

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 Sanitations 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 for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants. 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: SENIOR ADMINISTRATION CLERK (TRANSPORT) REF NO 230421/19  
BRANCH: CHIEF OPERATIONS OFFICE: FREE STATE: AUXILIARY SERVICES  
CENTRE: BLOEMFONTEIN  
SALARY: R173 703 PER ANNUM (LEVEL 05)

REQUIREMENTS: A Senior/Grade 12 certificate or equivalent. A valid drivers licence, PDP will be an added advantage(Attach copies). Knowledge of clerical duties, practices as well as the ability to operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Computer skills. Planning and organizational skills. Good verbal and written communication skills. Interpersonal relations, flexibility, teamwork.

DUTIES: Manage and control departmental vehicles, keep and update the asset register, compile management reports with regard to transport within the region. Co-ordinate transport and ensure optimal utilization of vehicles at all times. Exercise control over the maintenance of and expenditure involved in use of vehicles. Ensure the proper completion and regular scrutiny of all records and returns concerning transport. Ensure that all vehicles are kept in a roadworthy condition and that they are serviced on a regular basis. Ensure that all instructions relevant to the use, operation and maintenance of vehicles are complied with. Compile the weekly/monthly transport expenditure reports. Verification of log sheets against the invoices received from the service provider and prepares monthly reports thereof. Attend to accidents and compile reports on related vehicles. Ensure timeous replacement of vehicles and facilitate licensing of government vehicles. Conduct regular inspections of PhakisaWorld vehicles as well as subsidised vehicles. Monitor the payment of traffic fines. Administer subsidy vehicles by: Verifying accuracy of log sheets and submitting them to the service provider, Capture submitted logsheets on the system, inspection of subsidy vehicles and reporting non-compliance. The official will also be responsible for test driving newly appointed employees that are required to drive departmental vehicles. The applicants will be required to undergo driving test.

ENQUIRIES: Ms M Maema, Tel No: 051 405 9000

APPLICATIONS: Free State (Bloemfontein): Please email your applications quoting the relevant reference number to [FSRecruitment@dws.gov.za](mailto:FSRecruitment@dws.gov.za) For Attention: Ms. L Wymers