



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: HANDYMAN REF NO. 130524/20

BRANCH: PROVINCIAL OPERATIONS: FREE STATE: CORPORATE SERVICES

SALARY: R155 148 per annum (Level 3)

CENTRE: Bloemfontein

REQUIREMENTS: ABET level 4. Zero(0) to six(6) months experience in electrical and plumbing, carpentry, and joinery. Certificate in Health and Safety. Computer literacy and skills in MS Office. Knowledge and experience in emergency procedures. Grade 12 will serve as an added advantage. Basic knowledge in controlling and managing general work and equipment. Basic knowledge in maintaining equipment. Basic knowledge in maintaining building structures. Basic knowledge in policy implementation. Basic knowledge in routine inspection of equipment. Ability to use industrial woodwork machinery. Ability to operate electrical hand tools and machinery. Ability to operate machinery with low level of complexity. Ability to perform daily maintenance work inside the building. Ability to perform physical labour. Understanding and knowledge of health and safety. Ability to work independently and in a team. Good communication skills. Ability to plan ahead (pro-active) and comply with in-house systems and procedures. Ability to operate and use required tools and equipment skillfully and safely.

DUTIES: Maintenance of office building: Conduct regular building inspections and report defects that require attention of the landlord. Attend to minor electrical, plumbing and carpentry problems that requires the attention of the employer. Maintenance of office equipment and furniture. Repair broken furniture and equipment. Maintenance of basic electrical wiring and installations. Movement of office furniture and equipment between offices. Carry out maintenance and repairs by painting, glazing and spray-painting whenever required. Identify and assist with the requisitioning of materials and parts. Safekeeping of maintenance tools and supplies. Inspect and repair/replacement of drywall, hang, finish, frame, texture, wood trimming work or rough carpentry skills, baseboards, crown molding etc. Ensure that all tools and materials are available at all times. Maintain a safe and orderly working environment. Perform any other routine tasks. Report on the work done on monthly basis.

ENQUIRIES: Ms. M Maema, Tel No 051 405 9000

APPLICATIONS: Free State (Bloemfontein): Please forward your application quoting the relevant reference number to Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor. For Attention: Ms. Z Gwetyana