



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 20 December 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 (TRANSPORT OFFICER) REF NO 201221/08

BRANCH: INFRASTRUCTURE MANAGEMENT CENTRAL OPERATIONS

SALARY: R176 310 per annum (Level 5)

CENTRE: VANDERKLOOF DAM

REQUIREMENTS: A Senior / Grade 12 Certificate. One (1) to two (2) years working experience in Transport Management will serve as an added advantage. Computer literacy in MS Word, MS Excel, MS Outlook, and MS PowerPoint. A valid driver's license will be an added advantage (Attach a copy). Basic knowledge and insight to Transport Management administration prescripts. Understanding of working procedures in terms of the working environment. Knowledge and understanding of the legislative framework governing the Public Service. Interpersonal relations, flexibility, and teamwork. Basic knowledge of problem solving and analysis. People and diversity management. Planning and organizing. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct. Willing to travel.

DUTIES: Provide an efficient implementation and compliance to directives, policies and procedures related to transport management. Administer subsidies vehicles applications for adjudication committee. Manage subsidy vehicle contracts, inspections, utilization, maintenance and administering of related claims. Efficient management and operational control of fleet and departmental vehicles. Administer vehicle authorisations, operation and optimal utilisation and maintenance. Control of risk, fraud, and misuse of fleet vehicles. Administer transport accidents and traffic fines. Administer transport invoices and provision of monthly transport reports. Maintain an efficient filling system. Perform driver and other administration support related duties as and when there is a need. Render general clerical support services in Transport Management. Provide personnel administration and clerical support services within the Transport Management component. Co-ordinate motor transport and do administration. Ensure that all fleet vehicles are inspected on a weekly basis before issuing of a vehicle. Keep log sheet register up to date. Issue trip authorizations and compile transport related reports. Control maintenance and provide expenditure related documentation for the payment of fleet services on a monthly base of all vehicles. Arrange to book the fleet vehicles for service when required.

Manage the mileage and compile weekly report and submit to office of the Scheme Manager. Liaise with fleet services representative to be report all accidents and incidents within the stipulated timeframes. Ensure compliance to the relevant Transport, Management related policies and procedures. Provide advisory services to officials and management on transport related matters.

ENQUIRIES: Mr S Nkonka, Tel No. 053 664 9402

APPLICATIONS: Central Operation (Vanderkloof Dam) Please email your application quoting the relevant reference number on the subject line to adcto@dws.gov.za For Attention: Ms Maloka N