



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: DRIVER REF NO. 100521/16

BRANCH: CHIEF OPERATIONS OFFICE NORTH WEST

SALARY: R122 595 PER ANNUM, (LEVEL 3)

CENTRE: HARTBEESSPOORT

REQUIREMENTS: A Grade 10 certificate. A valid driver's licence (Attach a copy). Five years experience as a driver. Experience in messenger services. Knowledge of driving services. Knowledge of operating equipment. Basic knowledge of organisational policies and procedures. Basic literacy (read and write) and language skills. Basic knowledge of government regulations, practice notes, circulars and policy frameworks. Basic knowledge of financial management and PFMA. Interpersonal relations. Accountability and ethical conduct. Client orientation and Customer focus. Good communication skills. Knowledge of analytical procedures.

DUTIES: Operation of light motor vehicles. Keep record of logbooks, implement best practices of driving services, analyse logistics operations, delivery and collection of passengers, packages, documents and small volume supplies, maintenance of register regarding deliveries and pickups. General maintenance of light motor vehicles. Check records of vehicles to be serviced every month, formulate procedures on issuing of vehicles, function in accordance with applicable transport policy requirements, routine maintenance of vehicles, routine inspection for visible defects around the exterior of the vehicle. Maintenance of light motor vehicles. Recording of fuel and fluid levels and operations of vehicles. Storage of light motor vehicles. Ensure vehicles are kept safe, ensure hazards are cleared where vehicles are parked, ensure that vehicles are parked and issued according to government legislation

ENQUIRIES: Ms MM Phajane Tel, (018) 387 9500

APPLICATIONS: North West (Mmabatho): Please email your application quoting the relevant reference number to NWRecruitment@dws.gov.za For attention: Mr M.J. Ntwe OR Post applications to: Department of Water and Sanitation; Private Bag X5 Mmabatho; 2735