

CHIEF CLERK 54000018

Job Purpose:

To assume responsibility for the facilitation of administrative support to Administration Officers.

Key Responsibility Areas:

- Maintains an approved electronic and manual filing system.
- Responsible for equipment and software.
- Ensures timeous circulation of Human Resource related policies and procedures.
- Controls and issues Unit circular numbers to respective staff as requested.
- Ensures that all telephone and public counter queries are attended to timeously.
- Undertakes other related duties as sanctioned by the Administration Manager.

Essential Requirements:

- Matric/Grade 12.
- Computer Literacy.
- 18 Months relevant experience.
- Computer Literacy.

Preferred Requirements:

- Matric/Grade 12 plus relevant certificate accredited by SAQA.
- 24 Months relevant experience.

This post reports to ADMINISTRATION MANAGER