



POST OW-OPS-07: ADMIN CLERK

SALARY: (B2 PATTERSON GRADE)

CENTRE: OVERBERG WATER BOARD, CALEDON, WESTERN CAPE.

Overberg Water is a Water Board established in terms of section 28 of Water Services Act, (No 108 of 1997) and is classified as Government Business Enterprise as per Schedule 3B of the Public Finance Management Act (No. 1 of 1999) as amended.

QUALIFICATIONS AND EXPERIENCE

- Matric
- Diploma/Certificate in Office Admin/ Secretary or relevant
- Computer literacy
- Unendorsed Driver's license
- 2 years relevant experience

DUTIES:

- Perform all typing of documentation: Agendas, reports, memorandums, letters, minutes of Management's meetings/Health and Safety meetings
- Perform all secretarial and administrative support regarding filing and diary planning
- Make all appointments, confirm dates, times and places
- Make flight, accommodation and transport arrangements as needed
- Reception for Office Manager: receive calls, faxes, e-mails, take and follow up messages, welcome visitors, portray good image
- Make arrangements for training: Organise transport and accommodation for people, obtain quotations and organise payment, confirm dates and times
- Filing of all relevant training projects and keeping documentation and contracts up to date
- Write out all orders, obtain quotations and send for payment
- Liaise directly with clients and employees: provide information
- Check budget allocation and ensure that all administrative and financial procedures are followed
- Obtain quotations, issue orders regarding infrastructure and send off for payment
- Keep data bank regarding completed projects up to date
- Type reports for record keeping of stock received, booking out and filing thereof
- Keep information regarding office management up to date for asset register
- Compile and send monthly reports to Emanti Management, Ninhamshand and DWAF and filing thereof
- Compile agendas, take and send out minutes of Health and Safety meetings
- Obtain water quality reports from Managers: Operations and follow up and file
- Keeping Bluedrop System (BDS) of DWA up to date

- Updating of process controllers' qualifications on bluedrop system, as well as scheme data
- Typing of policies and SWPs regarding safety and water qualities

COMPETENCIES

Problem solving skills, Excellent communication skills, Organisational and Conflict resolution skills, Collaboration and team player, Willingness to learn across all functions.

PLEASE TAKE NOTE:

Applicants must submit a comprehensive CV, certified copies of qualifications, Identity Document. Please forward your application quoting the relevant reference number. No late applications will be accepted. Overberg Water Board reserves the right not to fill the position. Interested candidates can forward an application with all of the necessary documentation to [https://overbergwater.mcidirecthire.com/External/Job?Ref= 17h00](https://overbergwater.mcidirecthire.com/External/Job?Ref=17h00) on Friday, 21st June 2024.

If you have not heard from us within thirty (30) days of the closing date, please accept that your application was unsuccessful. Overberg Water is committed to Employment Equity and persons from the designated groups will receive preference.

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07/06/2024