



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** : Worcester: Please forward your applications to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer. For AttentionMs N Ngele
- CLOSING DATE** : **12 August 2019 TIME: 16:00**
- POST** : ADMINISTRATION CLERK PRODUCTIONREF NO: 120819/12
- BRANCH** : IBOM SOUTHERN OPERATIONS
- SALARY** : R173 703.00 per annum (Level 05)
- CENTRE** : Worcester
- REQUIREMENTS** : A Senior Certificate or equivalent. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). 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 solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Computer literacy skills. Planning and organizing. Good verbal and written communication skills.
- DUTIES** : Render general clerical support services. Record, organize, store and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the coming and outgoing document register of the component. Provide supply chain management support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurements forms for the purchasing of standard office items. Stock control of offices stationery. Keep and maintain the asset register. Provide personnel administration clerical support services. Maintain a leave register. Keep and maintain personnel records and attendance registers. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure. Check correctness of S&T claims of officials and submit to manager. Handle telephone accounts and petty cash

ENQUIRIES : Ms P Adonis (076 021 5139)