

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: WATER AND SANITATION

Division: N/A

Section: Management and Administration Support

Location: Pretoria Central

Reference number	PWWS369-2024										
Position	SENIOR ADMINISTRATIVE OFFICER: REGISTRY										
To be advertised	<table border="0" style="width:100%; background-color:#e0e0e0;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="0" style="width:100%; background-color:#e0e0e0;"> <tr> <td style="width:16.6%;">African female</td> <td style="width:16.6%;">African male</td> <td style="width:16.6%;">Coloured female</td> <td style="width:16.6%;">Coloured male</td> <td style="width:16.6%;">Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White female</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White female	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White female	Person with disability	All categories							
Job level	T11										
Scale	R376 152,00 – R522 420,00 per annum										
Estimated remuneration package	R510 705,00 – R696 877,00 per annum										
Job purpose	To manage and control the registration office, to provide an effective archive service to the division and to ensure the orderly and efficient flow of information in the execution of the division’s proceedings to ensure proper record management										
Appointment requirements	Grade 12 Archive management certificate will be an added advantage At least two years’ working experience in a registry office Supervisory experience will be an added advantage Computer literacy										
Personal attributes and/or competencies	Ability to pay attention to detail; good time management skills in completing assigned tasks; ability to perform multiple tasks; ability to differentiate between tasks which are urgent and important; ability to work with people and under pressure; ability to work individually and in groups; being assertive in dealing and liaising with the public; being physically and mentally fit to carry out challenging tasks										
Primary functions	Deal with incoming mail Check filing Exercise control over staff and activities in the Registration Office Maintain the communication network Deal with provincial and government gazettes and magazines Compile manuals, task descriptions and cross-reference guides Exercise control over the filing system Manage archives and the safekeeping and orderly disposal of archives Request files from the National Archivist Deal with enquiries and provide information										
SAP	S70003931										

**New/natural
attrition**

Natural attrition

Enquiries

M Khumalo (012 358 4255), D Nkhuna (012 358 3821) or M Nkadameng
(012 358 6043)