



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 (TRANSPORT) REF NO: 301020/16

BRANCH: NWRI SOUTHERN OPERATIONS

SALARY: R173 703 per annum (Level 5)

CENTRE: Port Elizabeth

REQUIREMENTS: A Senior / Grade 12 Certificate. 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. Ability to communicate in English and Afrikaans.

DUTIES : Register invoice and submit to finance. Provide personnel administration and clerical support services within the component. Consolidate weekly itinerary for approval of the component. Assist with the compilation of demand plan and commodity analysis to ensure that required resources fulfill identified needs. Process requests for travel arrangements. Keep and maintain incoming and outgoing documents register of the component. Maintain a leave register. Arrange travelling and accommodation requests. Provide financial administration support service. Consolidate travel submissions for the cluster. Manage telephone accounts and petty cash. Process subsidized applications and ensure compliance with the required documentation. Process monthly fuel claims. Reconcile invoices against bookings of accommodation. Conduct inspections on subsidized vehicles and government vehicles. Assist with general transport administration.

ENQUIRIES: Ms. P Adonis Tel No 041 508 9778

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 . For attention: Ms. B Gqokoma.