



DEPARTMENT OF WATER AND SANITATION

APPLICATIONS	:	Free State (Bloemfontein): Please forward your applications quoting the relevant reference number to the Provincial Head: Free State Region, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300. For attention: Ms. N Molelekoa
BRANCH	:	OPERATIONAL INTEGRATION (FREE STATE)
CLOSING DATE	:	02 November 2018 16H00
POST	:	SENIOR ADMINISTRATION CLERK: INSTITUTIONAL OVERSIGHT REF NO 021118/10
SALARY	:	R163 563 per annum (Level 5)
CENTRE	:	Bloemfontein
REQUIREMENTS	:	A Senior certificate or equivalent. One or two years' experience in clerical and administrative duties. Good knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Good planning, organising and reporting skills. Good financial management skills. Ability to have good interpersonal relations, flexibility and teamwork. Good verbal and written communication skills. Computer literacy (Word, Excel and Power Point). Practical test on computer literacy to form part of interview. Ability to work independently and to work under pressure.
DUTIES	:	The purpose of this post is to render administrative support services in the Directorate. The incumbent is expected to render general clerical support services by recording, organising, storing, capturing and retrieving correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Keeping record of all files received by and returned from the office of the Director. Provide supply chain clerical support within the component. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component, keeping the leave register for the Directorate and reporting monthly to HR. Keep and maintain personnel records in the component. Provide financial administration support services in the component. Capture and update expenditure in component. Capturing S&Ts received from Finance for approval and keeping a register of S&T returned to Finance for payment; Check completeness of subsistence and travel claims of officials and submit to manager for approval; Keeping record of all invoices received for approval and payment; Keeping record of all sundry payments received for approval and payment. Handle telephone accounts and petty cash for the component. Coordinate the requests for quotations for the Directorate and follow up with SCM. Assist with the creation of Log 1s and ensure that expenditure is within the allocated budget.
ENQUIRIES	:	V Dywili, Tel No: 051 405 9000