

# ADMINISTRATION CLERK

(REF: 3/2/1/2018/034) Directorate: Quality Assurance SALARY : R152 862 per annum (Level 5)

CENTRE : Pretoria 46

REQUIREMENTS : Grade 12 certificate or equivalent qualification. Knowledge of clerical duties, practices as well as the ability to capture data and operate computer. Knowledge and understanding of the legislative framework governing the public services. Understanding of the working procedures in terms of the working environment. Computer skills. Planning and organization skills. Language skills. Good verbal and written communication skills. Accurate and thorough. Analytical skills.

DUTIES : Attend to clients. Handle telephonic and other enquiries received. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Allocate access numbers to all submissions. Using spreadsheet to track all outgoing submissions. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/ packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/ or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district office). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in component.

Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

APPLICATIONS : The Department of Rural Development and Land Reform has launched the Erecruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>

NOTE : This is a re-advertisement, applicants who applied previously must re-apply. African, Coloured, Indian and White males and Coloured, Indian and White females and persons with disabilities are encouraged to apply