



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

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 **exceeding 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: ADMINISTRATION CLERK REF NO. 100521/11

BRANCH: CHIEF OPERATIONS OFFICE WESTERN CAPE, DIV: CORPORATE SERVICES

SALARY: R 173 703 PER ANNUM (LEVEL 5)

CENTRE: BELLVILLE

REQUIREMENTS: A Senior / Grade 12 certificate. Knowledge of clerical functions, practices as well as the ability to perform administrative duties, capture data, operate a computer and collate administrative statistics. Be computer literate and have sound knowledge of Microsoft Office, i.e. MS Word, MS Excel, MS Outlook, MS PowerPoint and Internet Explorer. Basic knowledge of the Public Financial Management prescripts. Knowledge of basic Treasury Regulations. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility. Team work. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct. Planning and organising. Good verbal and written communication skills.

DUTIES: Book flights and accommodation in the Region. Compare quotes from the service provider (travel agency). Ensure that order numbers are allocated to each booking. Issue vouchers or confirmations to the travellers / officials. Handle routine enquiries. Cell phone, labour devices and data lines management. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Type letters or other correspondence when required. Reconcile and preparation of invoices for payment. Keep and maintain the coming and outgoing document register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of offices stationary. Keep and maintain the asset register of the component. Assist with any other office administration duties when needed. Assist with switchboard duties and minute taking when needed.

ENQUIRIES: Mr AV Qhina, Tel: 021 941 6113.

APPLICATIONS: Western Cape (Bellville): Please email your applications quoting the relevant reference number to [WCrecruitment@dws.gov.za](mailto:WCrecruitment@dws.gov.za) For Attention: Ms K Melelo