



Administration Clerk (X2): Travel Administration (CMS14/2025)

Salary: R228 321 per annum

Centre(s): Pretoria

Requirements:

A minimum of Grade 12, No experience required. Post matric qualification (NQF5) will be added advantage. Knowledge of Administrative/clerical procedures. Knowledge of BAS and LOGIS. Knowledge of financial and procurement procedures. Knowledge of procurement policies and procedures. Knowledge of departmental procedures and prescripts/policies.

Duties:

Administer Fruitless and Wasteful Expenditure /no shows/late cancellations. Obtain list of no shows and late cancellations from the Travel Agent on a weekly basis (Monday). Advise officials of incorrect actions to avoid a repeat. Compile a list of no shows and distribute to the relevant DDGs. Verify payments of travel accommodation. Receive the payment stubs from Finance and add the disbursement number and action date onto the hard copy next to the invoices paid. Compile and Consolidate No-Shows/Late Cancellation Weekly/Monthly Reports. Forward copies of invoices to the relevant supervisor. Reconciliation of reports from Finance and Determination Committee. Reconcile the BAS payment advice with the statement from suppliers.

Applications: CMS14-2025@dffe.gov.za

Enquiries: Mr. V Naidoo
Tel: 012 399 8537

Attention: Human Resource Management

Closing date: 02 June 2025
17h00