



INTERNAL CONTROL AND BUSINESS SYSTEMS UNIT

CLERK

R70 967.52R92 124.12 pa Grade 5

REF NO: 70000260

Treasury Cluster, Internal Control Unit, Administration Department.

Qualifications (Essential): Appropriate Secondary Education. **(Preferred):** Qualifications: Matric/Grade 12

Experience (Essential): 3 months relevant experience **(Preferred):** 6 months relevant experience

Duties Include: Control of the Administration Section Suspense Control. Maintain the Administration Filing System. Arranging meetings for Administration Department. Control the issuing and retrieval of access cards. Maintain Administration Attendance Register. Preparation of overtime. Recording of all Managers incoming/outgoing mail.

PLEASE INDICATE THE REFERENCE NUMBER WITH YOUR APPLICATION.

Applications to The Human Resources (Treasury), Ground Floor, Florence Mkhize Building, 251 Anton Lembede Street, Durban 4001 or PO Box 828, Durban 4000 or email HRtreasury@durban.gov.za phone: 031- 311-1630 Fax: 031-311 1651) by Friday 2012-03-02 at 12.00 (Midday).

