



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: NWRI Central Operations (Pretoria) The Area Manager Please forward your applications quoting the reference number to 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** : **29 SEPTEMBER 2017 TIME: 16H00**
- POST** : ADMINISTRATION CLERK REF NO: 290917/14
- SALARY** : R152 862 per annum (Level 5)
- CENTRE** : NWRI: Central Operations (Pretoria Office)
- REQUIREMENTS** : Grade 12 Certificate or equivalent. One (1) to three 3 years administration experience preferably in a technical environment will be an added advantage. Ability to capture data, operate computer and collate administrative statistics. Knowledge of Public Service Regulatory Frameworks. Computer literacy. General administration skills. Be innovative and initiative. Ability to work under pressure. A valid driver's license. (Attached certified copy). Good interpersonal and organizing skills. Excellent communication skills both verbal and written. Strong sense of responsibility and ability to work independently and in a team.
- DUTIES** : Arrange, circulate notices of, and take minutes of technical meetings. Assist in the typing up and compiling of required technical reports. Assist in the compiling and tracking of Maintenance Plans - both Opex and Capex funded. Arrange travel and accommodation bookings for technical support personnel. Complete procurement documentation for equipment, furniture and other items for Technical Support personnel. Prepare, update and archive files / documents. To fulfil other tasks related to related to Technical Support Section as and when required.
- NOTE** : Candidates may be subjected to a skills and knowledge test.
- ENQUIRIES** : Mr W. Joxo, Tel 021 - 741 7353.