

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 27 August 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 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.

POST: ADMINISTRATION CLERK: AUXILIARY SERVICES REF NO:270821/18
BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: MPUMALANGA
SALARY: R 173 703 PER ANNUM (LEVEL 5)
CENTRE: MBOMBELA

REQUIREMENTS: A Senior/Grade 12 certificate. Computer literacy with MS Office (Microsoft Excel and Power Point). Knowledge of clerical functions, practices as well as the ability to collate administrative statistics. Knowledge and understanding of the legislative framework governing the public service. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES: Management of the switchboard. Attending to all incoming and outgoing calls and transferring them to appropriate officials for further actions. Taking and relaying messages. Direct incoming calls/enquiries to relevant officials who can help accordingly. Register all incoming mail and oversee delivery thereof. Keeping updated registers and implements systems and procedures for tracking and tracing of correspondence documents. Ensure a clean, neat reception area. Administer landline telephones and mobile contracts in liaising with relevant Administrators. Manage photocopier machines and provide photocopier and binding services for the office. Liaise with client and service providers with regards to photocopier machines toners and switchboard related issues.

ENQUIRIES: MR. ME SENYOLO, TEL: 013 759 7383 / MS. FM MKHWANAZI, TEL: 013 759 7515 / MS. PC NGWAMBA, TEL: 013 759 7446 / MR. SG NKOSI, TEL: 013 759 7335

APPLICATIONS: MPUMALANGA (MBOMBELA) PLEASE EMAIL YOUR APPLICATION QUOTING THE RELEVANT REFERENCE NUMBER ON THE SUBJECT LINE TO MPRECRUITCS@DWS.GOV.ZA FOR ATTENTION: MS. FM MKHWANAZI.