



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 13 OCTOBER 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: DRIVER REF NO: 131023/27

BRANCH: WATER RESOURCE MANAGEMENT DIR: RESOURCE QUALITY INFORMATION SERVICES

SALARY: R147 036 per annum (Level 03)

CENTRE: Roodeplaat Dam

REQUIREMENTS: A Grade 10 certificate or equivalent qualification. Code 10 driver's license with two (2) to three (3) years' experience in driver / messenger services. Knowledge of organisational policies and procedures. Basic knowledge of government regulations, practice notes, circulars, and policy frameworks. Ability to work under pressure and meet deadlines. An understanding and commitment of government objectives, policies and programmes. Good client orientation and customer focus. Knowledge of process flow. Communication and writing skills needed as well as ability to work in a team.

DUTIES: Responsible for transporting of personnel. The delivery and collection of documents and passengers. Function in accordance with applicable legislative requirements. Routine maintenance of vehicles. Routine inspection on visible defects around the exterior of the vehicles. The monitoring of various fluid levels. Monitor the utilization of vehicles in the absence of Transport Clerk. Attend to special requests. The recording of fuel and fluids levels. The recording of operations of the vehicles. The periodic checks on vehicles maintenance standards. Ensure the safekeeping of vehicles.

NOTE: The successful candidate will be subjected to a driving test.

ENQUIRIES: Ms G Gafane, Tel No: (012) 808 9500 / 060 571 3362

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. For Attention: Planning, Recruitment & Selection Unit.