



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 4 March 2022

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, identity document and a valid driver's license (where applicable) which need not to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All documents must be submitted in one email in a PDF format. The attachment/s, may not exceed 5mb) 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. A SAQA evaluation certificate must accompany foreign qualification/s. Applications that do not comply with the above mentioned requirements will not be considered. *All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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: TELCOM OPERATOR (GENERAL ADMINISTRATIVE SERVICES) REF NO 040322/28
BRANCH: INFRASTRUCTURE MANAGEMENT WRIOM - EASTERN OPERATIONS
SALARY: R147 459 PER ANNUM LEVEL 4
CENTRE: MIDMAR DAM

REQUIREMENTS: A Senior / Grade 12 certificate. Receptionist, Frontline Certificate, Office Admin Short courses will be added as an advantage. Good written and verbal Communication Skills. Ability to learn the Departmental service delivery components. Must be able to operate Switchboard. Must be able to communicate in English and IsiZulu.. Problem solving, decision making, team work, creativity, customer focus, good communication skills, computer skills and people management skills. Ability to take initiative and work independently.

DUTIES: Operate the switchboard by answering incoming and making outgoing calls. Ensure that customers are referred to promptly and correctly. Take messages and administer the correct distribution thereof. Supply basic information to customers regarding the Departmental services. Keep the reception area clean and tidy at all times. Receive and or visitors update and distribute the internal telephone directory and keep a database of other important contact numbers. Operate the fax machine, responsible for reporting faults on the telephone system to the service provider. Utilize the telephone management system to monitor telephone costs, including printing reports and verifying information, keeping and completing registers pertaining to the telephone system and fax machine.

ENQUIRIES: Mr SE Duma Tel No: 033 239 1900

APPLICATIONS: Midmar (Howick): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X24, Howick 3290 or hand deliver to Dept of Water and Sanitation R103 Prospect Road, Midmar Dam, Howick, 3290 For attention Ms T Sindane