



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Eastern Cape (East London, King Williams Town): Please forward your applications quoting the relevant reference number to: Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town. For attention: Ms T Solwandle.
- CLOSING DATE** : 17 August 2018 TIME: 16h00
- POST** : CHIEF ADMINISTRATION CLERK REF NO: 170818/09
- BRANCH** : OPERATIONAL INTEGRATION EASTERN CAPE, DIV: AUXILIARY SERVICES
- SALARY** : R242 475 per annum (Level 7)
- CENTRE** : Eastern Cape: King William Town
- REQUIREMENTS** : A Senior certificate or equivalent. Three (3) to Five (5) years of experience in administration. Knowledge of administrative procedures. Knowledge of Treasury Regulations and Public Finance Management Act. Computer Literate in (Ms Word, Excel, Power Point, Outlook, Database and Internet). Good verbal and written communication, problem solving, decision-making and good interpersonal skills. Ability to perform under pressure, work independently and be responsible with minimal supervision.
- DUTIES** : Monitor contract appointments and expiry dates under administration. Preparation of specifications for tender contracts. Preparation of submissions for approval by BID Committee. Facilitation of monthly meetings with service providers and provide portfolio of evidence. Compiling and consolidation of reports, minute taking and record keeping, Preparation of agendas, memorandums and all other correspondence. Liaise with Supply Chain Management in drafting of specifications. Sensitise the manager regarding engagements. Compile realistic schedules of appointments. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the Manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Scrutinise routine submissions / reports and make notes to support recommendations of the manager. Allocate and ensure quality of work. Assess staff performance. Apply discipline
- ENQUIRIES** : Mr MP Zenzile Tel, 043 604 5528