



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 03 June 2024

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, 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. For posts requiring a drivers 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. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). 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 e-mailed 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: SENIOR ADMINISTRATION OFFICER (ADMINISTRATIONS) REF NO: 030624/13

BRANCH: INFRASTRUCTURE MANAGEMENT EASTERN OPERATIONS DIR: OPERATIONS EASTERN

SALARY: R376 413 per annum (Level 8)

CENTRE: Tugela

REQUIREMENTS: A National Diploma / Degree or in Public Administration or Social Sciences. Three (3) to (5) years' experience in administration matter. Knowledge of Management, Knowledge of administrative procedures, Disciplinary knowledge of labour law, Knowledge of dispute resolution, Knowledge of labour relations policies, Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. People and Diversity management, accountability, and Ethical Conduct. Problem Solving and Analysis, Client Orientation and Customer Focus, Good Communication skills.

DUTIES: Provide administrative support to all personnel in the component, implement administrative procedures for the component, analyse business plan of the component, analyse procurement trends, implement policies, develop action plan for the section. Assisting with the execution of financial administration, develop implementation plan, ensure financial procedures are observed in the section, assist with compilation of the budget, compile monthly reports early warning systems. Render administration of procurement of goods and services of the component, advise management on good administrative practices, provide feedback on identified administrative gaps, facilitate the correct application of disciplinary procedures, provide records on goods and services procured. Maintain register of the component up to date, allocate task to staff and manage progress thereof, keep register up to date. Render Human Resources, implement approved resolutions do PMDS for the component, arrange venues workshops for the component.

ENQUIRIES: MS Z Mpungose Tel No: 033 239 1900

APPLICATIONS: Midmar (Howick): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation Private Bag X1652, Bergville, 3350 or hand deliver to R103 Prospect Road, Howick For Attention Mr M Mncwabe