

POST: SENIOR ADMINISTRATION CLERK (WATER REGULATION & USE) Ref: 210214/37

SALARY: R115 212 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: Grade 12 Certificate or equivalent qualification. Knowledge and experience In Data Capturing, Computer Literacy, MS Word, Microsoft Outlook, General Office Administration, good communication skills (verbal and Written). Recommendation: An understanding of the Department's role with respect to Water Resource Management will be an advantage. Experience in the CME web-based case management system will be an added advantage.

DUTIES: Key Performance Areas: Data Capturing: Capture, verify, update all data relating to non-compliances cases on the CME web-based case management system, Provide Information Support: Assist and ensure that all notices and directives are uploaded on the system, Management of WR&U documents: Ensure that there is an electronic tracking system for CME documents within the Directorate, General admin support: Filing, liaise with Finance on procurement needs and payments, arrange bookings for accommodation & transport for all the Environmental Officers (incl. Graduate Trainees)

ENQUIRIES: Ms. M.J. Musekene - (012) 392 1423

APPLICATIONS: Please forward your applications to: The Department of Water Affairs, Private Bag X995, Pretoria 0001 or hand deliver to Bothongo Plaza East Building, 285 Francis Baard Street), 15th Floor

FOR ATTENTION: Mr. D Masoga

CLOSING DATE 21 February 2014 Time: 16H00