



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

Salary: R228 321 per annum

Centre(s): Pretoria

Note:

This is a re-advertisement, applicant who previously applied are encouraged to re-apply.

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: 23 June 2025

Time: 17:00

- 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.