



## 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 GR I (SALARY OFFICE) X2  
CHIEF DIRECTORATE: PROJECT IMPLEMENTATION (CONSTRUCTION NORTH)  
SALARY: R176 310 per annum (SALARY LEVEL 5)  
CENTRE: CONSTRUCTION NORTH & SATELLITES

REF: 02062022/N04

**REQUIREMENTS:** Candidate must be in possession of senior certificate plus two (02) years' relevant experience in human resource / financial field. Computer literacy. Knowledge and understanding of the legislations, policies, practices, and procedures. Knowledge and understanding of financial prescripts such as PFMA, Treasury Regulations. Knowledge of SAP, BAS and PERSAL systems. Knowledge of appointments, terminations and leave applications. Problem solving and analysis. Client orientation and customer focus. Good communication skills (verbal and written).

**DUTIES:** The incumbents will be responsible for the following tasks: Capturing of leave, capturing of time sheet, filling, salary payments (SAP and PERSAL), Appointment, termination, Payroll recon and reporting. sort pay slips and payroll according to pay-points any other duties assigned by supervisor.

**ENQUIRIES:** Ms MM Moloto

**APPLICATIONS:** Construction North (Tzaneen): Department of Water and Sanitation, Private Bag X4026, Tzaneen, 0850 OR hand deliver at Construction North, Voortrekker Road, Tzaneen Dam, Tzaneen