



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : North-West (Mmabatho): Department Please forward your applications quoting the relevant reference number to of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor. For attention: Mr MJ Ntwe
- CLOSING DATE** : 30 November 2018 TIME: 16h00
- POST** : REGISTRY CLERK REF NO 161118/15
- BRANCH** : OPERATIONAL INTEGRATION: NORTH WEST
- SALARY** : R163 563 per annum (Level 5)
- CENTRE** : Mmabatho
- REQUIREMENTS** : A Senior certificate. Computer skills in Ms Word and Excel. General administration skills coupled with verbal and written skills. Be innovative with initiative. Have an understanding of MISS Act. Knowledge of process flow and tracking retrieving files. Knowledge of internal sorting and distribution matrix. Practical knowledge of organisations record keeping practices/system.
- DUTIES** : Manning of the Auxiliary Services Registry by ensuring that filing is always up to date. Maintenance of the file register by recording all files received and those that are sent out. Opening and closing of files. Ensuring that files are returned within timeframe. Assist with other Auxiliary Services adhoc duties.
- ENQUIRIES** : Ms Z Nkonki Tel 018 3879500