



Administration Clerk (FOM39/2022)

Salary: R 176 310 p.a. (Total package of R 306 648 per annum/ conditions apply)

Centre(s): Pretoria

Requirements:

- An appropriate Grade 12 certificate (NQF level 4) or equivalent qualification within the related field.
- Relevant experience in administration/office environment.
- Sound knowledge of public service regulation, Public Finance Management Act, and procurement procedures.
- Sound knowledge of public service and departmental procedures and prescripts.
- Knowledge of Batho Pele principles.
- Sound computer literacy in MS Office.
- Sound organising and planning skills.
- Ability to communicate with people at different levels.
- Ability to work individually and in team.
- Ability to work under extreme pressure.
- Ability to work with difficult persons and to resolve conflict.
- Ability to work with limited supervision.

Duties:

- Render general clerical support services. Record, organise, 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.
- 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 offices).
- Provide logistical support services; provide 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.
- 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.

Enquiries: Mr Joel Matshate, Tel: 012 309 5781 | **for attention:** Human Resource Management | **closing date:** 17 October 2022.

- All applications must be submitted on a signed **new Z83 application form** (*click bold underlined text to download PDF form*) accompanied by a recent detailed curriculum vitae to be considered.
- Please note that ***should you not use the newly amended Z83 and completed, initialed and signed in full, the department reserves the rights to disqualify your application.***
- **Applications may be forwarded to:** The Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 **or** hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria **marked for the attention:** Human Resources Management.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
- The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply.
- Correspondence will be limited to successful candidates only.
- Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: criminal records; citizenship status; credit worthiness; previous employment (reference checks); social media checks, and qualification verification.
- Short-listed candidates will be expected to avail themselves at the department's convenience.
- **Entry level requirements for senior management service (SMS) posts:**
 - In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants.
 - The course is available at the NSG under the name "certificate for entry into SMS" and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>
 - Shortlisted candidates must provide proof of successful completion of the course.
 - Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
 - Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA directive on the implementation of competency-based assessments.
- The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
- The department reserves the right not to make an appointment.
- If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.