



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 271120/45
BRANCH: CHIEF OPERATIONS OFFICE EASTERN CAPE
SALARY: R 173 703 per annum Level 05
CENTRE: King Williams Town

REQUIREMENTS: A Senior / Grade 12 certificate. One (1) to two (2) years' experience in administration duties will be an added advantage. Computer literacy is essential. (Sound knowledge of MS office (Ms Word, Ms Excel, Power point and Internet Explorer and provide proof thereof). Good verbal and written communication skills. Ability to work under pressure. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Knowledge and understanding of the legislative framework governing the public service. Knowledge of working procedures in terms of the working environment. Basic knowledge of problem solving and analysis. Telephone etiquette. Willingness and flexibility to rotate functions within the Unit. Basic understanding of booking procedures.

DUTIES: The successful candidate will be responsible for typing office correspondence. Rendering administration support within the section i.e. opening and filing of new files. Doing invoice reconciliations. Preparation and management of telephone account. Maintenance of Departmental Labour Saving Devices, Management various departmental contracts and accounts. Processing of travel and accommodation forms. Procure goods and services.

ENQUIRIES: Mr. MP Zenzile, Tel No: 043 604 5528.

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

APPLICATIONS: King Williams Town: Please email your applications quoting the relevant reference number to ECRecruitment@dws.gov.za . For Attention: Ms. LT Malangabi