



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	:	Mbombela: Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela. For attention: Mr MJ. Nzima
CLOSING DATE	:	06 December 2019 TIME: 16:00
POST	:	ADMINISTRATION CLERK REF NO. 061219/48
BRANCH	:	CHIEF OPERATIONS OFFICE MPUMALANGA
SALARY	:	R 173 703 per annum (Level 05)
CENTRE	:	Mbombela
REQUIREMENTS	:	A Senior / Grade 12 Certificate. Knowledge of administration procedures. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administration statistics. Knowledge and understanding of Registry procedures and processes. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility. Team work. Basic knowledge of problem and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (verbal and written). Accountability and ethical conduct.
DUTIES	:	Render general clerical support services. Record, organize, store and retrieve correspondence and data (line function). Update registers and statistics. Distribute documents/ packages to various stakeholders as required. Provide registry counter services. Provide supply chain management support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Handle incoming and outgoing correspondence. Provide personnel administration clerical support services within the component. Issue and collect files from officials. Receive and dispatch courier items. Provide financial administration support services in the component. Capture and update expenditure in the component. Open and close files. Monitor messenger services.
ENQUIRIES	:	Ms. P Mphila, Tel No: 013 759 7504