



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375. For Attention: Thomo K.E
- CLOSING DATE** : 15 February 2019 TIME: 16h00
- POST** : ADMINISTRATION CLERK REF NO 150219/16
- BRANCH** : NWRI CENTRAL OPERATIONS ADMIN SUPPORT
- SALARY** : R 163 563 per annum (Level 05)
- CENTRE** : Jericho Dam (Usutu River)
- REQUIREMENTS** : A Grade 12 certificate. One (1) year relevant experience in government administration will serve as an added advantage. Good knowledge of PFMA, PPPFA, Treasury Regulations and other government policies. Telephone etiquette, sound knowledge and application of government and administration procedures. Client orientation and customer focus. Ability to interact with people at all levels and work in a team environment. Good communication skills both (verbal and Written). Computer literacy skills (Ms word, excel), good interpersonal relationship skills and must be able to work under pressure. A valid driver's license.
- DUTIES** : Management of the switchboard and reception area. Attending to all incoming and outgoing calls and transferring them to appropriate officials for further actions. Taking and relaying messages. Attending to walk-in visitors/customers and ensuring that they are timeously attended to. Direct incoming calls/ENQUIRIES to relevant officials who can help accordingly. Register all incoming mail and oversee delivery thereof. Keeping updated registers and implements systems and procedures for tracking and tracing of correspondence documents. Ensure a clean, neat reception area. Administer flights, accommodation and conference requests. Coordinate booking confirmation vouchers, booking cancellations, changes and re-scheduling and constant feedback to officials. Ensure implementation and compliance to departmental corporate travel processes and procedures. Co-ordinate Area Office's travel submissions for approval. Maintain an efficient filing system. Keeping updated register and databases. Implement systems, procedures for tracking and tracing of travel documents. Administer landline telephones and mobile contracts in liaising with relevant Administrators. Manage photocopier machines and provide photocopier and binding services for the office. Liaise with client and service providers with regards to photocopier machines toners and switchboard related issues. Provide administrative support to the Area Manager.
- ENQUIRIES** : Ms L Makhoana, Tel: (012) 741 7315