



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION CLOSING DATE: 12 November 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 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: CHIEF REGISTRY CLERK (WTE (X3 POSTS) - 3 YEAR FIXED TERM CONTRACT REF NO: 121121/06

BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: MPUMALANGA

SALARY: R257 508 per annum (Level 7) (Plus 37% in lieu of benefits)

CENTRE: Bronkhorstspuit

REQUIREMENTS: A Senior/Grade 12 certificate. Three (3) to five (5) years experience. Computer literacy. Knowledge of registry duties practices as well as the ability to capture data. Knowledge of storage and retrieval procedures. Basic knowledge of Human Resources prescripts and understanding of the legislative framework governing the public service.

DUTIES: To open and close files in accordance with the record classification system (Sort, label, index, reference, and store). Arrange files into filing cabinets as per record classification system. Filing/storage, Tracing (electronically/manually) and retrieval of documents and files. Ensure and complete index cards for all files. Undertake spot checks on system to check validity, correctness, and tidiness. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to supervisor. Attend to all clients. Handle telephonic and other enquiries received. Receive and handle hand delivered mail/files.

ENQUIRIES: Ms. T Phahlamohlaka Tel No: 013 591 8913 / Ms FM Mkhwanazi, Tel No: 013 759 7515 / Ms PC Ngwamba, Tel No: 013 759 7446 / Mr. SG Nkosi, Tel No: 013 759 7335

APPLICATIONS: Mpumalanga (Mbombela) Please email your applications quoting the relevant reference number to the subject line MPRecruitE@dws.gov.za For attention: Ms FM Mkhwanazi