



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Uitkeer / Port Elizabeth Mthatha (Operations Kei): Please forward your application, quoting the post reference number Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer. For Attention: Mr S Madyungu
- CLOSING DATE** : 18 May 2018 TIME: 16h00
- POST** : ADMINISTRATION CLERK REF NO: 180518/13
- BRANCH** : NWRI Southern Operation
- SALARY** : R 152 862 per annum (Level 05)
- CENTRE** : Port Elizabeth
- 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 (PERSAL, BAS, LOGIS etc). 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.
- DUTIES** : Provides a secretarial receptionist support service to the manager. Provide a clerical support service to the manager. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager.
- ENQUIRIES** : Ms Goboza: Tel: 041 508 9701