



## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorum Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela. For Attention: Mr MJ Nzima
- CLOSING DATE** : 15 February 2019 TIME: 16h00
- POST** : ADMINISTRATION CLERK REF NO 150219/19
- BRANCH** : CHIEF OPERATIONS OFFICE SD: CORPORATE SERVICES
- SALARY** : R163 563 per annum (Level 05)
- CENTRE** : Mbombela
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. No previous experience required. 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. 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. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. 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 contact list when need arises. Report faulty telephones. Assist with conducting building inspections and report faults identified.
- ENQUIRIES** : Ms Singwane B.G, Tel No. 013-759 7539