

ADMINISTRATIVE CLERK

Specialised Commercial Crime Unit

SALARY: R 173 703.00 per annum (Excluding Benefits) (Level 5)

CENTRE: Pretoria : Head Office - Recruit 2021/653

REQUIREMENTS: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic knowledge of PFMA and Treasury Regulations . Sound planning and organizing skills, written and verbal communication skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Strong interpersonal and communication skills. Ability to act independently. Ensure compliance with NPA policies and guidelines and all relevant prescripts. Basic numeracy skills

DUTIES: Process the payments for the service providers for the unit e.g. Substance and travelling claims, cellphone claims. Render support in the compilation and control budget. Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement policy. Check discrepancies in salary reports and distribute IRP5'. Administer stationery in a unit and manage petty cash. Design and keep a well organised administrative system for the office. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Render general administrative support such as filing, photocopying, faxing, receiving and dispatching of documents.

ENQUIRIES: Bonakele Jali 012 845 6395

APPLICATIONS: e mail Recruit_2021653@npa.gov.za