

ADMINISTRATION CLERK

DEPARTMENT OF ENERGY

POST: ADMINISTRATION CLERK: REQUEST REPOSITORY

SALARY: R152 862 per annum (Level 05)

CENTRE: Pretoria (Head-Office)

REQUIREMENTS: Senior Certificate (Grade 12), Minimum of 1 year experience in administrative/ clerical environment PLUS the following key competencies: Knowledge of Public Finance Management Act, Supply Chain Management, PPPFA, Thinking Demand Creativity, Analytical thinking, Skills Computer Literacy, Good verbal and written communication, Personal Attributes: Self-driven, Innovative and self-confidence, Ability to work under pressure. National Diploma in Finance/ Procurement/ Logistics/ Administration will be an added advantage.

DUTIES: Verify completeness and accuracy of requests and advise end users. Ensure that needs are budgeted for (funds provided, allocations correctly indicated, etc.). Register all requests. Forward all requests for processing. Verify allocations and item description.

ENQUIRIES: Ms K Pitse (012 406 7742)

APPLICATIONS: The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)

FOR ATTENTION: Mr. D Mbhokota/ Mr. T Kekana

NOTE: Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References

should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. NB email or fax applications will not be accepted.