



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centres: Bellville, George and Worcester. Please forward your applications quoting the relevant reference number to the Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville. For attention: Ms K Melelo
- CLOSING DATE** : 20 July 2018 TIME: 16h00
- POST** : REGISTRY CLERK REF NO: 200718/10
- BRANCH** : OPERATIONAL INTEGRATION: WESTERN CAPE
- DIV** : AUXILIARY SERVICES
- SALARY** : R 163 563per annum, (Level 5)
- CENTRE** : Bellville
- REQUIREMENTS** : A Senior Certificate. Knowledge of Registry Procedures, processes, applicable prescripts and Acts.Knowledge of file management.Basic computer literacy skills.Knowledge of filing, registered mail, priority mail and the sorting of mail. Problem solving, analysis, client orientation and customer focus skills. Good communication skills. Accountability and ethical conduct skills. Good interpersonal skills.
- DUTIES** : Efficient running of the registry office. Open post and parcels. Accurate filing of all correspondences on a daily basis.Open and close files. Assist with the execution of functions attached to the registry office. Maintain a register of documents received and delivered. Receiving and dispatching of courier items. Ensure that there is no backlog on documents to be filed. Ensure that there is no file that leaves registry without being recorded. Issue and collect files from officials. Replace file covers and ensure that registry is efficient and effective. Deal with all registry related queries on a daily basis, in accordance with Batho Pele Principles.
- ENQUIRIES** : Ms Z Matiso, Tel 021 941 6098