



## **NORTHERN CAPE PROVINCIAL ADMINISTRATION**

**POST : ADMINISTRATION CLERK**  
**UNIT : PROVINCIAL COUNCIL ON AIDS SECRETARIAT**  
**SALARY : R176 310 per annum**  
**LEVEL : 5**  
**CENTRE : Kimberley**  
**REFERENCE : AC/PCA/2022**

### **REQUIREMENTS**

Applicants should be in possession of a Senior Certificate or an appropriate equivalent qualification. Have knowledge of clerical duties, practices as well as the ability to capture data, computer literacy and collecting statistics. Applicant must have knowledge and understand the legislative framework governing the Public Service

### **Duties: The successful candidates will be responsible for the following:**

Render general clerical support services; Record, organize, store, capture and retrieve correspondence and data; Update registers and statistics; Handle routine enquiries; Make photocopies and receive or send facsimiles; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for the component; Type letters and/ or correspondence as and when required; Keep and maintain the incoming and outgoing documents register of the component; Provide supply chain clerical support services within the component; Complete all relevant documentation (requisition forms) and send to Finance for processing; Stock control of office stationary; Keep and maintain the asset register of the component; Provide personnel administration clerical support services within the component; Maintain a leave register for the component; Keep and maintain personnel records in the component.; Keep and maintain the attendance register of the component; Arrange travelling and accommodation

**NOTE:** The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity. Therefore, we specifically call for suitably qualified women and persons with disability to apply.

Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) or obtainable from any Public Service Department and should be accompanied by copies of qualifications (only shortlisted applicants will be required to produce certified copies of qualifications) as well as a comprehensive CV in order to be considered. Applications submitted using the old Z83 form will not be accepted. Each application for employment form must be duly signed and initialled by the applicant. Failure to

comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Online applications such as emails with the relevant supporting documents e.g. comprehensive CV and qualifications will be accepted via electronic format e.g. Word, pdf, scanned images, etc.

All shortlisted and candidates will be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually.

If you have not been contacted within six (6) weeks after the closing date of this advertisement, kindly accept that your application was unsuccessful.

Please forward the applications for the post quoting the relevant reference number to:

Post to : Senior Manager  
Human Resources Management  
Private Bag X5016  
Kimberley  
8300

Or hand deliver to : JW Sauer Building  
Cnr Quinn and Roper Street  
Office of the Premier, Kimberley  
Ground Floor (Security)

For Attention : Ms. R. Booyen

Or email to: : hrarecruitment@ncpg.gov.za

Closing date : 18 March 2022

**“The Northern Cape: A Modern, Growing Successful Province”**