



## 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: ASSISTANT TECHNICAL OFFICER REF NO 271120/38  
BRANCH: CHIEF OPERATIONS OFFICE MPUMALANGA SURVEY SERVICES  
SALARY: R173 703 per annum (Level 05)  
CENTRE: Mbombela

REQUIREMENTS: A Senior / Grade 12 certificate with Mathematics / Mathematics Literacy. A valid drivers licence (Attach a copy). Microsoft Office (Excel, Word, Access and Outlook) bilingual with English as one of the languages will be an added advantage. Knowledge of one stop shop response. Coordinator functions. Different role players of the water sector. Geographical Information Systems (GIS), maps and map read. Personal Attributes: Self-motivated, extrovert, punctual, reliable. A particular interest in GIS, Cartography and the water sector. Good networking skills. Good reception skills and ability to interact with a diverse range of human personalities.

DUTIES: Assist RIC Manager in a day to day operations RIC Front office duty at the Regional Information Centre reception. Typing, logging of request, overseeing of general office arrangement, filing of other administrative procedure. One Stop Shop Response Coordinator. Keep of RIC consumable stock.

ENQUIRIES: Mr. Siziba G, Tel No: 013-759 7342

APPLICATIONS: Mpumalanga: Please email your application quoting the relevant reference to [MPRecruitment@dws.gov.za](mailto:MPRecruitment@dws.gov.za). For Attention: Ms. Mkhwanazi F.M