



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:

ADMINISTRATION CLERK: PLANNING SUPPORT REF: 030616/63

SALARY:

R 142 461 per annum (Level 5)

CENTRE:

Western Cape Regional Office: Bellville

REQUIREMENTS:

Grade 12 certificate. The incumbent must have proven office administration skills; ability to organize events; ability to work independently and proactively; Computer literacy (Microsoft Office) is essential; Good communication skills (verbal and written). Knowledge of Water Services Act 1997(Act No 108 of 1997) and National Water Act 1998(Act No 36 of 1998) as well as related Policies, Strategies and Regulations. Knowledge of administrative procedures. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Accountability and Ethical Conduct.

DUTIES:

Implement administrative procedures for the component. Implement policies. Implement action plan for the section. Regular follow-up of outstanding issues related to Planning Support; assist with management of Service Providers; assist officials in liaison with various stakeholders; Adhere to and coordinate the financial procedures in the section which includes completing relevant ordering forms, obtaining quotations and make submissions to Supply Chain Management and follow up on orders. Writing submission to source goods, verify the condition of delivered goods and communication with service provides. Facilitate travel arrangements and liaise with travel agencies & relevant internal Sections for Planning Support officials. Arrange catering, venues for external meetings. Compile monthly reports and present monthly reports to Managers. Advise management on good administrative practices. Organize meetings and taking of minutes at meetings, including stakeholder and community meetings. Provide administration support and coordination for the Water Services Regulation Programmes (Blue Drop, Green Drop, No Drop & RPMS). Serve as the main interface between the clients and other functions including the handling of enquiries from clients. Handle all aspects relating to secretariat services for the component including the filling and retrieval of documents. General office administration that includes managing staff leave register & movements, telephone accounts, manage incoming and outgoing documents. Coordinate maintenance of staff working facilities, e.g. photocopy, computers, available furniture, etc. Liaison with internal & external stakeholders regarding Planning Support functions. Serve in the departmental internal and external committees.

ENQUIRIES:

Ms D Hene Tel, (021) 941 6000