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## Senior Database Clerk (Ref: CF001/2016)

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**Salary:** R171, 069 per annum (Total package of R264 744 per annum/conditions apply)

**Centre:** Pretoria

**Requirements:**

- Grade 12 plus appropriate experience in Database management;
- Good financial management, planning, organizing, problem solving and good communication (written and verbal) skills;
- Candidate must have sound knowledge of LOGIS;
- Good knowledge of Treasury Regulations and Public Finance Management Act (PFMA);
- Self-starter and able to work independently without compromising team results.

**Duties:**

- Administration of service providers' database;
- Administration of preference points for HDI, woman, Equity, points and price;
- Provide administrative support;
- Compiling of reports (Rotation of suppliers report, non-compliance Report and BEE report)

**Enquiries:** Mr N Mamojele, Tel: (012) 399 9073

**Closing Date:** 13 June 2016

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- All applications must be submitted on a **Z83 application form** [PDF] accompanied by certified copies of qualifications, identity document (ID) as well as a comprehensive curriculum vitae (CV) in order to be considered.
  - Take note that the department will verify all qualifications and experience and that original documents must be submitted on appointment and all qualifications obtained abroad will be evaluated by SAQA.
  - Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
  - Senior Management candidates to be subjected to competency assessment, signing of an employment contract and performance agreement.
  - If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.
  - The department reserves the right not to make an appointment.
  - People with disabilities are encouraged to apply
  - Consideration will be given to applicants who meet the minimum requirements of advertised posts.
  - Relaxation of qualification requirements may be considered for non-OSD posts.
  - **Applications: Director-General, Department of Environmental Affairs, Private Bag x 447, Pretoria, 0001 (or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Corner Soutpansberg and Steve Biko Road, Arcadia, Pretoria (Reception Area)).**