



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Tugela Vaal Please forward your application quoting the reference number to the Area Manager The department of Water and Sanitation Private Bag X 1652 Bergville 3350 Or hand delivery to 01 kiepersol Avenue, Jagersrust 3354 the address for Attention Motsepe.
- CLOSING DATE** : 20 July 2018 TIME: 16h00
- POST** : **ADMINISTRATION CLERK REF NO: 060718/34**
- BRACH** : **NWRI Central Operation**
- SALARY** : **R 152 862 per annum (Level 05)**
- CENTRE** : **Tugela Vaal**
- REQUIREMENTS** : National Senior Certificate or equivalent. One (1) year relevant experience in Supply Chain Management /procurement management environment. Good knowledge of PFMA, PPPFA, Treasury Regulations, Government SCM framework/policies and procedures. Knowledge of SAP, Good Communication skills (written and verbal), Computer Literacy skills (Ms Word, excel), good interpersonal, relationship skills and must be able to work under pressure. Valid driver's License.
- DUTIES** : Preparation and capturing of all sundry and order payments for Suppliers and employees on SAP. Capturing of Travel and Subsistence (S&T) claims, overtime, Night shift, Standby, Sunday and Public holiday allowances and all other related salary deductions and payments to employees on PERSAL. Perform cashier duties and Petty cash management. Compilation of monthly reports. Filing of financial documents. Attend to related queries for suppliers, employees and audit. Over-all rendering of financial administration support to scheme level (Assisting Area Offices), NWRI: CO and Head Office.
- ENQUIRIES** : **Ms S.M. Magubane, Tel: (036) 438 8307**