



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: NWRI Central Operations Upper Vaal, Vaal Dam, Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X02 Deneysville, 1932 or hand deliver at the Department of Water and Sanitation, Vaal Dam, 11 McKhanzie Street, Deneysville. **For attention:** Mr BS Mbongo
- CLOSING DATE** : 16 March 2018 TIME: 16h00
- POST** : ADMINISTRATIVE CLERK REF NO: 160318/05
- CD** : WR INFRASTRUCTURE OPERATIONS AND MAINTENANCE, SEC: ADMIN SUPPORT
- SALARY** : R152 862 per annum (Level 5)
- CENTRE** : NWRI Central Operations Upper Vaal: Vaal dam
- REQUIREMENTS** : A Senior Certificate. Exposure to HRM, Fleet Management and Registry procedures, Processes and applicable prescripts and Acts. Skills: Computer literacy, Telephone etiquette, Good interpersonal relations, Ability to work under-pressure, Communication skills (Verbal & Written), Customer care attitude.
- DUTIES** : Capturing of leave on PERSAL, Handling of leave register, postage stamps register and remittance register. Receive and register incoming and outgoing mail daily, maintain files as well as tracing of documents. Making photocopies, sending faxes, drawing of files and filing of correspondence, safe guarding of documents, Sorting of all incoming mail to relevant sections. Manage and give support to the area office's travel booking requests (flights, accommodations, and conference and car rentals). Manage and ensure administration of mobile communications (cellphones and 3Gs). Assist with administering of fleet. Maintain informative and accurate databases of key accounts. Distribute circulars memoranda or other documentation as instructed and dealing with all relevant enquiries.
- ENQUIRIES** : Mr PJ Bredenhann, Tel no: 016 3713020