



## 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** : Mpumalanga Provincial Office (Mbombela) 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** : CHIEF ADMINISTRATION CLERK (X 2 Posts) REF NO. 061219/33
- BRANCH** : MPUMALANGA DIR: INSTITUTIONAL ESTABLISHMENT WARMS
- SALARY** : R 257 508 per annum (Level 07)
- CENTRE** : Mbombela
- REQUIREMENTS** : A Senior / Grade 12 certificate. Three (3) to five (5) years related experience. Working experience in WARMS. 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). 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. Record management skills. Office and Project Management Skills.
- DUTIES** : Assess completeness of the Water Use Licence Applications. Capturing water use applications in the Water Use Authorization and Registration Management System (WARMS). Maintaining water use data in WARMS. Auditing of synergy between hardcopy forms and WARMS. Mapping data correlation with other systems. Auditing the completeness of the data before input in WARMS. Communicating monthly status of captured water use application to WARMS manager. Opening files for water use application according relevant filing prescripts. Keeping a record of water use applications. Filing correspondence with the clients. Ensuring effective operations of hardcopy file tracking system. Ensuring the water use registration website is up-to-date and has all water use registration products. Support and provide reports to the WARMS Manager.
- ENQUIRIES** : Mr. Sydney Nkuna, Tel No: 013 759 7317