



## 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 043 604 5476
- CLOSING DATE** : 14 December 2018 TIME: 16h00
- POST** : SENIOR ADMINISTRATIVE CLERK (WARMS)REF NO: 141218/26
- BRANCH** : CHIEF OPERATIONS OFFICE, DIV WATER INFORMATION MANAGEMENT
- SALARY** : R163 563per annum (level 5)
- CENTRE** : East London
- REQUIREMENTS** : A Grade 12 certificate plus appropriate experience in general office administration and data capturing. Candidate must be computer literate with a sound knowledge of word processing and spread sheets. Good verbal and written communication skills. Practical experience in client services, letter and report writing. Experience in the national water use registration process. Knowledge of the National Water Act, (Act 36 of 1998) and other relevant legislations. Ability to work under pressure.
- DUTIES** : Issuing relevant registration forms to users. Assist users in completing application forms. Check completion of application forms. Capturing applications forms for new users. Amend information of registered users as per approved outcome. Generate confirmation documents. Prepare registration certificate for approval. Copy and send out registration certificates to registered users. Keep records of correspondences received from the clients in the relevant files. Fulfil help desk functions.
- ENQUIRIES** : Ms NNgcwembe, Tel (043) 701 0376