



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** : North-West (Mmabatho): Department Please forward your applications quoting the relevant reference number to of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor. For attention: Mr MJ Ntwe
- ENQUIRIES** : Mr Francis W: Cell phone: (0838541941)
- CLOSING DATE** : 29 April 2019 TIME: 16h00
- POST** : MESSENGER REF NO. 290419/19
- BRANCH** : CHIEF OPERATIONS OFFICE NORTH WEST: DIV: AUXILIARY SERVICES
- SALARY** : R122 595 per annum (Level 03)
- CENTRE** : Mmabatho
- REQUIREMENTS** : An ABET certificate / Grade 10. 1-3 years' experience in messenger services. General administration skills coupled with verbal and written skills. Knowledge of process flow and tracking retrieving files. Knowledge of internal sorting and distribution matrix. Practical knowledge of organisations record keeping practices/system. Good organizing, Interpersonal and communication skills.
- DUTIES** : Manning of the Auxiliary Services Registry by ensuring that filing is always up to date. Maintenance of the file register by recording all files received and those that are sent out. Opening and closing of files. Ensuring that files are returned within timeframe. Distribution and collection of files to and from officials. Collection and delivery of mail from and to different offices. Record and distribute incoming mail, invoices and correspondence. Management of photocopy machines. Assist with other Auxiliary Services adhoc duties.

