



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Gauteng Provincial Office. Please forward your applications quoting the relevant reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand delivered at 285 Francis Baard Street, Bothong Plaza East Building, 15th Floor. **For attention:** Mr Daniel Masoga
- CLOSING DATE** : 16 March 2018 TIME: 16h00
- POST** : REGISTRY CLERK REF NO: 160318/07
- SD** : CORPORATE MANAGEMENT, DIV: REGISTRY
- SALARY** : R152 862 Per Annum, (Level 05)
- CENTRE** : Gauteng Provincial Office
- REQUIREMENT** : A Senior Certificate. Exposure in the records and archive environment. Knowledge of archives Act and Record Management Practices, processes and Procedures. Basic knowledge of the Public Service Regulatory Framework and Departmental legislations. Computer Literacy is essential. Good planning skills. Interpersonal skills.
- DUTIES** : Ensure that records are safe and filed in a proper and correct manner. Attend to the incoming and outgoing paper and electronic correspondence including faxes. Control, maintain and apply the filing system, the master list archives, registry, procedures and practice. Serve as a messenger for the provincial office. Ensure that the correspondence is conducted on correct file as well as protected and mail timeously posted/dispatched. Assist with the receipt, opening, sorting, distribution and dispatch of mail, open and label files. Provide prompt service to staff and timely dispatch of correspondence, provide reference and search assistance to staff with regard to requests, requiring acknowledge of coding and cross referencing both on paper and electronic. Attending to documents and correspondence received and dispatched. Making follow ups on files requested by staff members.
- ENQUIRIES** : Mr PS Nevhorwa, Tel no. (012) 392 1324