



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** : ADMINISTRATION CLERK REF NO: 200718/12
- BRANCH** : OPERATIONAL INTEGRATION: WESTERN CAPE
- DIV** : WATER QUALITY RELATED WATER USE MANAGEMENT
- SALARY** : R 163 563 per annum, (Level 5)
- CENTRE** : Bellville
- REQUIREMENTS** : Grade 12 certificate. Be computer literate and have sound knowledge of Microsoft Office. Knowledge of administrative functions, practices as well as the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge of Human Resource prescripts, basic financial management. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility. Team work. Basic knowledge of problem solving and Analysis. Client orientation and customer focus. Good verbal and written communication skills.
- DUTIES** : Implement administrative procedures for the component. Implement policies. Implement action plan for the section and adhere to the financial procedures. Compile section monthly report assist management on good administrative practices. Provide feedback to identified administrative gaps. Update registers and statistics. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Keep and maintain the coming and outgoing document register of the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation for the section. Coordinate section meeting with clients. Support the catchment manager with the coordination of the sections projects. General office administration.
- ENQUIRIES** : Ms T Torch, Tel 021 941 6236