JULY 2017 TIME: 16H00**
- POST** : ADMINISTRATION CLERK: WATER SERVICES REGULATION REF NO:
280717/30
- SALARY** : R 152 862 per annum (Level 05)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Grade 12 Certificate or equivalent qualification. No previous experience required. Computer Literate (MS Word, Excel. Power Point and Outlook). Organizational and secretarial skills. Experience in data capturing and driver's license will serve as an added advantage. (Attach certified copy).
- DUTIES** : Render general clerical support services. Responsible for the administration support of the Water Services Regulation Sub-Directorate. Update of asset register, compilation of demand management plan. Make photocopies and receive or send facsimiles. Document management within the Sub-Directorate and between the Deputy Director and the Director and provincial Heads Office. Data capturing. Record keeping of communication between the Sub-Directorate and Water Services Authorities. Management and collection of monthly and Quarterly reports and portfolio of evidence. General filing and record keeping of reported and investigated water quality incidents. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain weekly movements of personnel within the unit as well as leave. Arrange travelling and accommodation. Provide supply chain clerical support services. Liaise with internal and external stakeholders in relation to procurement of goods and services. Compilation and submission of requests for quotations. Prepare relevant documentation for orders to purchase. Stock control of office stationery.
- ENQUIRIES** : Mr J. Van Noordwyk, Tel 051 – 405 9000.