



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 13 November 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: 131120/15
BRANCH: CHIEF OPERATIONS OFFICE-KWAZULU-NATAL
SALARY: R173 703 per annum (Level 05)
CENTRE: Durban

REQUIREMENTS: A Senior / Grade 12 certificate with Mathematics as a passed subject. Two years of experience as an added advantage. A valid driver's license (A certified copy must be attached). Good verbal and communication skills. Computer literacy and a good understanding of database systems. Must work independently, be responsible, self-motivated and work under pressure. Knowledge of Public Service Legislation.

DUTIES: Providing administrative support to the entire Directorate. Compile and submit claims for approval. Liaise with stakeholders with regards to queries (i.e. administration and procurement) and dissemination of information. Make logistic arrangements for events and meetings. Taking and typing of minutes. Provide support services to technical staff. Check and process accounts of services rendered by consultants. Filing of documents. Completing overtime claim forms. Answering queries. Making photocopies. Binding documents. Completion of subsistence and travel claims and requests relating to accommodation and flight. Assist with the budget for the Directorate, procurement of goods (i.e. processing of S & T, petty cash claims / VA2's / verify Invoices and payment certificates and maintaining asset register (i.e. pool equipment) and services for the Directorate. Perform any other office administration related activities and manage the filing system of the sub-directorate. Responsible for records management in respect of expenditures inventory lists for Directorate. Manage stationery for the Directorate.

ENQUIRIES: Ms M Maharaj, Tel No: 031 336 2700

NOTE: Persons with disability, Females - African/Indian/Coloured/White are to encouraged to apply.

APPLICATIONS: KwaZulu-Natal (Durban): Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za For attention: Ms S Mbongwa