



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Central Operations (Pretoria) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, NWRI Central Operations, Private Bag X273, Pretoria, 000, or hand deliver to 1st Floor, Praetor Forum Building, 267 Van Der Walt Street, Pretoria. For attention: Mr KL Manganyi.
- CLOSING DATE** : 06 July 2018 TIME: 16h00
- POST** : **ADMINISTRATION CLERK REF NO: 060718/35**
- BRANCH** : **NWRI Central Operation**
- SALARY** : **R 152 862 per annum (Level 05)**
- CENTRE** : Central Operations (Pretoria)
- REQUIREMENTS** : National Senior Certificate or equivalent. No previous experience required. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility. Team work. Basic knowledge of problem solving and Analysis. People and Diversity management. Client Orientation and Customer Focus. Good Communication skills (verbal and written). Accountability and ethical Conduct.
- DUTIES** : Distribute water in respect in instruction given by managers. Conduct general routine inspection. Report irregularities with accordance to schemes regulations. Minor maintenance of canals, measuring structures, sluices and servitude's. Safe keeping of equipment and property. Knowledge of administration in relation to the correct completion of forms.
- ENQUIRIES** : **Ms N.D.Ndumo, Tel: (012) 741 7302**