



## 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** : ADMINISTRATIVE CLERK: INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE REF NO: 291119/41
- BRANCH** : CHIEF OPERATIONS OFFICE FREE STATE
- SALARY** : R 173 703 per annum (Level 5)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A Senior Certificate (Grade 12) or equivalent qualification. Good knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Good planning, organising and reporting skills. Good financial management skills. Ability to have good interpersonal relations, flexibility and teamwork. Good verbal and written communication skills. Computer literacy (Word, Excel and Power Point). Practical test on computer literacy to form part of interview. Ability to work independently and to work under pressure.
- DUTIES** : The purpose of this post is to render administrative support services in the Directorate. The incumbent is expected to render general clerical support services by recording, organising, storing, capturing and retrieving correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Keeping record of all files received by and returned from the office of the Director. Provide supply chain

clerical support within the component. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component, keeping the leave register for the Directorate and reporting monthly to HR. Keep and maintain personnel records in the component. Provide financial administration support services in the component. Capture and update expenditure in component. Capturing S&Ts received from Finance for approval and keeping a register of S&T returned to Finance for payment; Check completeness of subsistence and travel claims of officials and submit to manager for approval; Keeping record of all invoices received for approval and payment; Keeping record of all sundry payments received for approval and payment. Handle telephone accounts and petty cash for the component. Coordinate the requests for quotations for the Directorate and follow up with SCM. Assist with the creation of Log 1s and ensure that expenditure is within the allocated budget.

**ENQUIRIES**

: Mr M Manyama, Tel No: 051 406 9130