



## 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 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** : Bloemfontein: Please forward your applications quoting the relevant reference number to the Provincial Head, Department Water and Sanitation, Bloemfontein, Private Bag 528, 9300 or hand-deliver at the Bloem-Plaza Building, Corner Eastburger and Charlotte Maxeke streets, second floor, Bloemfontein. For attention: Mrs L Wymers
- CLOSING DATE** : **29 November 2019 TIME: 16:00**
- POST** : ADMINISTRATION CLERK: WATER USE AUTHORISATION REF NO: 291119/40 (X4 posts)
- BRANCH** : CHIEF OPERATIONS OFFICE FREE STATE
- SALARY** : R 173 703 per annum (Level 5)
- CENTRE** : Bloemfontein (EWULAAS X2) (WUA X2)
- REQUIREMENTS** : A Senior Certificate (Grade 12) or equivalent qualification. Computer literate and proficiency in programs such as MS 2007 Word, PowerPoint, Access, Outlook and Excel. Knowledge of the National Water Act (Act 36 of 1998). Knowledge of Administration Procedures. Knowledge of Batho Pele Principles. Report writing skills. General knowledge of information systems. Data capturing skills. Office and Project Management Skills. A valid driver's licence (Attach certified copy).
- DUTIES** : Render general administrative functions and provide support related to the Water Use Authorisation process. Keep and maintain the incoming and outgoing register of Water Use Authorisation applications. Handle routine enquiries relating to Water Use Authorisations. Update the Electronic Water Use Licence Application and Authorization System (e-WULAAS) and ensure accurate Reporting. Maintain and ensure statistics of all Water Use Authorisation applications are accurate and updated. Provide administrative support to e-WULAAS user training process. Record, organise, capture and retrieve correspondence and data. Keep and maintain the filing system and correspondences with clients. Provide reports to management.
- ENQUIRIES** : Mr V Blair, Tel No: 051 405 9000