

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: RECEPTIONIST REF NO:270821/19

BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: NORTH WEST

SALARY: R 173 703 PER ANNUM (LEVEL 5)

CENTRE: MMABATHO

REQUIREMENTS: A Senior/Grade 12 certificate. One (1) to two (2) years' experience in relevant experience. Knowledge of administrative and clerical procedures. Computer literacy, proficiency in Microsoft Office and Outlook. Sound organisational skills. Good people skills. High level of reliability and flexibility. Sound written and verbal communication skills. Ability to act with tact and discretion. Understanding of Public Service Regulations. Telephone etiquette. Knowledge of operating telecom operators. Client orientation and customer focus. Accountability and Ethical Conduct. Able to work in a high pressure environment.

DUTIES: The receiving of visitors and direct them to relevant managers. Host the inbound and outbound incoming calls and direct them to relevant managers. The operating of photocopying machines and reporting faults where necessary.

ENQUIRIES: MS E MMUTLE, TEL NO: 018 387 9555

APPLICATIONS: NORTH WEST (MMABATHO) PLEASE EMAIL YOUR APPLICATION QUOTING THE RELEVANT REFERENCE NUMBER ON THE SUBJECT LINE TO NWRECRUITMENT@DWS.GOV.ZA FOR ATTENTION: MR MJ NTWE.