



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centres: Bellville, George and Worcester. Please forward your applications quoting the relevant reference number to the Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville. For attention: Ms K Melelo
- CLOSING DATE** : 20 July 2018 TIME: 16h00
- POST** : ADMINISTRATION CLERK: WARMS REF NO: 200718/11
- BRANCH** : OPERATIONAL INTEGRATION: WESTERN CAPE
- SUB-DIRECTORATE** : WATER USE LICENSE AUTHORISATION
- SALARY** : R 163 563 per annum, (Level 5)
- CENTRE** : Bellville
- REQUIREMENTS** : A Senior Certificate. Be computer literate and have sound knowledge of Microsoft Office. Knowledge of Water Services Act and National Water Act 1998(Act No 36 of 1998). Knowledge of the National Water use Registration process. Knowledge of administrative procedures. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Problem solving and analysis. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct.
- DUTIES** : Implement administrative procedures for the component. Implement policies. Implement action plan for the section. Adhere to the financial procedures in the section. Compile monthly reports. Advise management on good administrative practices. Provide feedback on identified administrative gaps. Serve as the main interface between the clients and other functions in the national water use registration process including the handling of enquiries from clients. Handle all aspects relating to the filing and retrieval of water use files. General office administration.
- ENQUIRIES** : Ms H Khoza Tel, 021- 941 6083