

OTHER POSTS

POST: Administration Clerk

REF NO: Q9/2021/37

SALARY: R 173 703.00 per annum (Salary level 05)

CENTRE: Mpumalanga (Nelspruit)

REQUIREMENTS: A grade 12 certificate or equivalent. No previous experience required. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics Knowledge and understanding of the legislative framework governing the Public Service Knowledge of working procedures in terms of the working environment. Skills and competencies: Good verbal and written communication skills, Computer, Interpersonal relations, flexibility, teamwork, planning and organizing.

DUTIES: Render general clerical support services: Record, organize, store, capture and retrieve correspondence and data (line function) Update registers and statistics. 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. Provide supply chain clerical support services within the component: Stock control of office stationery Keep and maintain the asset register of the component Provide personnel administration clerical support services within the component 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. Provide financial administration support services in the 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: Post to Independent Police Investigative Directorate, Private Bag X 11325, Nelspruit 1200 or, hand deliver to 27 Brown street, 1st floor, permanent building, Nelspruit, 1200

FOR ATTENTION: Mr S Khambule
(013)754 1000 ENQUIRIES Ms E
Mamabolo **(013)754 1000**

CLOSING DATE 21 MAY 2021