



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Kimberly Please forward your application, quoting the post reference number, to: The Provincial Head: Northern Cape, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8301 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301. Persons with disabilities are encouraged to apply. For attention: Ms W Malope
- CLOSING DATE** : **28 JULY 2017 TIME: 16H00**
- POST** : RECEPTIONIST REF NO: 280717/34
SALARY : R 152 862 per annum, (Level 05)
CENTRE: Kimberley
- REQUIREMENTS** : Grade 12 Certificate or equivalent. One (1) to two (2) years experience. Good written and verbal communication skills. Ability to learn the departmental service delivery components. Must be able to operate a switchboard. Must have computer and typing skills. Must be able to organise and prioritise work and have telephone etiquette. Must be able to communicate in English, Xhosa and Afrikaans. Ability to take initiative and work independently.
- DUTIES** : Operate the switchboard by answering incoming and making outgoing calls. Ensure that customers are referred to promptly and correctly. Take messages and administer the correct distribution thereof. Supply basic information to customers regarding the departmental services. Keep the reception area clean and tidy at all times. Receive and or visitors update and distribute the internal telephone directory and keep a database of other important contract numbers. Operate the fax machine, responsible for reporting faults on the telephone system to the service provider.
- ENQUIRIES** : Ms N Gool, Tel: 053 - 830 8800.