

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE** : **13 NOVEMBER 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 FOR THE POSTS.***

**POST** **INTERNSHIP PROGRAMME X 3 POSTS (12 MONTHS)**  
**CHIEF DIRECTORATE: WATER POLICY**

**SALARY** R131 658 per annum (Level 5)  
**CENTRE** Pretoria  
**REF** 061115/02  
**REQUIREMENTS** *National Diploma or Degree in Public Management/Administration. Knowledge of Microsoft office packages. A valid driver's license will serve as an added advantage.*

**DUTIES:** *Assist with arrangement of meetings and taking minutes. Provide administrative support to personnel in the Directorate. Compile related monthly reports and maintain the leave register. Assist with the implementation of administrative procedures for the directorate including financial and procurement.*

**ENQUIRIES:** Ms M Mofokeng tel, (012) 336 6560  
**NOTE:** **Candidates must be unemployed between the ages of 18 to 35 and have not served as an Intern in the Public Services.**

**APPLICATIONS:**

*Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at the Continental Building, cnr Visagie and Bosman. **For attention:** Mrs L Van Wyk*