

DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE** : 19 JUNE 2015

**NOTE** : *Applications must be submitted on signed and dated form Z83, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within six (6) weeks of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to permanent appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subject to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" **PEOPLE WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY.***

**APPLICATIONS** : *Please forward all applications for the **Centre: Free State Bloemfontein** quoting the reference number to: The Provincial Head, Department of Water and Sanitation, Private Bag X 528 Bloemfontein 9300 or hand deliver to 2<sup>nd</sup> Floor, Bloem Plaza Building, c/o Charlotte Maxeke & Eastburger Streets, **For attention:** Mr J Mofokeng*

**ADMINISTRATION OFFICER: MONITORING, EVALUATION AND REPORTING**

**SALARY** : R183 438 per annum  
**CENTRE** : Free State: Bloemfontein  
**REF** : 190615/01  
**REQUIREMENTS** : Degree or National Diploma or relevant qualification. Zero

*(0) to one (1) year experience in administration matters. Report writing. Good communication, analytic, organizing and report writing skills. Computer literacy, with good knowledge of the MS Office suite. Good knowledge and understanding of the water and sanitation sector and water sector legislation will add as an advantage. Knowledge of public sector policies and Government processes. Knowledge of administrative procedures.*

**DUTIES**

*: The incumbent will be rendering support to the Assistant Director: Monitoring, Evaluation & Reporting. Responsible for consolidating the reports on monthly and quarterly basis and at request. Consolidate the inputs for Strategic planning and Business planning. Coordinate and safe keep the Portfolio of Evidence against the reported performance. Assist in compiling the performance analysis reports. Assist in compilation of presentations for the Office of the Provincial Head. Assist with all correspondence / communication in the Office of the Provincial Head (including all incoming and outgoing letters) when is required. Update the Cost Centre and produce the report on monthly basis. Coordinate all internal and external M&E correspondence in the Province. Responsible for document management for M&E Unit. Responsible for call centre (One Stop Shop), operate the Customer Relations Management (CRM) system and compile a monthly report for all complaints received. Provide administration support in the M&E Unit. Administer the Governance Structures in the absence of Administration Clerk*

**ENQUIRIES**

*: Ms M Letloenyane, tel (051) 405 9000*