



## 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: TELECOM OPERATOR REF NO: 290121/63  
BRANCH: NWRI SOUTHERN OPERATIONS  
SALARY: R145 281 per annum (Level 04)  
CENTRE: Worcester

REQUIREMENTS: A Senior / Grade 12 Certificate. Knowledge of administrative and clerical procedures. Professionalism and strong communication skills as well as interpersonal skills. To operate telecommunication system and report faulty telephone system and other extensions within the organization. Understanding of Public Service Regulations and telephone Etiquette. Basic knowledge of problem solving and analysis. Accountability and ethical conduct. Good verbal and written communication. Ability to communicate in English and Afrikaans.

DUTIES: Operating the switchboard by answering the incoming and handling outgoing calls. Transferring calls to relevant extensions. To provide clients with relevant information. Take messages and convey to relevant staff. Keep records of all outgoing calls. Print and issue telephone database and maintain telephone database. Allocate pin codes when authorized. Handle routine enquiries. Keep reception area clean and tidy. Receive guests and / or visitors. Updating and distributing the internal telephone directory and keeping a database of other important contact numbers. Operate the fax machine. The operator will be responsible for fault reporting on the telephone system and liaising with service providers. Utilize the Telephone Management System to monitor telephone accounts, including printing of reports and verifying information. Keeping and completing registers pertaining to their telephone system and fax machine. Monitor access control – ensuring visitors sign in. Filing of documents, assist with the completion of waybill for courier services. Sign and receive invoices.

ENQUIRIES: Mr. MJ Fourie Tel No: 023 348 5600.

APPLICATIONS: Worcester Please email your application quoting the relevant reference number to [SORrecruitment@dws.gov.za](mailto:SORrecruitment@dws.gov.za) For attention: Ms. B Gqokoma.