



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

- APPLICATIONS** : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabole
- CLOSING DATE** : **01 November 2019 TIME: 16:00**
- POST** : LANGUAGE PRACTITIONER REF NO: 011119/03
- BRANCH** : OFFICE OF THE DIRECTOR-GENERAL
- SALARY** : R 470 040 per annum (Level 10)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A relevant National Diploma or Bachelor's Degree in Language Studies including English. Three (3) to (5) five years relevant experience in editing. Knowledge and experience in written communication specialising in English. Knowledge of administrative and clerical procedures and systems. Good verbal and written command of English and any other official language(s). Ability to quality control documents. Computer literacy particularly MS Office Suite. Willingness to work irregular hours when requested. Good interpersonal relations, planning, organising skills and a team player. Client orientation and customer focus. Good communication skill both verbal and written. Accountability and ethical conduct.
- DUTIES** : Provide key strategic support with regard to language editing, style and formatting of submissions, letters, parliamentary responses and cabinet memorandum that are for attention of the Director – General, Deputy Minister and the Minister in accordance with the departmental manual on written communication. Advise departmental officials on the correct usage of English. Ensure that the department's manual on written communication is updated as and when the information changes and communicated changes to all departmental officials. Liaise with officials within the department regarding the promotion of proper usage of formats and templates by conducting workshops and presentations.
- ENQUIRIES** : Mr D Siganunu, Tel 012-336 7802