



## 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 or e-mailed 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). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" 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** : Upington: Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X5912, Upington, 8800 or hand-deliver to our offices in Louisvale Road, Upington For attention: MR TT SITHOLE
- CLOSING DATE** : **07 June 2019 TIME: 16h00**
- POST** : SENIOR ADMINISTRATIVE OFFICER (WARMS) REF NO 070619/08
- BRANCH** : CHIEF OPERATIONS OFFICE NORTHERN CAPE DIV: PROTO CMA: LOWER ORANGE WATER MANAGEMENT AREA
- SALARY** : R 316 791 per annum (Level 8)
- CENTRE** : Upington
- REQUIREMENTS** : A National Diploma or Degree in Public Administration or Social Sciences. Three (3) to five (5) years' experience in financial matters. The candidate must be computer literate and have appropriate experience especially in word processing and spreadsheets. A valid driver's licence (certified copy must be attached). Sound experience in WARMS. Proven organisational, interpersonal, conflict resolution, problem solving and analytical skills. Good verbal and written communication skills. Practical experience in a client service environment, letter and report writing. Knowledge of the National Water Act, (Act 36 of 1998) and other relevant legislations. Knowledge of the following will serve as recommendations: National Water Pricing Strategy. Ability to work under pressure. Working experience in working with spatial data.
- DUTIES** : Oversee all data capturing and general office administration of registration of water use. Undertake the overall planning of workflow. Implement and interpret procedures in terms of the National Water Act, (Act 36 of 1998) for the registration of water use. Provide training on water use registration. Produce statistical reports and ensure that file maintenance systems are maintained. Maintain discipline within the section. Supervise staff according to Departmental policies and procedures.
- ENQUIRIES** : Mr Steven Shibambu (Upington) Tel. 054 338 5800