



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	:	Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor. For Attention: The Manager (Human Resources).
CLOSING DATE	:	06 December 2019 TIME: 16:00
POST	:	ADMINISTRATION OFFICER: WATER USE LICENSING AND REGISTRATION REF NO. 061219/30
BRANCH	:	CHIEF OPERATIONS OFFICE KZN: SD: USUTHU CMA
SALARY	:	R 257 508 per annum, (Level 07)
CENTRE	:	Durban
REQUIREMENTS	:	A National Diploma / Bachelor Degree in Public Management/ Administration. One (1) to three (3) years working experience in administration. Experience in regulatory environment will be an added advantage. A valid driver's licence (certified copy must be attached). Experience in maintaining registers and database. Experience in report writing and drafting of submissions. Knowledge and understanding of administrative procedures. People and diversity management skills. Excellent client orientation and customer focus. Good communication skills both verbal and written. Good accountability and ethical conduct skills.
DUTIES	:	Processing of Water Use Licence Applications: advice applicants on statutory, procedural requirements and related procedures. Processing of applications and collating documentation for review purposes. Preparation of applications for preliminary and final review by Water Use Licence Assessment Advisory Committee. Setting up notification of site inspections. Preparation and submission of applications to National Office. Drafting and preparation of licences to the Regional Director. Drafting of all related correspondence and updating of schedules. Maintain registers and databases. Conduct photocopying and filing. Conduct administrative duties related to Stream Flow Reduction Activity Licence Applications i.e. identifying the need for and co-ordinating site inspections for Re-inspections provide copy permits/licences. Processing change of land ownership and reporting of alleged unlawful plantings. Provide administrative and secretariat support to Licence Assessment Advisory Committee i.e. manage diary. Co-ordinate meeting dates for the year; prepare agendas, proof reading of documents for review; compile and type minutes. Ensure follow-up actions on drafting letters and recommendations. Provide feedback to applicants. Provide advice on statutory and procedural requirements. Telephonic assistance with the

completion of forms. general enquiries; invoices and statement enquiries etc.
Supervision of staff is essential.

ENQUIRIES

: Mr SO Naidoo, Tel No: 031 336 2700.