



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 21 July 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. All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need **not** to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. 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 three (3) 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: 210722/02

BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: NORTH-WEST

SALARY: R176 310 per annum (Level 5)

CENTRE: North-West (Mmabatho)

REQUIREMENTS: A Senior / Grade 12 certificate. Knowledge of clerical functions, practices as well as the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.) Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations, flexibility, teamwork. Basic knowledge of problem solving and analysis. Client orientation and focus. Communication. Accountability and ethical conduct.

DUTIES: Render general clerical support services, make photocopies, distribute documents, Keep maintain filing systems, keep and maintain incoming and outgoing documents register, Type letters and other correspondence when required. Provide supply chain management support services within the component stock control of office stationery, keep, and maintain the asset register of the component. Provide personnel administration clerical support services within the component, keep and maintain leave register for the directorate, arrange traveling and accommodation. Provide financial administration support services in the component.

ENQUIRIES: Mr SS Matsheka: Tel No. (018) 387 9511

APPLICATIONS: North-West (Mmabatho) Please forward your application quoting the relevant reference number to the Provincial Head: North-West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner Dr James Moroka Drive and Sekame Road, Unit 99 Ground Floor. For Attention: Mr M.J. Ntwe