



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: Tugela Vaal:** The Area Manager, Department of Water and Sanitation, Private Bag X1652, Bergville, 3350 or hand deliver to 01 Kiepersol Avenue, Jagersrust, 3354. **For attention: Ms N Nkabini**
- CLOSING DATE** : **21 October 2016 TIME: 16H00**
- POST** : **MESSENGER REF: 211016/40**
- SALARY** : R 84 096 per annum (Level 2)
- CENTRE** : **NWRI: Central Operations, Tugela Vaal (Administrative Support)**
- REQUIREMENTS** : ABET Grade 10. One (1) to three (3) years' experience in messenger services. Knowledge in messenger services. Knowledge of organisational policies and procedures. Knowledge of process flow. Knowledge in tracing retrieving files. Knowledge of organisational and government structures. Knowledge of procedures and processes. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Knowledge of internal sorting and distribution matrix. Knowledge of organisations record keeping practices / system. Delegation authority. Financial management and knowledge of PFMA
- DUTIES** : The delivering of mail and other articles. The collection of mail and other articles.
- ENQUIRIES** : Ms N Nkabini, tel (036) 438 6211