



## 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** : IBOM Central Operations (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, IBOM Central Operations, Private Bag X273, Pretoria, 0001, or hand deliver to 1st Floor, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria. Attention: Mr KL Manganyi
- NOTE** : **Shortlisted candidates will be subject to undergo a driving test.**
- POST** : DRIVER / MESSENGER: ADMINISTRATION SUPPORT REF NO: 210619/12
- BRANCH** : IBOM, CENTRAL OPERATIONS
- SALARY** : R145 281 per annum (Level 04)
- CENTRE** : IBOM: Central Operations (Pretoria)
- REQUIREMENTS** : A Grade 12 certificate. One (1) to three (3) years practical experience in registry, messenger and driver services. A valid driver's license(Certified copy must be attached). Computer literacy in MS Office Software package. Ability to use and operate office equipment's. Knowledge of government policies and procedures. Client orientation and customer focus. Good communication, interpersonal skills, ability to interact with people at all levels and work in a team environment. Ability to pay attention to detail, handle confidential information, track and trace documents. Accountability, analytical thinking and problem solving skills. Must be prepared to work under pressure, travel extensively and work extended hours.
- DUTIES** : Render quality messenger and driver services to the Directorate. Safe conveying of officials to and from various destinations. Routine maintenance and inspections of vehicle to ensure roadworthiness. Collect and deliver mail and official documents to and from various destinations. Retrieve and deliver files to various offices. Tracking, tracing of correspondence documents and keeping registers. Operate photocopy machines. Provide photocopier and binding services for the Directorate. Render administrative assistance through the execution of tasks related to Administration Support section as and when there is a need.
- ENQUIRIES** : Ms L Makhoana (012) 741 7315, Mr K Kalimash 012 741 7326