



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Durban Please forward your application quoting the reference number to The Provincial Head: KwaZulu-Natal, Department of Water and Sanitation. P.O. Box 1018, Durban, 4000 or hand-deliver to 88 Joe Slovo Street (previously Field Street), Southern Life Building, 9th Floor, Durban. **For attention:** The Manager (Human Resources)
- CLOSING DATE** : 20 April 2018 TIME: 16h00
- POST** : **SENIOR ADMINISTRATION OFFICER: WATER USE LICENSING AND REGISTRATION REF NO: 200418/11**
- OPERATIONAL INTEGRATION: DURBAN**
- SD** : **PROTO CMA: USUTHU NORTH (WTE)**
- SALARY** : **R281 418 per annum (Level 08)**
- CENTRE** : **Durban**
- REQUIREMENTS** : A National Diploma / Bachelor Degree in Public Administration or Social Sciences. Three (3) to (5) five years working experience in administration and regulatory environment. Experience in maintaining registers and database. Experience in report writing and drafting of submissions. Knowledge and understanding of administrative procedures. People and Diversity Management. Excellent client orientation and customer focus. Good communication skills, Good accountability and ethical conduct. A valid driver's licence (certified copy must be attached).
- DUTIES** : Processing of Water Use Licence Applications: advice to applicants on statutory, procedural requirements and related procedures; Processing of applications and collating documentation for review purposes. Preparation of applications for preliminary and final review by Water Use Licence. Assessment Advisory Committee, setting up and notification of site inspections, preparation and submission of applications to National Office and drafting and preparation of licences to the Regional Director. Drafting of all related correspondence and updating of schedules. Maintain registers and databases. Conduct photocopying and filing. Conduct administrative duties related to Stream Flow Reduction Activity Licence Applications i.e. identifying the need for and co-ordinating site inspections for Re-inspections provide copy permits/licences, processing change of land ownership and reporting of alleged unlawful plantings. Provide administrative and secretariat support to Licence Assessment Advisory Committee i.e. manage diary, Co-ordinate meeting dates for the year; prepare Agendas, proof reading of documents for review; take, compile and type minutes. Ensure follow-up actions on drafting letters and recommendations. Provide feedback to applicants. Provide advice on statutory and procedural requirements; Telephonic assistance with the completion of forms; General Enquiries; Invoice and statement enquiries etc. Supervision of staff is essential.
- ENQUIRIES** : Mr SO Naidoo, Tel: 031 336 2700