



## water & sanitation

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

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 10 NOVEMBER 2023

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 (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, driver's 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. For posts requiring a driver's license, annotate such details on 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. 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. Faxed or emailed applications will not be considered. 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: OFFICE MANAGER REF NO: 101123/07  
BRANCH: FINANCE WTE DIR: REVENUE MANAGEMENT  
SALARY: R424 104 per annum (Level 09)  
CENTRE: Pretoria Head Office

REQUIREMENTS: A National Diploma or Bachelor's Degree in Office Management and Technology / Public Management / Business Administration. Three (3) years' experience in Office Management at supervisory middle management level. The disclosure of a valid unexpired driver's license. Extensive knowledge and understanding of public service policies and administrative procedures. Knowledge of the functioning of the National Government. Knowledge of Microsoft Office e.g., MS Word, Excel, and PowerPoint. Knowledge of Financial Management, Project Management, and Administration. Understanding of secretarial duties. Computer literacy. People and sound organizational skills. High level of reliability. Ability to act with tact and discretion. Knowledge of dispute resolution process. Understanding of social and economic development issues. Basic knowledge of Financial Management and Public Finance Management Act (PFMA). Knowledge management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies, and programmes. Ability to ensure high level of quality.

DUTIES: Scrutinize all incoming correspondence (E Mail, letters, reports, and phone messages). Preparation of presentations and reports. Arrange, organize workshops, and meetings. Record basic minutes of the meetings of the Chief Director where required. Represent manager at certain meetings and workshops. Manage queries. Liaise with travel agencies to make travel arrangements. Process the travel and subsistence claims. Management of budget. Manage and supervise human resources. Manage procurement.

ENQUIRIES: Ms. S Ndhlovu, Tel No: (012) 336 7981

APPLICATIONS: Pretoria (Head Office) 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, 0001. For Attention: Planning, Recruitment and Selection Unit