



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** : Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabile
- CLOSING DATE** : **07 June 2019 TIME: 16h00**
- POST** : ADMINISTRATION CLERK (This post is earmarked for persons with a disability) REF NO 070619/14
- BRANCH** : CHIEF OPERATIONS OFFICE, DIR OPERATIONAL SUPPORT
- SALARY** : R 173 703 per annum (Level 5)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : National Senior Certificate or equivalent qualification. Working experience will be an added advantage. Knowledge of water sector skills development clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of skills development and capacity building prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge and understanding of legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill. Accountability and ethical conduct.
- DUTIES** : Render general water sector skills development clerical support services. Provide supply chain management support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
- ENQUIRIES** : Ms KG Mathiba, Tel 012 336 6875