



## water & sanitation

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 13 May 2024

NOTE: Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or e-mailed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST: ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO. 130524/13  
BRANCH: PROVINCIAL OPERATIONS: EASTERN CAPE DIR: CORPORATE SUPPORT SERVICES  
SALARY: R444 036 per annum (Level 9)  
CENTRE: King William's Town

REQUIREMENTS: A National Diploma or Degree in Public Administration. Three (3) to (5) five years experience in Administration. The disclosure of a valid unexpired driver's license. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of administrative and clerical procedures and systems. Knowledge in management of cleaning services contracts. Knowledge in telecommunication services. Departmental policies and procedures. Governmental financial systems. Committed to high level of quality control. Knowledge of implementing policies of PMDS. Organizational skills. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES: Render efficient and effective telecommunication services. Ensure that telecommunication systems operate well in DWS. Ensure that there are effective telecommunication equipment for DWS. Ensure that the software utilized for telecommunication is updated accordingly. Implement control measures within switch board services. Do monthly reports. Ensure that communication system is updated in accordance with recent technology. Authorization of cellphone account for payment. Ensure that cellphone accounts are paid. Ensure that offices, entrances and prepare visual equipment. Ensure that water and other refreshments are available during meetings. Offices and boardrooms are clean. Ensure that mails are open and distributed to relevant officials. Modify existing programmes where applicable. Analyze skills development gaps. Ensure that registry office is well kept, and files are distributed to various officials who needs them. Correspondences distributed to relevant officials. Monitor the correspondences that are distributed to various officials. Implementation of policies. Analyze human development trends. Provide input policy amendment. Record system kept up to date all the time. Monitor the expenditure of the component. Do early warning systems. Give input of the budget for the component. Implementation of policies. Do monthly reports.

ENQUIRIES: Mr MP Zenzile, Tel No: 043 604 5528

APPLICATIONS: Eastern Cape (King William's Town): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private bag X7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600. For Attention: Mr. MK Noah, 043 604 5323