



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Eastern Cape: Please forward your applications quoting the relevant reference number to: Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town 5600. For attention: Ms T Solwandle 043 604 5476.
- ENQUIRIES** : Ms NG Ndaki, Tel: 043 604 5510.
- CLOSING DATE** : 08 March 2019 TIME: 16h00
- POST** : PROVISIONING ADMIN CLERK REF NO: 080319/31
- SALARY** : R 163 563 per annum, (Level 5)
- CENTRE** : King William's Town
- REQUIREMENTS** : A Grade 12 certificate or equivalent. One (1) to two (2) years experience in general office administration will be an added advantage. Computer literacy is essential. (Sound knowledge of MS office (Ms Word, Ms Excel, Power point and Internet Explorer & provide proof thereof). Good verbal and written communication skills. Ability to work under pressure. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Knowledge and understanding of the legislative framework governing the public service. Knowledge of working procedures in terms of the working environment. Basic knowledge of problem solving and analysis. Knowledge of handling telephone calls including handling reception and manage incoming and outgoing mail.
- DUTIES** : Typing office correspondence. Rendering administration support within the section i.e. opening and filing of new files. Doing invoice reconciliations. Preparation and management of telephone account. Management of various departmental contracts and accounts. Manage the mail register. Receiving of documents and disseminate them to the relevant people. Operating the switch board by answering incoming and handling outgoing calls. Ensuring that stakeholders are referred correctly. Manage meetings / workshops arrangement, venues, accommodations, bookings. Provide Supply Chain Management support services within the unit.