



## 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: ADMINISTRATION CLERK REF NO: 290121/49  
BRANCH: CHIEF OPERATIONS OFFICE: EASTERN CAPE  
SALARY: R173 703 per annum (Level 05)  
CENTRE: East London

REQUIREMENTS: A Senior / Grade 12 Certificate. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (Persal, BAS, LOGICs etc). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility. Team work. Basic knowledge of problem solving and analysis. People and Diversity Management. Client Orientation and customer focus. Communication. Accountability and Ethical Conduct.

DUTIES: Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Information on the system verified accordingly. Records kept for future reference. Provide Supply Chain management support services within the component. Liaise with the 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 offices stationery. Keep and maintain the asset register of the component. Supply Chain Management processes implemented accordingly. Quotations obtained for procuring goods and services. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Arrange travelling and accommodation. Leave register maintained. 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 manager for approval. Handle telephone accounts and petty cash for the component. Budget information captured accordingly. All records verified accordingly. Documents distributed to all officials accordingly.

ENQUIRIES: Mr. D Erasmus Tel No: 048 801 1302.

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

