



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: King William's Town, Port Elizabeth, East London, Cradock, Mthatha,** please forward your applications quoting the relevant reference number to: Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town. For attention: Mr MK. Noah
- CLOSING DATE** : **21 October 2016 TIME: 16H00**
- POST** : **ADMINISTRATION CLERK REF: 211016/31**
- SALARY** : **R142 461 per annum. (Level 5)**
- CENTRE** : **East London**
- REQUIREMENTS** : Grade 12 Certificate or equivalent qualification. Knowledge of MS Office Computer Package (Microsoft Word, Microsoft Excel, Power).To provide administrative support. Manage the office diary. Manage correspondence Point) as well as the Internet, E-mail system, etc. Good typing skills. Innovative and decision-making skills. Good communication skills (verbal and written). Office administration skills. Good interpersonal relations. Must be able to work under pressure. Good planning, organisational and time management skills. A valid driver's licence.
- DUTIES** : Receiving and distributing documents via various communication channels e.g. faxes, e-mail etc. Correspond with relevant stakeholders. Manage procurement of goods. Liaise with internal and external stakeholders. Make logistical arrangements for meetings, seminars, workshops as well as travelling arrangements. Manage the office budget. Administer leave records. Manage a filing system and maintaining a database and tracking system for incoming and outgoing documents. Collate monthly / quarterly reports.
- ENQUIRIES** : Ms Z Maqwazima, tel (043) 7010 376