



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: WATER SECTOR DATA MANAGEMENT**
REF: 030616/69

SALARY: **R 142 461 per annum (Level 5)**

CENTRE: Western Cape Regional Office: Bellville

REQUIREMENTS: Grade 12 certificate. Be computer literate and have sound knowledge of Microsoft Office. Knowledge of Water Services Act and National Water Act 1998(Act No 36 of 1998). Knowledge of administrative procedures. Understanding of Social and Economic development issues. Basic Financial management and knowledge of the Public Finance Management Act . Knowledge Management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills. Accountability and Ethical Conduct.

DUTIES: Implement administrative procedures for the component. Implementation action plan for the section and adhere to the financial procedures in the section. Manage the Programme Manager’s diary, reservations and flight bookings. Compile monthly reports and present it reports to RBIG managers. Assist management on good administrative practices. Provide feedback on identified administrative gaps. Serve as the main interface between the clients and other functions in the Regional Bulk Programme process including the handling of enquiries from clients. Handle all aspects relating to the filing and retrieval of Regional Bulk Programme files. Ensure the collation of relevant information and documents in a meeting file for Programme Manager when attending RBIG meetings. Record keeping of official kilometers travelled & compiling the travel log sheets for the Programme Manager. Take minutes for Infrastructure Development and Development (IDM) meetings and workshops. Secure a venue, parking and refreshments arrangements.

ENQUIRIES: Mr. S Mashicila Tel, (021) 941 6223