



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS : **For Centre: Vanderkloof Dam:** Acting Scheme Manager: Central Operations NWRI- Branch, Department of Water and Sanitation, Private Bag X01, Vanderkloof Dam,8771. or Hand Deliver at 1420, Protea Street, Vanderkloof, 8771. **For attention:** Mr. J Wilson

CLOSING DATE : **21 October 2016 TIME: 16H00**

POST : **SENIOR ADMINISTRATION CLERK: REF: 211016/29**

SALARY : R142 461 per annum (Level 5)

CENTRE : **Vanderkloof**

REQUIREMENTS : Grade 12 Certificate or equivalent qualification. Knowledge of transport administrative procedures. Computer literacy (Microsoft Office) Problem solving and analysis, Client orientation and customer focus, good communication skills, accountability and ethical conduct. Good communication (verbal and written), interpersonal and organisation skills. A valid code 8 driver's licence. The following will serve as recommendation. Knowledge of a telephone management system, customer service and appropriate experience and knowledge of general office administration, registry and filling.

DUTIES : The quality assurance of log sheets for subsidized vehicles. The administration of transport meetings. The conducting subsidized vehicle inspections. Minute taking and compiling minutes. Compile monthly reports. Process short term rental requests. Conduct accident investigations. Compile accidents reports. Process short term rental request. Handling of the switchboard incoming and outgoing calls and taking of messages. Handling incoming and outgoing faxes and mail. Register mail before posting or forward to personnel. The Departmental filling system must be kept up to date and ensuring that filling is done neatly and accurately. Implement control measures for office machines. Control telephone accounts on a monthly basis and compiling quarterly report. Transport management i.e. issuing trip authorization and petrol cards, compiling of monthly transport report. Booking vehicles for services upon request. Taken munities on request. [Guest house inspection and bookings]

ENQUIRIES : Mr GA Coetzee Tel (053) 664 9400