



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** : Western Cape: 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, Bellville. For attention: Ms K Melelo
- CLOSING DATE** : **01 November 2019 TIME: 16:00**
- POST** : REGISTRY CLERK REF NO: 011119/06
- BRANCH** : CHIEF OPERATIONS OFFICEDIV: AUXILIARY SERVICES
- SALARY** : R 173 703 per annum, (Level 5)
- CENTRE** : Bellville
- REQUIREMENTS** : A Grade 12 certificate. Knowledge and understanding of registry procedures, processes, applicable prescripts and Acts. Knowledge of file management. Basic computer literacy skills. Knowledge of filing, registered mail, priority mail and the sorting of mail. Knowledge on operating the franking machine. Problem solving, analysis, client orientation and customer focus skills. Good communication skills. Accountability and ethical conduct skills. Good interpersonal skills. A valid driver's license will be an added advantage (certified copy must be attached).
- DUTIES** : Efficient running of the registry office. Open post and parcels. Accurate filing of all correspondences on a daily basis. Open and close files. Assist with the execution of functions attached to the registry office. Maintain a register of documents received and delivered. Receive and dispatch of courier items. Ensure that there is no backlog on documents to be filed. Ensure that there is no file that leaves registry without being recorded. Issue and collect files from officials. Replace file covers and ensure that registry is efficient and effective. Deal with all registry related queries on a daily basis, in accordance with Batho Pele Principles. Collect post from local post offices.
- ENQUIRIES** : K Petersen at 021 941 6015