

Department of Home Affairs Civic Services Hospital Clerk Position Requirements:-

- A National Certificate: Home Affairs Services at NQF level 5, as recognised by SAQA
- An undergraduate qualification in Public Management / Administration, Social Sciences or related field at NQF level 6 will be an added advantage
- Basic understanding of all departmental legislation and prescripts
- Basic Knowledge of the Public Service Regulatory Framework
- Basic knowledge of Batho Pele Principles
- Computer literacy
- Planning and organizing
- Problem solving
- Verbal and written communication
- Basic Financial administration
- Interpersonal
- Attention to detail
- Teamwork
- Record and time management
- A driver's license will be an added advantage.