



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 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** : IBOM Central Operation (Gariep Dam) Please forward your applications quoting the relevant reference number to the Scheme Manager, Department of Water and Sanitation, Private Bag X09, Gariep Dam 9922, For Attention: Ms S Behr.
- CLOSING DATE** : **15 November 2019 TIME: 16:00**
- POST** : ADMINISTRATION CLERK (SUPERVISOR) REF NO: 151119/15
- BRANCH** : IBOM CENTRAL OPERATION
- SALARY** : R 257 508 per annum (Level 07)
- CENTRE** : Gariep Dam
- REQUIREMENTS** : A Senior Certificate / Grade 12 certificate. Three (3) to (5) five years relevant administrative experience. A valid driver's licence (attach certified copy). Computer literacy skills. Knowledge and understanding of human resources prescripts. Knowledge of financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge and understanding of the legislative framework governing the public service. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. People diversity management. Client orientation and customer focus. Good communication skill both verbal and written. Accountability and ethical conduct. Willingness to travel.
- DUTIES** : Supervise and provide personnel administration support services in the component. Responsible to manage corporate services at Gariep scheme which will include transport management, human resource management and office support services. All policies in terms of the above-mentioned services must be implemented and consistently applied. Supervise personnel and conduct performance evaluations. Ensure that all reports are submitted within the financial year closure. Coordinate training of all sections at Gariep.
- ENQUIRIES** : Mr. SM Segalo, Tel: 051 754 0001