



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Gauteng Please forward your application, quoting the post reference number, to The Provincial Head, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or Hand delivered at 285 Francis Baard Street, Bothongo Plaza East Building, 15th Floor. **For attention:** Mr PS Nevhorwa
- CLOSING DATE** : 08 June 2018 TIME: 16h00
- POST** : SENIOR ADMINISTRATION OFFICER: TRANSPORT (GAUTENG) REF NO: 080618/10
- BRANCH** : BRANCH: OPERATIONAL INTEGRATION GAUTENG, DIV TRANSPORT
- SALARY** : R281 418 (Level 8)
- CENTRE** : Gauteng
- REQUIREMENTS** : A National Diploma or Degree in Public Administration or Social Sciences. Three (3) - five (5) years experience in transport administration. A valid driver's license (a certified copy must be attached). Computer literacy skills. Knowledge and experience of administrative procedures. Knowledge and understanding of the Road Traffic Act 93 of 1996 and the National Road Traffic Regulations of 2000. Knowledge of labour law, labour relations policies and dispute resolution processes, financial legislation. Problem solving and analytical skills. People and Diversity Management skills. Client orientation and Customer focus. Good interpersonal and communication skills and Supervisory skills. Ability to work independently and within predetermined time frames. Accountability and Ethical conduct.
- DUTIES** : Implement administrative procedures for the component. Analyze business plan of the component. Analyze procurement trends. Engage supplier regarding purchased materials. Control and manage the transport division. Supervise the following day-to-day administrative functions; processing of subsidized log sheets, management of leased fleet and departmental fleet management. Ensure that correct procedures are followed on issuing of vehicles. Ensure that the requested items are received and the services are rendered as requested. Implement policies. Develop action plan for the section. Supervise human resources. Check if the information is captured correctly on the system. Prepare itinerary documents for vehicles. Ensure vehicle inspection before issuing. Authorize payments. Capture logbooks on the system accordingly. Develop implementation plan. Ensure that financial procedures are observed in the section. Compile and present monthly reports to Managers. Assist with the compilation of the budget. Ensure that Subsistence and Travel advances and oversees travelling claim expenses are checked. Do early warning systems. Advise management on good administrative practices. Provide feedback on identified administrative gaps.
- ENQUIRIES** : Mr PS Nevhorwa, Tel: 012 392 1324