



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: WARMS REF NO. 100521/12

BRANCH: CHIEF OPERATIONS OFFICE WESTERN CAPE, DIV: WATER USE LICENSE AUTHORIZATION

SALARY: R 173 703 PER ANNUM (LEVEL 5)

CENTRE: BELLVILLE

REQUIREMENTS: A Senior / Grade 12 certificate. Knowledge and experience in clerical functions, practices as well as the ability to capture data, operate a computer and collate administrative statistics. Be computer literate and have sound knowledge of Microsoft Office. Knowledge of Water Services Act and National Water Act 1998 (Act No 36 of 1998). Knowledge of the National Water use Registration process. Knowledge of administrative procedures. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication skills. Accountability and Ethical Conduct.

DUTIES: Implement administrative procedures for the component. Implement policies. Implement action plan for the section. Adhere to the financial procedures in the section. Compile monthly reports. Advise management on good administrative practices. Provide feedback on identified administrative gaps. Serve as the main interface between the clients and other functions in the national water use registration process including capturing of WULAS and the handling of enquiries from clients. Handle all aspects relating to the filing and retrieval of water use files. General office administration.

ENQUIRIES: Ms H Khoza, Tel: 021 941 – 6083.

APPLICATIONS: Bellville: Please email your applications quoting the relevant reference number to WCreruitment@dws.gov.za For Attention: Ms K Melelo