



**DEPARTMENT OF WATER AND SANITATION**

- APPLICATIONS** : Centre: Pretoria/Limpopo Provincial Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria. For Attention: Ms L Van Wyk
- CLOSING DATE** : 18 May 2018 TIME: 16h00
- POST** : ADMINISTRATION CLERK REF NO: 180518/12
- SALARY** : R 152 862 per annum (Level 05)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 certificate or equivalent. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems(SAP). Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of working procedures in terms of the working environment. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Training on SAP will be added advantage.
- DUTIES** : Packing and Unpacking of stock in the warehouse. Physical receipt and issuing of stock items,Updating Bin Cards, Safe keeping of Stock, Conduct regular spot checks in the store. Keep proper filing of records, Handle enquiries. Will be required from time to time to perform adhoc duties (eg. processing of key accounts receipts on SAP for payments)
- ENQUIRIES** : Mr S Cakwe : Tel: (012 336 6827)