



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Northern Cape (Kimberley) Please forward your application, quoting the post reference number, to: The Chief Director, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8301 or hand-deliver to Department of Water Affairs, 28 Central Road, Beaconsfield, Kimberley, 8301
- FOR ATTENTION** : Mrs C. Du Plessis
- CLOSING DATE** : 14 December 2018 TIME: 16h00
- POST** : SENIOR ADMINISTRATION CLERK REF NO: 141218/32
- BRANCH** : Chief Operations Office  
SD: Water Sector Planning & Support
- SALARY** : R163 563 per annum (Level 05)
- CENTRE** : Kimberley
- REQUIREMENTS** : A Senior certificate or equivalent. Knowledge of administration procedure/s. Ability to have good interpersonal relations, flexibility and teamwork. Good verbal and written communication skills. Computer literacy (Word, Excel and Power Point).
- DUTIES** : Receive and distribute water and sanitation related queries from clients in the Walk in Centre. Keep record and follow up on queries until resolved. Create an orderly working environment. Distribute, collect and store documents. Register and capturing of information. Capturing of water and sanitation infrastructure data. Execute relevant tasks upon instruction of the supervisor. Ensure administrative support to the component. Record minutes of meetings when required. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work. Form part of any departmental community awareness events if require.
- ENQUIRIES** : Mr B Viljoen Tel No: (053) 830 8800