



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 03 June 2022 at 16h00

Note: Interested applicants must submit their applications for employment to the postal address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the department's website and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document. 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. Candidates will be required to 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. The successful candidate will be appointed on Standard Contract in terms of section 76 of the National Water Act, Act 36 of 1998.

POST: SENIOR ADMINISTRATION CLERK (COSTING)

REF: 02062022/C09

CHIEF DIRECTORATE: PROJECT IMPLEMENTATION (CONSTRUCTION CENTRAL)

SALARY: R176 310. 00 per annum (Level 5)

CENTRE: JAN KEMPDORP

REQUIREMENTS: Candidates must be in possession of a Senior Certificate. One-year work experience in Costing environment. Good computer literacy and sound knowledge of MS Office. Must have solid knowledge and understanding of office administration practices. Must have the ability to perform under pressure. Must be able to work independently and as part of a team.

DUTIES: The incumbents will be responsible for assisting the Workshop Manager with the administration and costing for the workshop. Open works orders and prepare complete jobs for closing on SAP. Capturing hours from employees and kilometres from equipment and log sheets. Load costs onto jobs such as labour and travel costs. Create and send customer invoices to external clients. Provide clerical support to the workshop and performing related duties. Filing, data capturing, updating, and printing reports.

ENQUIRIES: Mr F Nkadimeng Tel No: 053 456 0506

APPLICATIONS: Jan Kempdorp (Construction Central): Department of Water and Sanitation, Private Bag x 6, Jan Kempdorp, 8550

FOR ATTENTION: Ms KD Otukile