



## 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: ADMINISTRATION CLERK REF NO: 030624/21

BRANCH: INFRASTRUCTURE MANAGEMENT CENTRAL OPERATIONS DIR: OPERATIONS CENTRAL

SALARY: R216 417 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: A Senior / Grade 12 certificate. One (1) to three(3) years administration experience preferably in a technical environment will be an added advantage. Knowledge of PFMA, Treasury Regulations, and relevant public service administration. Proof of Computer literacy. Good interpersonal and organizing skills, and communication skills both verbal and written. Strong sense of responsibility and ability to work independently and in a team. The disclosure of a valid unexpired driver's licence.

DUTIES: Arrange, circulate notices of, and take minutes of technical meetings. Assist in the typing up and compiling of required technical reports. Assist in the compiling and tracking of Maintenance Plans - both Opex and Capex funded. Arrange travel and accommodation bookings for technical support personnel. Complete procurement documentation for equipment, furniture, and other items for Technical Support personnel. Prepare, update and archive files / documents. To fulfil other tasks related to related to Technical Support Section as and when required.

ENQUIRIES: Sayed A, Tel No. (012) 741 7307

APPLICATIONS: Central Operations (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 273, Pretoria, 0001 or hand deliver at Praetor Forum Building, 1st Floor Reception, 267 Lillian Ngoyi Street, Pretoria, 0001. For attention: Mr KL Manganyi