



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 18 March 2022

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 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** 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. 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: ADMINISTRATION CLERK REF NO. 180322/13

BRANCH: WATER RESOURCE MANAGEMENT: DIR: ADMIN SUPPORT: INFORMATION PROGRAM

SALARY: R176 310 PER ANNUM (LEVEL 5)

CENTRE: PRETORIA HEAD OFFICE

REQUIREMENTS: A Senior / Grade 12 certificate. Knowledge and experience in clerical functions, practices as well as the ability to capture data, operate computer and collate administration statistics will serve as an added advantage. Computer literacy (word, Excel and Power Point). Basic knowledge of Human Resource prescripts. Basic financial management and knowledge of PFMA. Knowledge and understanding of SCM / procurement. Knowledge of basic financial operating systems PERSAL, BAS, LOGIS. Basic knowledge of the understanding of legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Ability to have good interpersonal relations. Flexibility and teamwork. Basic knowledge of problem solving and Analysis. Client orientation and Customer Focus. Good communication skills (verbal and written). Knowledge of administration procedures. Knowledge of clerical functions. Ability to work under pressure, independently and handle confidential matters. Accountability and ethical conduct.

DUTIES: Provide administration support to the Director and other staff members. Arrange meetings and events for the Director and staff in the unit. Record basic minutes of the meetings of the manager when required. Handle the procurement of standard items like stationery, etc. Remains up to date with regard to prescripts / policies and procedures applicable to the Directorates and Departments work to ensure efficient and effective support to the Director and the section. Render general administration support services within the component. Provide personnel administration clerical support services within the component. Open files for new tasks. Handle routine enquiries from the officials and stakeholders. Liaise with travel agencies to make travel arrangements. Arrange travelling and accommodation for the section. Verify S&T claims. Keep and maintain the coming and outgoing document register of the component. Record, organize, store and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Operate office equipment like fax machines and photocopies. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement

forms for the purchasing of standard office items. Keep and maintain the asset register of the component. Stock control of office stationery. Keep and maintain the asset register of the component. Process travel and subsistence claims for the unit. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Administer telephone accounts and petty cash for the component. Process all invoices and keep track of the payment process. Implement administrative procedures for the component. General office administration.

ENQUIRIES: Mr A Sambo Tel No: 012 336 8403

APPLICATIONS: Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria For Attention Ms L Mabile