



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: MESSENGER REF NO 271120/53
BRANCH: CHIEF OPERATIONS OFFICE - MPUMALANGA
SALARY: R102 534 per annum (Level 02)
CENTRE: Mbombela

REQUIREMENTS: An ABET certificate. One (1) to three (3) years experience in Messenger services.

DUTIES: Record incoming and outgoing files. Handling over mail and other articles to correct receiver. Obtaining proof of receipt of mail by means of signature in register, where applicable. Documents sorted accordingly. Documents verified when collected and signed for by relevant managers. Receive documents to be placed on the files. Deliver files to managers. Formulate procedures on the issuing of files and information. Function in accordance with applicable legislative requirements. Collecting mail and other articles as requested. Collecting mail and other articles from standard collection points.

ENQUIRIES: Mr. Senyolo M.E, Tel No: 013 759 7383

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