



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: Pretoria:** please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko
- CLOSING DATE** : **21 October 2016 TIME: 16H00**
- POST** : **ADMINISTRATION CLERK REF: 211016/27**
- SALARY** : R142 461per annum (Level 5)
- CENTRE** : **Pretoria**
- REQUIREMENTS** : Grade 12 or equivalent qualification. One (1) to (2) two years relevant provenexperience in administration will be an added advantage. Experience in office administration environment coupled with basic financial management and knowledge of the PFMA will be an added advantage. Basic knowledge in Public Administration. Balanced competency in written and verbal communication, plus a high level of computer literacy (MS Word, Ms Excel, MS PowerPoint, MS Outlook including internet) and general skills.
- DUTIES** : The appointee will be reporting to the manager and assist in effective and efficient functioning of the admin duties / processes in the section. Render effective administrative and co-ordination support to the section. Administer leave records. Provide effective office services to the section in order to ensure efficient operation. Ensure proper and neat filing system and arrange logistical requirements for the section, such as organising meetings, taking minutes during the meetings or workshops. Assist with arrangements for meetings, workshops, etc. Provide effective office service and receptionist support to the manager, including secretarial support functions and other secretarial support when required. Perform other administrative duties as assigned by manager. Deliver/submit submissions. Regularly make travel and accommodation arrangements for the manager. Manage incoming and outgoing correspondence, maintaining faxing, making photocopies and binding of documents. Ensure confidentiality of documents. Handle routine office work, such as typing / data capturing of a variety of documents, letters, minutes, etc. receiving calls, handling enquiries and/or transferring calls, take messages and convey messages. Attend essential and internal meetings. Remain up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and processes that apply in the office of the manager. Travel to sites/meetings with project manager/s from time to time.
- ENQUIRIES** : Mr. M Mahasha, tel 012 336 6717