



ENERGY OFFICE UNIT

PRINCIPAL CLERK (Projects)

R101 289.43/R131 403.04 pa Grade 7

REF NO: 99971356

Grade Level is Subject to PJEC Evaluation and NMC Ratification

Treasury Cluster, Energy Office Unit, Finance and Major Projects Department.

Qualifications (Essential): Matric / Grade 12 certificate. Valid code B driver's license.
(Preferred): Relevant post Matric certificate

Experience (Essential): 12 Months relevant experience. Computer literacy (Preferred): 18
Months relevant experience

Duties Include: Supervision of Staff. Clerical Functions. Reception Duties. Data Capturing and
Filing. Preparation of Reports. Administration of Projects. Grievance Proceedings.

*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 (Tel 031- 311-1630 Fax: 031-311 1651) by Friday 2012-03-02 at
12.00 (Midday).*

