



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 27 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 271120/36  
BRANCH: PLANNING AND INFORMATION REGISTRY  
SALARY: R 173 703 per annum Level 05  
CENTRE: Roodeplaat Dam

REQUIREMENTS: A Senior / Grade 12 certificate. One (1) to two (2) years experience in administration field will serve as an added advantage. Proven knowledge, competency and understanding of Record Management and management of confidential records, Knowledge of Public Service legislations, Basic Financial management and Public Finance Management Act (PFMA). Knowledge and experience in general office administration, Computer literacy, Ability to work under pressure and with people, Good verbal and communication skills.

DUTIES: Render secretarial duties to various Directorate meetings. Provide support in overall management and administration of Registry office. Coordinate incoming and outgoing correspondences. Assist with Financial management and provisioning of goods and services, Coordinating filing in terms of departmental filing procedures, document tracing, storage, safekeeping, retrieving, identify reference numbers on documents and disposal of archived documents and material. Personnel management, maintain registers, record keeping, circulation of documents and attending enquiries. Ensure effective and efficient opening of files, Assist with distribution and flow of documentation to and from Head Office. Oversee the administration and management of mail, onsite Library including classification, inter lending of documents, information retrieval and book shelving.

ENQUIRIES: Ms G Gafane Tel No 012 336 9500

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

APPLICATIONS: Head Office (Pretoria): Please email your applications quoting the relevant reference number to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za) For Attention: Ms. L Mabile.