



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** : Tzaneen: Please forward your application, quoting the reference number to the Department of Water and Sanitation, The Area Manager, Tzaneen Area Office, Private Bag X 4012, Tzaneen, 0850
- CLOSING DATE** : **16 August 2019 TIME: 16:00**
- POST** : SENIOR ADMINISTRATION OFFICER REF NO: 160819/05
- BRANCH** : IBOM: Northern Operations
- SALARY** : R 316 791 per annum (Level 08)
- CENTRE** : Tzaneen
- REQUIREMENTS** : A National Diploma or Bachelor's Degree in Social Sciences or Public Administration. Three (3) to five (5) years' experience in administration matters. Disciplinary knowledge of labour law. Knowledge of the dispute resolution process. Understanding of labour relations policies. Basic knowledge and understanding of social and economic development issues. Basic financial management skills and knowledge of the PFMA. Knowledge management, problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.
- DUTIES** : Provide administrative support to all personnel in the component. Implement administrative procedures for the component. Analyse the business plan and procurement trends for the Department. Implement policies and strategies. Engage suppliers regarding purchased materials. Develop action plan for the section. Assist with the execution of financial administration. Develop implementation plan. Ensure that financial procedures are observed and applied in the department. Compile monthly reports and present it to relevant managers. Assist with the compilation of the budget. Develop a mechanism for early warning systems. Advise officials/management on good administrative practices. Provide feedback on identified administrative gaps. Facilitate the correct application of disciplinary procedures. Supply statistics regarding labour issues. Provide records on goods and services procured. Allocate task of staff and manage progress thereof. Render human resources. Allocate task to staff and manage progress thereof. Render PMDS for the component. Arrange training and workshops for the component.
- ENQUIRIES** : Mr KS Thantsha, Tel: 015 307 6600