



## 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). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" 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** : IBOM Central Operations (Jericho Dam) please forward your applications quoting the relevant reference number to the Area Manager, Department of Water and Sanitation, Private Bag X1004:Usutu River, Amsterdam, 2375 or had deliver to Jericho Dam, Admin Building Amsterdam Human Resource Office. For attention: Ms KE Thomo.
- CLOSING DATE** : **04 October 2019 TIME: 16:00**
- POST** : ADMINISTRATION CLERK: (Transport Management) REF NO: 041019/06
- BRANCH** : IBOM Central Operations
- SALARY** : R 173 703 per annum (Level 5)
- CENTRE** : Jericho Dam - Usutu River
- REQUIREMENTS** : A National Senior Certificate/Grade 12 with one (1) to (2) two years' experience in Transport/Fleet Management will serve as an added advantage. Valid Driver's licence will be an added advantage (certified copy must be attached). Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility. Team work. Basic knowledge of problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Computer literacy skills. Planning and organizing. Good verbal and written communication skills. Willing to travel.
- DUTIES** : Provide an efficient implementation and compliance to directives, policies and procedures related to transport management. Administer subsidised vehicles applications for adjudication committee. Manage subsidy vehicle contracts, inspections, utilization, maintenance and administering of related claims. Efficient management and operational control of fleet and departmental vehicles. Administer vehicle authorisations, operation and optimal utilisation and maintenance. Control of risk, fraud and misuse of fleet vehicles. Administer transport accidents and traffic fines. Administer transport invoices and provision of monthly transport reports. Maintain an efficient filling system. Keep updated registers, database and implement systems and procedures for tracking and tracing of transport documents. Liaise with service providers and regional office on matters related to transport management. Provide advisory services to officials and management on transport related matters.

Perform driver and other administration support related duties as and when there is a need.

**ENQUIRIES**

: Mr MG Tsoai, Tel No.: 017 846 6001