



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** : Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabile
- CLOSING DATE** : **16 August 2019 TIME: 16:00**
- POST** : ADMINISTRATION CLERK REF NO: 160819/07
- BRANCH** : CORPORATE SERVICE, DIR ADMINISTRATION SUPPORT SERVICES
- SALARY** : R 173 703 per annum (Level 05)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A Senior Certificate/Grade 12 certificate. One (1) to two(2) years working experience will be an added advantage. Knowledge of clerical functions, practices as well as the ability to capture data, Knowledge of Microsoft package and collate administrative statistics. Basic knowledge, insight of human resource prescripts. Basic financial knowledge of operating systems (PERSAL, BAS, LOGIS etc.). Knowledge and understanding of legislative framework governing public service. Knowledge and understanding of the working environment. Interpersonal relations, flexibility and team work. 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** : Render general clerical support services. Provide supply chain management support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component. File all correspondence pertaining to the procurement of goods and services. Assist with issuing of access cards to staff members of the department. Certify the correctness of requisition forms; certify the correctness of S&T claims of all staff before approval. Assist in replenishing of stationary within the Directorate.
- ENQUIRIES** : Mr V Mdluli, Tel: 012 336 6886