



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 10 December 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, identity document and a valid driver's license (where applicable) which need not to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All documents must be submitted in one email in a PDF format. The attachment/s, may not exceed 5mb. 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. A SAQA evaluation certificate must accompany foreign qualification/s. 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 and 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: 101221/09

BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: EASTERN CAPE

SALARY: R 176 310 per annum (Level 5)

CENTRE: East London

REQUIREMENTS: A Senior / Grade 12 certificate. One (1) to two (2) years in secretarial duties and general administration will serve as an added advantage. Knowledge of secretarial duties. Computer Literacy. Basic knowledge and insight of Human Resources prescript. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility. Teamwork. Basic knowledge of problem solving and analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct.

DUTIES: Provides a secretarial / receptionist support service to the manager. Implement administrative procedures for the component. Receive telephone calls. Receive visitors on behalf of the manager. Implement policies. Engage supplier regarding purchased materials. Develop action plan for the section. Implement administrative procedures for the section. Provide a clerical support service to the manager. Ensure that financial procedures are observed in the section. Compile monthly reports. Present monthly reports. Do early warning systems. Liaise with the travel agencies to make travel arrangements. Check the arrangements when travel documents are received. Arrange meetings and events for the manager and staff in the unit. Draft routine correspondence and reports. Do the filing of documents for the manager and the unit where required. Provide administrative support for the component. Provide records on goods and services procured. Integrated approach on managing administrative matters in the office.

ENQUIRIES: Ms B Kama, Tel No 043 701 0376.

APPLICATIONS: East London: Please email your application quoting the relevant reference number on the subject line to [ECRecruitment@dws.gov.za](mailto:ECRecruitment@dws.gov.za) For Attention: Ms LT Malangabi