



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.

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| APPLICATIONS | : | Hartbeespoort: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr.James Moroka Drive and Sekame Road, Unit99 Ground Floor. For attention: Mr Ntwe MJ |
| CLOSING DATE | : | 06 December 2019 TIME: 16:00 |
| POST | : | ADMINISTRATION OFFICER: WATER USE AUTHORISATION REF NO. 061219/32 |
| BRANCH | : | CHIEF OPERATIONS OFFICE: NORTH WEST |
| SALARY | : | R257 508 per annum (Level 07) |
| CENTRE | : | Hartbeespoort North West |
| 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, PowerPoint, Access, Outlook and Excel. Knowledge of the National Water Act (Act 36 of 1998). A valid driver's licence(Attach certified copy). Knowledge of administration procedures. Knowledge of Batho Pele Principles. Report writing skills. General knowledge of information systems. Data capturing skills. Office 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 Rens Botha, Cell No: 082 808 9560 |