



## water & sanitation

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 26 August 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 website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). 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: ASSISTANT DIRECTOR: AUXILIARY SERVICE REF NO: 260822/02**  
**BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: EASTERN CAPE**  
**SALARY: R 382 245 Per Annum (LEVEL 09)**  
Centre: King Williams Town

**REQUIREMENTS:** A National Diploma or Degree in Public Administration or Equivalent. Three (3) to (5) years experience in administration at Supervisory level. A valid Driver's licence. Knowledge and experience of general administration, clerical processes procedures and systems. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Understanding of departmental policies and procedures. Governmental financial systems. Committed to high level of quality control. Knowledge of implementing policies of Human Resources Management PMDS. Basic knowledge of Supply Chain Management principles and Contract Management. Organisational skills. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (both verbal and written). Accountability and ethical conduct.

**DUTIES:** Manage office, direct visitors, arrange transport and accommodation. Render administration on logistical matters of the component including managing contracts. Ensure proper facilities management across the region. Ensure that parking space is available for all Staff in line with policy. Ensure that offices, entrances and surrounding of the buildings are clean. Prepare visual equipments. Ensure that logical administration is attended to accordingly. Manage meeting venues (boardrooms) and ensure they are clean. Manage incoming and outgoing correspondence including messenger services. Ensure that mails are open and distributed to relevant officials. Modify existing programmes where applicable. Analyse skills development gaps. Ensure that registry office is well kept and files are distributed to various officials who needs them. Ensure that correspondences are distributed to relevant officials. Manage workflow record systems. Monitor the correspondences that are distributed to various officials, Ensure that system is recorded and kept up to date all time. Implementation of policies. Analyse human development trends. Provide input policy amendment. Monitor budget expenditure of the unit. Do early warning systems. Give input and

advice on the budget for the component. Do monthly reports. Manage all transport and corporate travel matters including curbing losses.

ENQUIRIES: Mr.MP Zenzile, Tel: 043 604 5528

APPLICATIONS: Eastern Cape (King Williams Town): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private bag X7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600. For attention: Mr MK Noah, Tel: 043 604 5323.