



## 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** : Bellville: Please Forward Your Applications Quoting The Relevant Reference Number To The Regional Head: Western Cape, Department Of Water And Sanitation, Private Bag X16, Sanlamhof, 7532 Or Hand Deliver To Sigma Building, 3 Blanckenberg Road, And Bellville. For Attention: Ms K Melelo
- CLOSING DATE** : **12 August 2019 TIME: 16:00**
- POST** : REGISTRY CLERK (SUPERVISOR) REF NO: 120819/09
- BRANCH** : CHIEF OPERATIONS OFFICE: WESTERN CAPE, DIV: AUXILIARY SERVICES
- SALARY** : R 257 508 per annum, (Level 07)
- CENTRE** : Bellville
- REQUIREMENTS** : A Senior / Grade 12 certificate. Three (3) to five (5) years' experience in records management. Working knowledge and in depth knowledge of legislative framework governing records management in Public Service. Ability to work independently and under pressure and as part of a team. A valid EB Driver's license. (Certified copy must be attached). Knowledge of registry procedures, policies and exposure to general office administration. Excellent interpersonal relations and communication skills. Good computer (MS Packages) including Word and Excel skills. Report writing skills. Ability to maintain high level of professionalism, confidentiality and reliability. Knowledge and experience of registry duties, practices as well as the ability to capture data and operate the computer. Knowledge and understanding of storage and retrieval procedures in terms of the working environment. Flexibility, team work. Basic knowledge of problem solving and analysis. People and diversity management, client orientation and customer focus skills. Accountability and ethical conduct. Planning and organizing skills. Understand the work in registry.
- DUTIES** : Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management services. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and disposal. Handle telephonic and other enquiries received. Efficient running of the registry office. Receive documents for filing. File document according to dates and folio number. Distribute files accordingly. Render administration for the component. Supervise the distribution of document to the relevant offices. Keep records of all the documents distributed. Do monthly reports. Prepare file covers. Insert the control sheet and the control card. Manage the registered files

accordingly. Manage the opening, labeling and closing of files. Control incoming and outgoing mails. Manage good customer relations with all clients. Do research on the latest filing system. Update the system. Ensure and complete index cards for all files. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Do spot checks on post to ensure that no private posts are included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittance to finance. Send wrong remittance back to sender via registered post and record reference number in register. Keep record daily of amount of letter franked. Allocate and ensure quality of work. Personnel development. Assess staff performance and apply discipline.

**NOTE:** **Persons with disabilities, Females, African Males, Indian Males and White Males are encouraged to apply.**

**ENQUIRIES** : Ms N Matiso, Tel: 021 941 6098