



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 CLERK REF NO. 061219/39
BRANCH	:	CHIEF OPERATIONS OFFICE, DIV: AUXILIARY SERVICES - KZN
SALARY	:	R 173 703 per annum, (Level 05)
CENTRE	:	Durban
REQUIREMENTS	:	A Senior / Grade 12 certificate. Receptionist, front line / Office Admin short courses /certificate will be as an added advantage. (Certified copy must be attached). Good written and verbal communication skills. Ability to learn the Departmental service delivery components. Must be able to operate a switchboard. Must be computer literate with typing skills. Must be able to organize and prioritise work and have telephone etiquette. Must be able to communicate in English and Zulu. Ability to take initiative and work independently.
DUTIES	:	Provide administrative support to Corporate Services. Compile VA2 of the section. Record all incoming mail and invoices from Stakeholders. Prepare and compile submissions as per the request. Issuing of access cards to staff and visitors. Order access cards and keep registers. Operate the switchboard by answering incoming and making outgoing calls. Ensure that customers are referred to promptly and correctly. Take messages and administer the correct distribution thereof. Supply basic information to customers regarding the Departmental services. Keep the reception area clean and tidy at all times. Receive visitors. Update internal telephone directory and keep a database of received documents. Responsible for reporting faults on the telephone system to the service provider. Utilize the telephone management system to monitor telephone costs, including printing reports and verifying information, keeping and completing registers pertaining to the telephone system.
ENQUIRIES	:	Mr B Sishi, Tel No: 031 336 2700.