

**Post:** Administration Clerk

**Centre:** Provincial Office: North West

**Reference No:** HR 4/4/9/167

**Salary:** Commencing: 142 461 per annum

**Enquiries:** Ms ME Msiza, Tel (018) 387 8100

**Requirements:** Grade 12 qualification and Appropriate experience. **Knowledge:** ●Public Service Financial Management ●Departmental policies and procedures ●Public Service Regulation Act ●Labour Relations Act ●Administrative procedures relating to an office ●Filing and retrieval of documents ●Public Financial Management Act. **Skills:** ●Computer literacy ●Presentation ●Innovative ●Analytical ●Verbal and written communication.

**Duties:** ●Administer air travel, Hotel accommodation and short term bookings ●Handle the allocation, utilization and booking services of cars in the Province ●Attain information of invoice received and to prepare payment for service provider ●Acquire information on payment of fines ●Provide an efficient and effective administration support for the unit.

**CLOSING DATE FOR APPLICATIONS: 30 May 2016 at 16:00**

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

**Applications:** Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735  
Hand deliver at University Drive, provident House, Mmabatho

**For Attention:** Sub-directorate: Human Resources Management, Mmabatho