



## 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** : ADMINISTRATION CLERK (HRD) REF NO: 060320/25
- BRANCH** : CHIEF OPERATIONS OFFICE - MPUMALANGA
- SALARY** : R 173 703per annum (Level 05)
- CENTRE** : Mbombela
- REQUIREMENTS** : A Senior / Grade 12 Certificate. Working experience in HRD will be an added advantage. Basic knowledge and insight of Human Resources Development prescripts. Knowledge and ability to capture data. Good computer packages including Word and Excel skills. Knowledge of the Public Service Act and Public Service Regulation. Working knowledge and understanding of legislative framework governing the Public Services. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis.
- DUTIES** : Assist in Bursary administration, Data management and Office management. Assist in implementation and coordination of Workplace skills plan. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
- ENQUIRIES** : Ms D.P Nxumalo, Tel No: 013 759 7557