



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : KwaZulu Natal (Durban): Please forward your applications quoting the relevant reference number to the Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000. For attention: The Manager (Human Resources)
- CLOSING DATE** : 15 February 2019 TIME: 16h00
- POST** : ADMINISTRATION OFFICER: EWULAAS 12 MONTH CONTRACT REF NO 150219/12
- BRANCH** : CHIEF OPERATIONS OFFICE: KZN DIR: INSTITUTIONAL MANAGEMENT
- SALARY** : R242 475 per annum Plus 37% in Lieu of Benefits
- CENTRE** : Durban
- REQUIREMENTS** : An appropriate recognized three (3) year tertiary qualification in Public Administration/Administration or equivalent related field. One (1) to three (3) years experience in Administration. A valid driver's licence (certified copy must be attached). Computer literate and proficiency in programs such as MS 2007 Word, Powerpoint, Access, Outlook and Excel. Knowledge of the National Water Act (Act 36 of 1998), Public Service Act 1994 (Act 103 of 1994) and Regulations. Knowledge of Administration Procedures Knowledge of Batho Pele Principles. Report writing skills. General knowledge of information systems. Data capturing skills. Office and Project Management skills.
- DUTIES** : Coordinate the administrative functions and provide support related to the Water Use Authorisation process. Management of incoming and outgoing Water Use Authorisation applications. Manage the handling of queries and ensuring amicable resolution. Respond to internal and external queries or ENQUIRIES relating to Water Use Authorisations. Manage the updating of the Electronic Water Use Licence Application and Authorization System (E-WULAAS) and ensure accurate Reporting. Ensure that statistics of all Water Use Authorisation applications are accurate and updated. Support E-WULAAS user training process. Filing correspondences with client information. Support and provide reports to management.
- ENQUIRIES** : Ms Z Hadebe Tel (031) 336 2700