



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: **09 SEPTEMBER 2022 16:00**

Note: Interested applicants must submit their applications for employment to the 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: ADMINISTRATION CLERK (RECEPTIONIST)
CHIEF DIRECTORATE: CONSTRUCTION MANAGEMENT
SALARY: R176 310 per annum (Level 5)
CENTRE: Roodeplaat - IBTC (Construction East)

REF:09092022/E10

REQUIREMENTS: Candidates must be in possession of a Senior certificate plus two (02) years relevant experience. Must have the ability to perform under pressure. Good organisational skills. Must have a positive attitude. Must be computer literate. Must be always professional. Good listening skills. Good verbal communication and interpersonal skills. Good telephone etiquette.

DUTIES: The incumbents will be responsible for receiving visitors at the front desk, answering visitors' enquiries, directing visitors to relevant destinations, answering and forwarding incoming calls, receiving and sorting daily mail, handling Teltrace accounts, handling all boardroom bookings, operating a photo copying machine, administrative duties and supervising office cleaners. Typing of correspondence such as reports, letters and submissions. Maintain equipment and report any malfunctioning. Monitor, control, and order office supplies. Coordinate meetings, workshops, and other forums. Minutes taking. Coordinate venue bookings and catering services. Diary and document management. Administer weekly timesheets and leave forms for staff.

ENQUIRIES: Ms SN Mdluli Tel No: 017 720 1600/9

APPLICATIONS: Standerton (Construction East): Department of Water and Sanitation, Private Bag X2023, Standerton 2430 OR hand deliver at Construction East, Grootdraai Dam, Standerton, 2430

FOR ATTENTION: Mr IM Maseko