



# water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : For purposes of response handling 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 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabole
- CLOSING DATE** : 01 MARCH 2019 TIME: 16h00
- POST** : SENIOR ADMINISTRATION CLERK, REF NO: 010319/03  
(This is an erratum of reference no: 010319/04, applicants who have previously applied need not to re-apply as their applications will be taken into consideration)
- BRANCH** : PLANNING, MONITORING AND EVALUATION
- SALARY** : R163 563 per annum (Level 5)
- CENTRE** : HEAD OFFICE PRETORIA
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. Have experience on supply chain management processes. Work Technical knowledge / Competencies: 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 Service. Knowledge of working procedures in terms of the working environment. Good interpersonal relations. Team work and flexibility. Client orientation and customer focus. Communication skills, verbal and written.
- DUTIES** : Render general clerical support services. Provide personnel administration clerical support services within the component Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Type letters and / or other correspondences when required. Keep and maintain the coming and outgoing document register of the component. Provide supply chain management support services within the component. Stock control of offices stationery. Keep and maintain the asset register of the component. Maintain a leave register for the component. Provide assistance in arranging travelling and accommodation requests if or when required. Provide financial administration support services in the component. Check correctness of subsistence and travel claims of officials and submit to the manager for approval. Handle telephone accounts and petty cash for the component. Relieve the Switchboard operator when required. Update telephone contact list when need arises. Report faulty telephones. Assist with conducting building inspections and report faults identified.
- ENQUIRIES** : Ms T. Mthombeni, Tel, 012 808 9619