



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: **19 AUGUST 2022 16:00**

Note: The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. Should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied by a comprehensive CV, copies of qualifications, Identity document and driver's license. Such copies need not be certified. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position. The successful candidates will be appointed on Standard Contract in terms of section 76 of the National Water Act, Act 36 of 1998.

POST: ADMINISTRATION CLERK GR I (RECEPTION)

REF NO: 19082022/N08

BRANCH: INFRASTRUCTURE MANAGEMENT

SALARY: R176 310 PER ANNUM (Level 05)

CENTRE: Construction North-Tzaneen : Standard Contract

REQUIREMENTS: Candidate must be in possession of Senior certificate or equivalent certificate plus one (1) year relevant experience as a receptionist. Computer literacy. Client orientation and customer focus. Problem solving and analysis. Good communication skills (verbal and written). Excellent organizational skills. Ability to be resourceful and proactive when issues arise. Professional attitude and appearance.

DUTIES: The incumbents will be responsible for the following tasks: Reception – Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately. Operating the switchboard, answering, screening and forwarding incoming phone. Transfer to relevant person or department / Telephone enquiries; taking and passing messages where necessary / Data Capturing. Direct visitors to the appropriate person and office. Hands-on experience with office equipment (e.g., fax machines and printers). Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures). Provide basic and accurate information in-person and via phone/email. Receive, sort and distribute daily mail/deliveries

ENQUIRIES: Ms MM Moloto, Tel No: 0153073788

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

FOR ATTENTION: Ms M Moloto