



## 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 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** : Mpumalanga Provincial Office (Mbombela) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200. For Attention: Ms F Mkhwanazi
- CLOSING DATE** : **06 March 2020 TIME: 16:00**
- POST** : HUMAN RESOURCE OFFICER: REF NO: 060320/23
- BRANCH** : CHIEF OPERATIONS OFFICE - MPUMALANGA
- SALARY** : R 173 703 per annum (Level 05)
- CENTRE** : Mbombela
- REQUIREMENTS** : A Senior / Grade 12 Certificate. One (1) year experience in records management will be an added advantage. Working knowledge of legislative framework governing records management in Public Service. Ability to work independently and under pressure and as part of a team. A valid Driver's license. (Certified copy must be attached). Knowledge of registry procedures, policies and exposure to general office administration. Excellent interpersonal relations and communication skills. Ability to maintain high level of professionalism, confidentiality and reliability. Knowledge and experience of registry duties, practices as well as the ability of data capturing, good computer packages including Word and Excel skills. Knowledge and understanding of storage and retrieval procedures in terms of the working environment. Flexible and a team work. Basic knowledge of problem solving and analysis. People and diversity management, client orientation and customer focus skills. Accountability and ethical conduct. Planning and organizing skills. Understand the work in registry.
- DUTIES** : Provide registry counter services. Responsible for handling of incoming and outgoing correspondence. Render an effective filing and record management services. Efficient running of the registry office. Receive documents for filing. File document according to dates and folio number. Distribute files accordingly. Prepare documents requested for distribution to the relevant offices. Keep records of all the documents distributed. Do monthly reports.

Prepare file covers. Manage the opening, labelling and closing of files. Manage good customer relations with all clients. Do research on the latest filing system. Update the filing system. Conduct regular file audits. Provide assistance in the Division: Human Resource Administration (i.e. Conditions of Service Benefits Unit and Planning, Recruitment and Selection Unit).

**ENQUIRIES**

: Ms ND Ndlovu, Tel No: 013 759 7436