



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 21 June 2019

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
- POST** : REGISTRY CLERK (SUPERVISOR) REF NO: 210619/10
- BRANCH** : CORPORATE MANAGEMENT, DIV HR TRANSACTIONS
- SALARY** : R 257 508 per annum, (Level 07)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification. Three (3) to five (5) years experience in registry services is required. A driver's license. (Attach certified copy). In-depth knowledge of the National Archive Act and relevant regulations. Completion of Introduction Course on PERSAL (Attach Persal Certificate). Computer Literacy(Ability to work on MS Word and MS Excel). Good communication skills both verbal and written. Knowledge of Human resource functions and practices. Basic knowledge and insight into Human Resource prescripts. Ability to work under pressure and meet deadlines.
- DUTIES** : Manage the filing system (Metro file and file storage). Supervise the distribution and retrieval of files. Manage the pending files in the Directorate. Manage all records in line with the Archive Act. Assist external and internal Auditors by extracting and providing relevant files. Supervise registry staff, counter services, filing and record management service. Supervise the office machines in relation to the registry function. Supervise the processing of documents/files for archiving and/disposal. Assist in the development and implementation of policies regulating records management. Manage the issuing of correspondence to the relevant HR Managers within the Directorate. Assist in the compilation of monthly statistics.
- ENQUIRIES** : Mr I Govender, Tel: 012 336 7683