

**DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 15 OCTOBER 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: ADMINISTRATION CLERK PRODUCTION REF NO. 151021/05

BRANCH: Provincial Coordination and International Cooperation: Mpumalanga

SALARY: R173 703 per annum (LEVEL 5)

CENTRE: Bronkhorstspuit

REQUIREMENTS: A Senior/Grade 12 Certificate. A valid driver's license (attach a copy) will serve as an added advantage. Computer literacy (MS Word, MS Excel, MS Power Point, MS Outlook), with good understanding of database systems. Knowledge and understanding of the legislative framework governing the public service, financial management and PFMA. Knowledge of administrative procedures. Knowledge of basic financial operating systems PERSAL, BAS, LOGIS. people and diversity management. interpersonal relations, flexibility and team work. Client orientation and customer focus. Good communication skills both (verbal and written) Accountability and ethical conduct. DUTIES: Provide an effective administrative support to the entire sub-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. Assist in the budget for the sub-directorate, procurement of goods (i.e. processing S&T, petty cash claims / VA2's/ verify Invoices and payment certificates. Maintain asset register (i.e. pool equipment) and services for the sub-directorate. Make travel arrangements and performing any other office administration related activities. Manage filing system of the sub-directorate. Log sheets verification prior to submission for approval. Responsible for records management in respect of expenditures. Inventory lists for sub-directorate. Manage stationery for the sub-directorate.

ENQUIRIES: Mr. M Lubambo, Tel No: 013 932 2061 / 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 (Bronkhorstspuit) Please email your application quoting the relevant reference number on the subject line to MPRecruitE@dws.gov.za For attention: Ms FM Mkhwanazi