



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Pretoria Head 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** : 20 April 2018 TIME: 16h00
- POST** : **ADMINISTRATION CLERK REF NO: REF NO: 200418/16**
OFFICE OF THE DEPUTY DIRECTOR – GENERAL: NWRI
- SALARY** : **R 152 862 per annum (level 5)**
- CENTRE** : **Pretoria**
- REQUIREMENT** : A National Senior Certificate or equivalent. A valid driver's license will be an added advantage. Knowledge of the functioning of the National Government. Computer literacy (Ms Word and Excel). Knowledge of clerical functions. Ability to capture data. Knowledge of Financial Management. Good communications skills.
- DUTIES** : Render general clerical support services. Provide supply chain management support services within the component. Provide personnel administration clerical support services in the component. Provide financial administration support services in the department.
- ENQUIRIES** : Ms. P Magubane, Tel (012) 336-8519