



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: Bloemfontein** please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300 or hand deliver at Sanlam Plaza Building, 2nd Floor, c/o Charlotte Maxeke and East Burger Street, Bloemfontein. **For attention: Mr PJ Mofokeng**
- CLOSING DATE** : **26 AUGUST 2016.TIME:16H00**
- POST** : **ADMINISTRATION CLERK (WARMS) Ref: 260816/39**
- CENTRE** : **Bloemfontein**
- SALARY** : **R142 461 per annum (Level 5)**
- REQUIREMENTS** : A Grade 12 certificate or equivalent. Three (3) to five (5) years general administration experience will be an added advantage. Data capture experience will be an advantage. Knowledge of the National Water Act, 1998 (Act No 36 of 1998) and other relevant legislations. Computer skills in Ms Word, Excel and Outlook. Interpersonal skills, conflict resolution and problem solving skills.
- DUTIES** : Data capturing and general office administration for the registration of water use in terms of the National Water Act. . Undertake training. Handle enquiries by providing either verbal or written responses, gather, obtain and process information for the registration and licensing of water use applications. File maintenance systems and retrieve various registration and licensing documentation.
- ENQUIRIES** : Ms. DST Jaca, tel (051) 405 9000