



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 29 January 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 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: CHIEF ADMINISTRATION CLERK REF NO: 290121/41
BRANCH: CHIEF OPERATIONS OFFICE EASTERN CAPE
SALARY: R 257 508 per annum (Level 07)
CENTRE: King Williams Town

REQUIREMENTS: A Senior / Grade 12 certificate. Two (2) to four (4) years experience required. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Knowledge and insight of Human Resources prescripts. Knowledge of working procedures in terms of the working environment. Knowledge and understanding of the legislative framework governing the Public Service. Interpersonal relations. Flexibility. Team work. Basic knowledge of problem solving and Analysis. People and Diversity Management. Communication. Computer Literacy

DUTIES: Render general clerical support services. Provide personnel administration clerical support services within the component. Arrange travelling and accommodation. Stock control of office stationery. Supervise and render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Keep and maintain the filing system for the component. Implement administrative processes in the component. Information on the system verified accordingly. Supervise and provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Staff managed accordingly. Obtain quotations for procuring goods and services. Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records of the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Staff managed accordingly. Leave registers maintained. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Records captured accordingly. Documents distributed to all officials on time. Perform first line IT support.

ENQUIRIES: Mr B Bharat Tel No: 043 604 5440

APPLICATIONS: Eastern Cape: Please email your applications quoting the reference number to ECRecruitment@dws.gov.za For attention: Ms LT Malangabi