



## 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** : Bronkhorstspuit and Lydenburg: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200. For Attention: Ms. Mkhwanazi FM
- CLOSING DATE** : **06 December 2019 TIME: 16:00**
- POST** : ADMINISTRATION OFFICER: EWULAAS (X 2 POSTS) REF NO. 061219/29
- BRANCH** : CHIEF OPERATIONS OFFICE: MPUMALANGA
- SALARY** : R 257 508 per annum (Level 07)
- CENTRE** : Bronkhorstspuit (1 Post) and Lydenburg (1 Post)
- REQUIREMENTS** : A National Diploma or Degree in Public Management/ Administration. One (1) to three (3) years experience in administration. A valid driver's licence (Attach certified copy). Computer literate and proficiency in programs such as MS 2007 Word, Power point, Access, Outlook and Excel. Knowledge of the National Water Act (Act 36 of 1998). The Public Service Act and Regulations 1994 (Act 103 of 1994). Knowledge of Administration Procedures Knowledge of Batho Pele Principles. Report writing skills. General knowledge of information systems. Data capturing skills. Office management and project management skills.
- DUTIES** : Coordinate the administrative functions and provide support related to the Water Use Authorisation process. Management of incoming and outgoing Water Use Authorisation applications. Manage the handling of queries and ensuring amicable resolution. Respond to internal and external queries or enquiries relating to Water Use Authorisations. Manage the updating of the Electronic Water Use Licence Application and Authorization System (E-WULAAS) and ensure accurate Reporting. Ensure that statistics of all Water Use Authorisation applications are accurate and updated. Support E-WULAAS user training process. Filing correspondences with clients. Support and provide reports to management.
- ENQUIRIES** : Mr Sydney Nkuna, Tel No: 013 759 7317