



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION CLOSING DATE: 02 OCTOBER 2020

Note: Interested applicants must submit their applications for employment to the e-mail address specified to each post. 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 copies of qualifications and Identity document. No late, applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. **A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants.** Candidates will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holders must provide the Police Clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. **Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.**

POST: ADMINISTRATION CLERK REF NO: 021020/21

Branch: NWR1: Central Operation

SALARY: R173 703 .00 per annum (Level 5)

CENTRE: Vanderkloof Dam

REQUIREMENTS: A Senior/Grade 12 certificate. At least one (1) year relevant working experience will serve as an added advantage. Computer literacy in Ms Packages. Basic knowledge in Reception duties, General office administration and Record keeping processes and prescripts. Knowledge and understanding of the legislative framework governing the Public Service. Good Communication and Interpersonal skills and be able to work in a team. Good telephone etiquette.

DUTIES: Provide General Administration and Clerical support services within the scheme. Render reception and telephone duties. Arrange and coordinate Travel Requests for Accommodation. Manage and distribute monthly telephone accounts. Manage bookings of the departmental guesthouse. Ensure that all visitors sign in attendance register on a daily base. Manage Registry related duties and ensure a neat and proper filing system for all outgoing and incoming posts on a weekly basis.

ENQUIRIES: Mr S Nkonka, Tel No. (053) 664 9402

NB Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

APPLICATIONS: Vanderkloof Dam Please email your applications quoting the relevant reference number to CORrecruitment@dws.gov.za. **For attention:** Mr. KL Manganyi