



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Eastern Cape (East London): Please forward your applications quoting the relevant reference number to Private Bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town 5600.
- FOR ATTENTION** : Ms T Solwandle
- CLOSING DATE** : 14 December 2018 TIME: 16h00
- POST** : SENIOR ADMINISTRATIVE OFFICER (WARMS) REF NO: 141218/17
- BRANCH** : Chief Operations Office
Div: Water Information Management
- SALARY** : R299 709 per annum (Level 08)
- CENTRE** : East London
- REQUIREMENTS** : A National Diploma or Degree in Public Administration or Social Sciences. Three (3) to five (5) years experience in financial matters. The candidate must be computer literate and have appropriate experience, especially in word processing and spreadsheets, Sound experience in WARMS. Proven organisational, interpersonal, conflict resolution, problem solving and analytical skills. Good verbal and written communication skills. Practical experience in a client service environment, letter and report writing. Knowledge of the National Water Act, (Act 36 of 1998) and other relevant legislations. Knowledge of the following will serve as recommendations: National Water Pricing Strategy. Ability to work under pressure. Working with spatial data and a valid driver's licence (certified copy must be attached).
- DUTIES** : Oversee all data capturing and general office administration of registration of water use. Undertake the overall planning of workflow. Implement and interpret procedures, in terms of the National Water Act, (Act 36 of 1998), for the registration of water use. Provide training on water use registration. Produce statistical reports and ensure that file maintenance systems are maintained. Maintain discipline within the section. Supervise staff according to Departmental policies and procedures.
- ENQUIRIES** : Ms N Ngcwembe, Tel No: (043) 701 0376