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**Post Name: Administration Clerk Substance Abuse**

**District: Provincial Office – Kimberley**

**Centre: Substance Abuse Treatment Center**

**Reference: ADMC/ SATCENTRE/2018/14**

**Salary per Annum: R152 862.00 per annum**

**Requirements and competencies**

* A Senior Certificate and/or relevant tertiary Qualification, such as a secretarial diploma or equivalent qualification, coupled with 0-2 years’ experience in administrative support;
* Knowledge of secretarial/clerical/office administration duties, practices as well as the ability to capture data, operating computers and collecting statistics;
* A high level of confidentiality is expected from the candidate;
* Knowledge and understanding of the Batho Pele Principles;
* The candidate should have proven organizing-, time management-, communication-, interpersonal relations, written and verbal communication skills;
* Computer Literacy (Microsoft, Excel, Word, Outlook and Power Point) is essential and the candidate should be able to perform advanced, accurate typing work.

**Major Job Functions**

* Provide receptionist services at the Center including the admission of patients
* **Implement and maintain a patient database**
* Provide administrative support to the Substance Abuse Treatment Center
* Handle, screen and divert calls to centre personnel
* Administer all patient admissions to the Center according to admission procedures
* Maintain Patient Files
* Set up and maintain paper and electronic filing system for the centre
* Handle the administrative tasks regarding meetings, workshops, travel bookings, ordering of stationery and accommodation
* Store, retrieve, integrate and distribute information pertaining the centre
* Provide access to information for the internal and external clients within parameters of legislation and policy
* Provide supply chain clerical support services within the component:
* Liaise with internal and external stakeholders in relation to procurement of goods and services (accommodation);
* Obtain quotations, complete procurement forms (requisition) for the purchasing of standard office items;
* Stock control of office stationery;
* Keep and maintain the asset register of the component (district offices);
* Provide personnel administration clerical support services within the centre
* Maintain a leave register for the centre;
* Keep and maintain personnel records in the centre
* Keep and maintain the attendance register of the centre;

Arrange travelling and accommodation;

**Enquiries: Ms M Fani, Tel. (053) 874 9100**

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It is the Department’s intention to promote equity through the filling of posts, according to the set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. **Applications must be submitted on form Z83**, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver’s licence [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). **No faxed or emailed applications will be considered.** **Failure to submit all the requested documents will result in the application not being considered**. **Correspondence will be limited to short listed candidates only.** If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to the security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probationary period of twelve (12) months, should such a need be identified. **The Department reserves the right not to make appointment(s) to the advertised post(s).**

**All applications, quoting the relevant reference number, must be directed to:**

**Postal Service: Hand delivery to Registry:**

**Registry Latlhi Mabilo Complex**

**Department of Social Development Barkley Road**

**Private Bag X5042 Homestead**

**Kimberley Kimberley**

**8300 8301**

**Attention: Ms.R. Leburu**

Publication Date: 16 February 2018

Closing date: 28 February 2018