



## 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 CLERK REF NO: 301020/15

BRANCH: NWRI SOUTHERN OPERATIONS

SALARY: R173 703 per annum (Level 5)

CENTRE: Port Elizabeth

**REQUIREMENTS:** A Senior / Grade 12 Certificate. Proven knowledge of MS Office. Proven Advance knowledge of MS Excel would be an advantage. Knowledge of clerical functions, practices as well as the ability to capture data. Operate computer and collate administrative statistics. Basic knowledge of problem solving and analysis. Accountability and ethical conduct. Good verbal and written communication. Telephone etiquette. Must be able to communicate well in English.

**DUTIES:** Keep and maintain a filing system for all projects. Complete purchase requisitions and follow up on the progress of purchase orders. Register invoices, complete checklists and submit to finance for processing. Attend meetings and compile minutes. Provide personnel administration and clerical support services within the component. Keep and maintain incoming and outgoing documents register of the component. Maintain a time-off and leave register for the component. Assist with general and transport administration.

**ENQUIRIES:** Mr. SR Abrahams Tel No 041 508 9723

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

**APPLICATIONS:** Port Elizabeth Please e-mail your application quoting the post reference number to: [SORecruitment@dws.gov.za](mailto:SORecruitment@dws.gov.za) . For attention: Ms. B Gqokoma.