



INTERNAL CONTROL AND BUSINESS SYSTEMS UNIT

CLERK

R70 967.52/R92 124.12 pa Grade 5

REF: 7000222

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 experience in a clerical field relating to Filing. A good understanding of the Archive Act. Computer Literacy.

Duties Include: Filing. Disposing of files/documents. Handling of telephone and counter queries. Creating new files and index cards. Locating and distributing files. Cutting and Filing extracts from Press Reports and Agendas and Minutes of various committees. Recording and safekeeping of Diagrams. Referencing Documents Correctly.

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

