



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 271120/40
BRANCH: CHIEF OPERATIONS OFFICE: FREE STATE DIV: AUXILIARY SERVICES (REGISTRY)
SALARY: R173 703 per annum (Level 05)
CENTRE: Bloemfontein

REQUIREMENTS: A Senior / Grade 12 Certificate. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Good communication skills both written and verbal. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of Registry procedures and processes, working knowledge of registered mail and other legislative framework governing records management will be an added advantage

DUTIES: Provide registry counter services: Attend to clients, handle telephonic and other enquiries received and receive and register hand delivered mail/files. Handle incoming and outgoing correspondence: Receive all mail, Sort, register and dispatch mail and distribute notices on registry issues. Render an effective filing and record management service: Opening of close files according to record classification system, filing/storage, tracing (electronically/manually) and retrieval of documents and files and complete index cards for all files. Operate office machines in relation to the registry function: Open and maintain franking machine register, frank post, record money and update register on a daily basis, undertake spot checks on post to ensure no private post is included, lock post in postbag for messengers to deliver to Post Office, open and maintain remittance register, record all valuable articles as prescribed in the remittance register, hand delivers and signs over remittances to Finance, send wrong remittances back to sender via registered post and record reference number in register and keep daily record of amount of letters franked. Process documents for archiving and/disposal: Electronic scanning of files, sort and package files for archives and distribution, compile list of documents to be archived and submit to the supervisor and keep records for archived documents.

ENQUIRIES: Ms ME Maema, Tel No: 051 405 9000

APPLICATIONS: Free State (Bloemfontein): Please email your applications quoting the relevant reference number to FSRecruitment@dws.gov.za For attention: Ms. L Wymers