

DEPARTMENT OF WATER AND ENVIRONMENTAL AFFAIRS

The Department of Water Affairs and Forestry is an equal opportunity, affirmative action employer. The intention is to promote representivity in the Public Service through the filling of this post and persons whose appointment will promote representivity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. "We recognize that people are the cornerstone of the Department's success" Employee Value Proposition We provide: Learning and development opportunities Flexible working arrangements Access to professional employee assistance programme Incentives for excellent performance A supportive and empowering working environment

APPLICATIONS FOR ATTENTION : Director: Northern Operations NWRI – Branch,P/Bag X352 Hartbeespoort, 0216
CLOSING DATE : Mr. M. R Williams
 12 June 2009
NOTE : Applications must be submitted on forms Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. For all posts, please forward your application, quoting the relevant reference number, to the address mentioned at each post. No faxed applications will be accepted. Note: If you have not heard from us within 6 weeks of the closing date, please accept that your application was unsuccessful

OTHER POST

POST 22/65 : **SENIOR ADMINISTRATION CLERK GRADE I**
SALARY : R64 410 per annum.
CENTRE : Hartbeespoort and Tzaneen Area Office
REQUIREMENTS : Grade 12 or equivalent qualification plus appropriate experience will be an added Advantage. Ability to work on a switchboard. Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail.
DUTIES : Handle all incoming and outgoing calls; Forward all calls to the appropriate divisions / sections / officials. Take and forward messages. Print and distribute monthly telephone accounts. Keep register for all telephone accounts. Report faults to Telkom. Deal with other administrative duties
ENQUIRIES : Mr. M. R Williams tel (012) 253 1093