



human settlements

Department:
Human Settlements
PROVINCE OF KWAZULU-NATAL

ADMINISTRATIVE OFFICER: LOGISTICS LEVEL (07)

**SALARY: R 242 475.00 PER ANNUM
CENTRE: DURBAN
(REF: AO LOG/08/2018)**

REQUIREMENTS: Applicants must be in possession of Degree/National Diploma in Public Management plus 1-2 years relevant experience or Matric coupled with a minimum of 3-5 years' relevant experience in logistics environment. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of the Public sector; Knowledge of Service delivery; Knowledge of Public service Regulations; Knowledge of Public Service Act; Knowledge of policy development; Knowledge of Human Resource Practices; Knowledge of Setting norms and standards; Knowledge of PFMA; Knowledge of Archives Act; Knowledge of OHS; Leadership skills; Good communication skills; Computer literacy skills; Interviewing skills; Organizing skills; Presentation skills; Time management skills; Project management skills; Research skills; Analytical thinking; Negotiation skills; Motivation skills; Influencing skills; Chairing of meeting; Facilitating skills; Driving; Interpersonal relations; Service oriented; Integrity; Willingness to learn and travelling; Well disposed towards people; Ability to work under extreme pressure; Quick thinker; Flexible and open to challenges.

The successful candidate will perform the following key Performance Areas:

*Administer the cleaning services in the department; *Provide messenger services and distribution of newspapers; *Administer the bookings of boardrooms and switchboard services; *Provide the administrative support in the Division; *Exercise control of resources.

Enquiries related to the abovementioned post can be directed to: Mrs. JM Shezi at 031 336 5405.

Kindly note the amendments to the requirements. This post was advertised in HRM Vacancy Circular no 5 of 2018. The closing date for this post has been extended to 26 October 2018.