

EXTERNAL ADVERT

POSITION: FILING CLERK

SALARY PACKAGE: R 158 946, 00 (TOTAL COST TO COMPANY)

PATERSON GRADING- B2

Qualifications and Experience

Matric / or Equivalent

At least 1-year experience in filing

Competencies and skills:

- Computer Literacy

Duties and Responsibilities

- Perform administrative functions related to the maintenance of liquor license holders and application files.
- Perform administrative functions related to preparation of files for the Licensing Committee.
- Perform administrative duties assigned for implementation of projects by the Licensing Division.
- Compile and submit the required reports.
- Ensure general upkeep of the filing room and the equipment therein.
- Maintain and update Metrofile database.
- Maintain a proper filing system and recordkeeping.

THE BOARD RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT FOR THIS POSITION.

WOMEN AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY FOR THIS POSITION.

Forward your application letter, CV and certified copies of your certified academic certificates for the attention of:

Board Members: Prof. L. Majova- Songca (Chairperson), Adv. Z. Mapoma, Mr Z. Hewu, Mr M.J. Batembu, **CEO:** KC Maneli

**The Chief Executive Officer
Eastern Cape Liquor Board
P.O Box 18060
Quigney
5211**



**Hand deliver to:
Eastern Cape Liquor Board
SHOP No. 10
Beacon Bay Crossing
Beacon Bay
5247**

Faxed and email applications will not be accepted

Closing date: 04 September 2018

Enquiries: Zukisa Kalashe/Masixole Kwinana

Tel no: 043 7000 900

Board Members: Prof. L. Majova- Songca (Chairperson), Adv. Z. Mapoma, Mr Z. Hewu, Mr M.J. Batembu, **CEO:** KC Maneli

Shop 10 Beacon Bay Crossing, Bonza Bay Road, Beacon Bay East London, 5241; Tel: +27 (0)43 700 0900• Fax: +27 (0)43 726 4101
www.eclb.co.za • Complaints Toll Free line: 0800 000 420



EASTERN CAPE
LIQUOR BOARD

Board Members: Prof. L. Majova- Songca (Chairperson), Adv. Z. Mapoma, Mr Z. Hewu, Mr M.J. Batembu, **CEO:** KC Maneli

Shop 10 Beacon Bay Crossing, Bonza Bay Road, Beacon Bay East London, 5241; Tel: +27 (0)43 700 0900• Fax: +27 (0)43 726 4101
www.eclb.co.za • Complaints Toll Free line: 0800 000 420