



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### **DEPARTMENT OF WATER AND SANITATION**

**APPLICATIONS** : Centre: Bloemfontein The Provincial Head. Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300. For attention: Ms. L Wymers.

**CLOSING DATE** : **28 JULY 2017 TIME: 16H00**

**POST** : ADMINISTRATION CLERK: (WARMS) REF NO: 280717/31  
**SALARY** : R 152 862 per annum (Level 05)

**CENTRE** : Bloemfontein

**REQUIREMENTS** : Grade 12 Certificate or equivalent qualification. One (1) to two (2) years experience data capturing experience will be an added advantage. Previous WARMS experience and knowledge of National Water Act, 1998 (Act No 36 of 1998) and other relevant legislation will serve as an added advantage. Computer Literate (MS Word, Excel. Power Point and Outlook). Organizational and secretarial skills. Proven organizational interpersonal, conflict resolution and problem solving skills.

**DUTIES** : Reporting to the Senior Administration Officer. 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. Gathering, obtaining and processing information for the registration and licensing of water use applications. Filing, file maintenance systems and retrieval of various registration and licensing documentation.

**ENQUIRIES** : Ms. F. Lerata, Tel 051 – 405 9000.