



**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** : SENIOR ADMISTRATION CLERK REF NO: 170818/11
- BRANCH** : OPERATIONAL INTEGRATION EASTERN CAPE, SD: CAPACITY BUILDING
- SALARY** : R163 563 per annum (Level 5)
- CENTRE** : Eastern Cape: King William's Town
- REQUIREMENTS** : A Senior certificate or equivalent. Knowledge of Clerical functions, practices as well as the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge and understanding of the legislative framework governing the Public service. Knowledge of working procedures in terms of the working environment. Good interpersonal relations. Flexibility and Team work. Basic Knowledge of problem solving and analytical skills. People and Diversity Management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and Ethical conduct. Computer Literacy. Planning and organising skills.
- DUTIES** : Render general clerical support services. Render effective procurement of goods and services. Provide supply chain management support services within the component. Register invoices and submit to Finance. Provide personnel administration and clerical support services within the component. Consolidate weekly itinerary for approval of the component. The candidate should also assist with the compilation of demand plan and commodity analysis to ensure that required resources fulfil identified needs.
- ENQUIRIES** : Ms Z Tutani Tel, 043 604 5533