



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: DRILLING REF: 030616/70

SALARY:

R 142 461 per annum (Level 5)

CENTRE:

Western Cape Regional Office: Worcester

REQUIREMENTS:

Grade 12 certificate. The incumbent must have proven office administration skills. Knowledge of administrative procedures. Disciplinary knowledge of labour law. Knowledge to dispute resolution process. Knowledge of labour relation policies. Understanding of Social and Economic development issues. Basic financial management and knowledge of PFMA Knowledge Management. Problem solving and Analysis. People and Diversity Management. Client orientation and Customer Focus .Communication. Accountability and Ethical Conduct. Valid driver's license (certified copy must be attached).

DUTIES:

Implement administrative procedures for the component. Implement procurement for the section. Implement policies. Engage supplier regarding purchased materials. Implement action plan. Adhere to the financial procedures in the section. Compile monthly reports. Advise management on good administrative practices. Provide feedback on the identified administrative gaps. Deal with administrative issues. Secretarial duties. Assist with Human Resource administration. Assist with Human Resource Development administration. Assist with the completion of all Financial Administration. Assist with attaining of Goods and services via SCM. Assist with Health and Safety.

ENQUIRIES:

Mr. A Ralikhwatha Tel, (023) 348 5600