



## water & sanitation

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 04 June 2021

Note: Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document (all documents must be submitted in one email in a PDF format. The attachment/s, may not exceed 10mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. 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 pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a 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: CHIEF ADMINISTRATION CLERK REF NO: 040621/09

BRANCH: CHIEF OPERATIONS OFFICE POLOKWANE, DIR: INSTITUTIONAL ESTABLISHMENT, SD: PROTO CMA

SALARY: R257 508 PER ANNUM, (LEVEL 07)

CENTRE: POLOKWANE

REQUIREMENTS: A Senior / Grade 12 Certificate. Three (3) to three (5) years' experience in Administration. A valid driver's license (Attach a 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). Understanding the Public Service Act and Regulations 1994 (Act 103 of 1994). Knowledge of administration procedures. General knowledge of information systems. People and diversity management, client orientation and customer focus skills. Good communication skills both verbal and written. Data capturing and record management skills. Accountability and ethical conduct. Ability to work under pressure.

DUTIES: Assess completeness of the Water Use Licence Applications. Capturing water use applications in the Water Use Authorization and Registration Management System (WARMS) and EWULAAAS, Maintaining water use licence data in eWULAAAS. Mapping data correlation with other systems. Auditing the completeness of the data before input in WARMS and Ewulaaas. Communicating monthly status of captured water use application to the manager. Opening files for water use application according relevant filing prescripts. Keeping a record of water use applications. Filing correspondence with the clients. Ensuring effective operations of hardcopy file tracking system. Provide administrative functions on WARMS. Manage and maintain WARMS data. Handling of queries by providing either verbal or written response. Filing, maintenance of the file control system and retrieval of the various water use authorization documentation. Provide effective coordination of water use information between E-WULAAS, WARMS and SAP. Handling of audit queries. Monitor WARMS system administration in the Region. Supervise and evaluate personnel. Compile and provide reports.

ENQUIRIES: Mr. N. Mphuma Tel No: (015) 290 1477.

APPLICATIONS: Limpopo (Polokwane): Please e-mail your application, quoting the post reference number, to:  
[LPRecruitment@dws.gov.za](mailto:LPRecruitment@dws.gov.za) For attention: Mr. HH Khosa.