



## **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 or e-mailed 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.

<b>APPLICATIONS</b>	:	Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3 <sup>rd</sup> Avenue and Heugh Road, Walmer.
<b>ENQUIRIES</b>	:	Ms. N Bidli (042 243 6137)
<b>CLOSING DATE</b>	:	05 April 2019 TIME: 16h00
<b>POST</b>	:	ADMINISTRATION CLERK (TELECOM OPERATOR) REF NO: 050419/12
<b>BRANCH</b>	:	IBOM SOUTHERN OPERATIONS, SD: HRA
<b>SALARY</b>	:	R163 563 per annum (Level 05)
<b>CENTRE</b>	:	UITKEER
<b>REQUIREMENTS</b>	:	A Grade 12 qualification. Knowledge of clerical functions, practices as well as the ability to capture data. Operate computer and collate administrative statistics. Basic knowledge of problem solving and analysis. Accountability and ethical conduct. Good verbal and written communication. Telephone etiquette. Ability to communicate in English and Afrikaans.
<b>DUTIES</b>	:	Operating the switchboard by answering the incoming and handling outgoing calls. Handle routine enquiries. Must upkeep the registry and filing system. Ensuring that customers are referred promptly and correctly. Taking down messages and administering the correct distribution thereof. Supplying basic information to customers regarding the Departments services. Keep reception area clean and tidy. Receive guests and / or visitors. Updating the distributing the internal telephone directory and keeping a database of other important contact numbers. Operate the fax machine. Responsible for fault reporting on the telephone system and liaising with service providers in this regard. Utilize the Telephone Management System to monitor telephone accounts, including printing of reports and verifying information. Keeping and completing registers pertaining to their telephone system and fax machine. Monitor access control – ensuring visitors sign in.