

HEAD OFFICE (PRETORIA)

ALL HEAD OFFICE APPLICATIONS: The Director General; Department of Public Works: Private Bag X65; Pretoria; 0001 or have delivered at Central Government Office, corner Vermeulen Street & Bosman Street; Pretoria

ATTENTION Ms. M Masubelele

**ADMINISTRATION CLERK: CHIEF DIRECTOR: PROPERTY & FACILITIES
MANAGEMENT (12 Months renewable contract)**

SALARY R101 007.00 per annum

REF NO: 2012/23

REQUIREMENTS:

Grade 12 or equivalent qualification and relevant experience in Clerical and Office Administration duties. Report writing skills, interpersonal relations, Good general office administrative and organizational skills. Ability to communicate at all levels. Computer literacy.

DUTIES

Provide effective and efficient support services; perform office administrative activities, liaise with stakeholders relevant to the office, prepare documentation for meetings, presentation and reports, organize office logistical matters, make required transport, travel and accommodation arrangements. Provide effective and efficient clerical support services: administrate office correspondence, documents and reports, administer manager's diary and co-ordinate office activities, organize meetings, workshops, and document record thereof, manage the flow of information and documents in the office, processing of forms and documents related to claims, payments and invoices.

ENQUIRIES

Ms. PA Modisane Tel (012) 406 2011

NOTE: The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of vacant posts, and persons whose appointment will promote representativity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Applications should be submitted on a signed Z83 Form, obtainable from any Public Service Department and must be accompanied by a comprehensive CV, certified copies of qualifications and identification document. Certified documents should not be older than three (3) months. Applications not complying with the above will be disqualified. Should you not hear from us within the next two months, please regard your application as unsuccessful. No faxed or e-mailed applications will be accepted.

NB: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that your appointment is subjected to verification of qualifications and a security clearance. Application must reach us by no later than 16h00 of the closing date. Application received after the closing date will not be considered.

Please forward your application, quoting the relevant reference number, to the address mentioned

People with disabilities are encouraged to apply