



## 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:

**05 AUGUST 2016.TIME: 16H00**

#### POST

**CHIEF ADMINISTRATION CLERK REF: 050816/17**

#### SALARY:

**R196 278 per annum (level 7)**

#### CENTRE:

**Pretoria**

#### REQUIREMENTS:

A grade 12 certificate or equivalent. Three (3) to five (5) years experience required. Compliance with the requirement of higher posts.Computer literacy. Knowledge of clerical functions, practice as well as the ability to capture data, operate computer and collate administrative statistics. Sound knowledge and insight of Human Resources prescripts.Understanding of working procedures in terms of the working environment.Knowledge of financial operating systems (PERSAL, BAS, LOGIS, SAP etc).Knowledge and understanding of the legislative framework governing the Public Service. Good interpersonal relations and communication skills. Flexibility and good team work player. Basic knowledge of problem solving and analysis.Excellent people, Diversity Management, planning and organising skills. Good language, verbal and written skills.

#### DUTIES:

Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the component.Supervise and provide personnel administration clerical support services within the component. Supervise and provide financial administration support services in the component. Supervise human resource staff.

#### ENQUIRIES:

Mr L Mzanywa, Tel (012) 336-8582