



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. 100521/13

BRANCH: NWRI NORTHERN OPERATIONS

SALARY: R173 703 PER ANNUM (LEVEL 5)

CENTRE: HARTBEESSPOORT AREA OFFICE

REQUIREMENTS: A Senior / Grade 12 certificate. Experience in general administration matters will serve as an added advantage. Good verbal and communication skills. Computer literacy (MS Word, MS Excel, MS Power Point, MS Outlook), with good understanding of database systems. Basic Financial management and knowledge of PFMA. Basic knowledge and insight of Human Resources prescripts. Knowledge of administrative procedures. Must work independently, be responsible, self motivated and work under pressure. Knowledge of Public Service Legislation.

DUTIES: Providing an effective administrative support to the Directorate. Management of personnel matters. Assist with financial management and provisioning matters. Managing the correspondence register by receiving and distributing documents, Compiling and submitting claims for approval, liaise with stakeholders with regards to queries (i.e. administration and procurement) and dissemination of information. Making logistical arrangements for meetings and workshops. Taking and typing of minutes. Procurement of goods (i.e. processing S&T, petty cash claims / VA2's/ verify Invoices and payment certificates and maintaining asset register (i.e. pool equipment) and services for the sub-directorate. Manage diary for the Director. Organize meetings and events for the Director and staff in the unit. Make travel arrangements and performing any other office administration related activities and manage the filing system of the Office. Log sheets verification prior to submission for approval. Responsible for records management in respect of expenditures. Handle the procurement of standard items like stationery, etc. Remains up to date with regard to prescripts / policies and procedures applicable to the Director's work to ensure efficient and effective support to the Director.

ENQUIRIES: Mr TG Monaisa: (012) 200 9000

APPLICATIONS: Hartbeespoort: Please email your application quoting the relevant reference number to HBPrecruitment@dws.gov.za FOR ATTENTION: Mr S Murunzi