



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 30 September 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 **in line with DPSA circular 19 of 2022**. 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 (**only when shortlisted**). 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 (**only when shortlisted**). 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: 300922/10

BRANCH: PROVINCIAL COORDINATION AND INTERNATION COORPORATION: GAUTENG DIVISION:
HYDROMETRY

SALARY: R 176 310 per annum (Level 05)

CENTRE: Boskop Area Office

REQUIREMENTS: A Senior / Grade 12 certificate or equivalent qualification. One (1) to (2) two years working experience in Administration will serve as an added advantage. A valid drivers license. Knowledge and experience in clerical functions, practices as well as the ability to capture data. Knowledge of human resource prescripts. Good computer literacy and sound knowledge of MS Office. Knowledge of Persal system. Ability to work under pressure, independently and handle confidential matters. Accountability and ethical conduct. Good communication skills both (verbal and written).

DUTIES: Provide administrative support for the hydrometry office as well as corresponding between hydrometry office and provincial office. Manage office leave and attendance registers. Handle, copy, process and file all leave forms to and from the office. Manage all events involving appointments, retirements, resignations, PILAR cases, IOD's, pensions and keep record of all documents. Handle and manage all salary and related pay slips. Solve all issues regarding housing, medical subsidies, salary notches levels, and leave credits. Handle the procurement of standard items like stationery. Remain up to date about prescripts / policies and procedures applicable to the directorates, department and inform everyone. Manage, copy, and report on all PMDS matters to be sent to provincial office. Render general administration support services within the component. Provide personnel administration clerical support services within the component. Handle routine enquiries from the officials and stakeholders. Record, organize, store, and retrieve correspondence and data from filing systems. Manage and update al personnel files. Handle routine enquiries. Operate and manage office equipment like photocopiers. Liaise with internal and external stakeholders in relation to human resource matters. Stock control of office stationery to be done. Administer telephone accounts for the component.

Implement administrative procedures for the component. General office administration. Provide receptionist support services for the office.

ENQUIRIES: Mr. PD De Villiers, Tel: 082 724 9457

APPLICATIONS: Gauteng (Boskop Dam Hydrometry): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X08, Noordbrug, 2522 or hand deliver to Hydrometry Office- Boskop Dam. (On the R501 between Potchefstroom and Carletonville, 16 kilometres from Potchefstroom. For Attention: Mrs M. Buyskes, Tel: 018 298 9000