



WATER AND SANITATION

APPLICATIONS

Please forward your applications quoting the relevant reference number for **Centre: Pretoria:** To the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko.

For Centre : Western Cape Regional Office Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville. **For attention:** Mr. B. Saki 021 941 6018

For Centre Mmabatho: Please forward your applications quoting the relevant reference number to The Provincial Head, Department of Water and Sanitation, Private Bag x 5, Mmabatho 2735. Cnr Dr. James Moroka Drive and Sekame Road Mega City Shopping Centre Unit 99, Ground Floor. **For attention:** Ms K Mutloane

For Centre Durban/Dundee Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor, Durban. **For attention:** The Manager (Human Resources)

CLOSING DATE

03 JUNE 2016 AT16H00.

NOTE:

Applications must be submitted on a signed and dated Z83 form, 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 two (2) months 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 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 subjected 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:

SENIOR ADMINISTRATION OFFICER: TRANSPORT REF: 030616/42

SALARY:

R 262 272 per annum (Level 8)

CENTRE:

Bellville

REQUIREMENTS:

Degree or National Diploma in Public Administration or Social Sciences. Three (3)- five (5) years' experience in transport administration. Valid driver's license (attach certified copy). Computer literacy. Knowledge of administrative procedures. Knowledge of Road Traffic Act 93 of 1996. Knowledge of National Road Traffic Regulations of 2000. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Knowledge of financial legislation. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Knowledge Management. Problem solving and Analysis skills. People and Diversity Management skills. Client orientation and Customer focus. Good interpersonal and communication skills. Supervisory skills. Ability to work independently and within predetermined time frames. Accountability and Ethical conduct.

DUTIES:

Implement administrative procedures for the component. Analyze business plan of the component. Analyze procurement trends. Engage supplier regarding purchased materials. Control and manage the transport division. Supervise the following day-to-day administrative functions; processing of subsidized log sheets, management of leased fleet, departmental fleet management. Ensure that correct procedures are followed on issuing of vehicles. Ensure that the requested items are received and the services are rendered as requested. Implement policies. Develop action plan for the section. Supervise human resources. Check if the information is captured correctly on the system. Prepare itinerary documents for vehicles. Ensure vehicle inspection before issuing. Authorize payments. Capture logbooks on the system accordingly. Develop implementation plan. Ensure that financial procedures are observed in the section. Compile monthly reports. Present monthly reports to Managers. Assist with the compilation of the budget. Ensure that S&T advances and oversees travelling claim expenses are checked. Do early warning systems. Advise management on good administrative practices. Provide feedback on identified administrative gaps. To facilitate the correct application of disciplinary procedures. Supply statistics regarding labour relations. Provide records on goods and services procured. Allocate task to staff and manage progress thereof. Keep register up to date. Implement approved resolutions. Send back faulty documents. Do PMDS for the component. Arrange venues for Work Shops for the component. Verify the correctness: accuracy of the invoices. Develop, update and monitor policy and procedures related to the administration and transport divisions as well as be responsible for the overall management of the staff performance management and development systems.

ENQUIRIES:

Ms K Ntshingane Tel, (021) 941 6006

