



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION CLOSING DATE: 30 OCTOBER 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 OFFICER WATER USE AUTHORIZATION REF NO: 301020/14 This is a re-advertisement; applicants who have previously applied are encouraged to re-apply

BRANCH: CHIEF OPERATION OFFICE: EASTERN CAPE

SALARY: R 257 508 per annum (Level 7)

CENTRE: East London (X1 post), Port Elizabeth (X2 Posts) & Mthatha (X1 Post)

REQUIREMENTS: A National Diploma or Degree in Public Management / Administration or relevant qualification. One (1) to three (3) years experience in administration. Experience in working with Water Use Authorisation applications will be an added advantage. A valid driver's license (Attached certified copy). Computer literate and proficiency in programs such as MS 2007 Word, PowerPoint, Access, Outlook and Excel. Knowledge of the National Water Act (Act 36 of 1998). Knowledge of Administration Procedures. Knowledge of Batho Pele Principles. Report writing skills. General knowledge of information systems. Data capturing skills. Office and project management skills.

DUTIES: Coordinate the administrative functions and provide support related to the Water Use Authorisation applications. Manage the handling of queries and ensuring amicable resolution. Respond to internal and external queries or enquiries relating to Water Use Authorisations. Manage the updating of the Electronic Water Use licence Application and Authorization System (e-WULAAS) and ensure accurate reporting. Ensure that statistics of all e-WULAAS Use authorisation applications are accurate and updated. Support e-WULAAS user training process. Filing correspondences with clients. Support and provide reports to management.

ENQUIRIES: Ms L Fourie, Tel: 043 701 0248

APPLICATIONS: East London; Port Elizabeth; Mthatha: Please email your applications quoting the reference number to: ECRecruitment@dws.gov.za For attention: Ms LT Malangabi Tel 043 604 5476