

DEPARTMENT OF WATER AND SANITATION

- CLOSING DATE** : 05 February 2016
- APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at the Continental Building, cnr Visagie and Bosman. **For attention:** Mrs L Van Wyk
- NOTE** : Applications must be submitted on signed and dated form Z83, 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 permanent 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 subject 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:** : **VETTING ADMINISTRATOR/VETTING FIELDWORKER**
- SALARY** : **R 196 278 per annum level 7**
- CENTRE** : **Pretoria**
- REF** : **050216/06**
- REQUIREMENTS:** A Bachelor's Degree or National Diploma in Security Management/Public Administration. Vetting investigation

course (SSA/DI/SAPS). Two (2) to three (3) years experience in rendering a support/ administrative services and vetting/security experience in public sector is recommended. Computer literacy at intermediate, planning and organising, teamwork, communication skills both (written, verbal skills and listening skills), language proficiency and knowledge of relevant legislation, policies, prescripts and procedures and a valid driver's licence.

DUTIES:

Administration of the filling system for all screening and vetting documents within the department; render administrative support; provide support to the Head of the unit and other staff regarding vetting operational meetings; liaise regularly with SSA on vetting matters particularly in relation to administrative systems and processes and compilation of statistics

ENQUIRIES

: Mr V Mdluli tel (012) 336 6886