



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.

- APPLICATIONS** : Please forward your application to the Area Manager: Vaal Dam Area Office, Infrastructure Building, Operations and Maintenance: Central Operation, Department of Water and Sanitation, Private Bag X02, Deneysville, 1932, For Attention: BS Mbongo
- ENQUIRIES** : Mr BS Mbongo, Tel: (016 371 3020 / 016 371 3033)
- CLOSING DATE** : 05 April 2019 TIME: 16h00
- POST** : SENIOR ADMINISTRATION CLERK: TRANSPORT MANAGEMENT REF NO: 050419/13
- BRANCH** : IBOM CENTRAL OPERATIONS
- SALARY** : R 163 563 per annum (Level 05)
- CENTRE** : Vaal Dam
- REQUIREMENTS** : A National Senior Certificate. Previous working experience will serve as an added advantage. 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 and team work. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability of ethical conduct.
- 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 vehicles contracts, inspections, utilisations, 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 risk, fraud and misuse of state vehicles. Administer transport accidents and traffic fines. Administer transport invoices and provision of monthly transport reports. Maintain an efficient filing system, keeping updated registers, databases 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.