



## 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.

<b>APPLICATIONS</b>	:	Mbombela: Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela. For attention: Mr MJ. Nzima
<b>CLOSING DATE</b>	:	<b>06 December 2019 TIME: 16:00</b>
<b>POST</b>	:	SENIOR ADMINISTRATION OFFICER: PLANNING AND INFORMATIONREF NO. 061219/14
<b>BRANCH</b>	:	CHIEF OPERATIONS OFFICE MPUMALANGA
<b>SALARY</b>	:	R 316 791 per annum (Level 08)
<b>CENTRE</b>	:	Mbombela
<b>REQUIREMENTS</b>	:	A National Diploma or Degree in Public Administration or Social Sciences. Three (3) to five (5) years experience in administration matters. Supervisory experience of two (2) years will be an added advantage. Knowledge of administration procedures. Basic financial management and knowledge of PFMA. Knowledge Management. Good client orientation and customer focus. Good verbal and written communication skills. Computer literacy.
<b>DUTIES</b>	:	Provide administrative support to all personnel in the Directorate. Assist with the execution of financial administration. Render administration of procurement of goods and services of the Directorate. Assist with the execution of financial administration of the Directorate. Prepare submission for the component. Document handling and filing. Maintain register of the Directorate up to date.
<b>ENQUIRIES</b>	:	Mr. Silo Kheva, Tel No: 013 759 7313