



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: **18 DECEMBER 2024 16:00**

Note: Interested applicants must submit their applications for employment to the address or email address specified on each post (all documents must be submitted in **one** in PDF attachment/s, **size not exceeding 10mb**) Subject title on the email must indicate the **reference number** of the post. Applicants should forward applications to the correct email address of the post as incorrect emailed applications will not be considered. 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, 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. 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. The successful candidates will be appointed on Standard Contract in terms of section 76 of the National Water Act, Act 36 of 1998.

POST: SENIOR ADMINISTRATION CLERK (RECEPTION)
BRANCH: INFRASTRUCTURE MANAGEMENT
CHIEF DIRECTORATE: CONSTRUCTION MANAGEMENT
SALARY: R216 417.00 per annum (Level 5)
CENTRE: Construction Central (Jan Kempdorp)

REF: 18122024/C09

REQUIREMENTS: Candidates must be in possession of a Senior Certificate or equivalent, plus four (04) years relevant experience. Computer literacy. Client orientation and customer focus. Problem solving and analysis. Good communication skills (verbal and written). Excellent organizational skills. Ability to be resourceful and proactive when issues arise. Professional attitude and appearance.

DUTIES: The incumbents will be responsible for the following tasks: Reception – Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately. Operating the switchboard, answering, screening and forwarding incoming phone calls. Transfer to relevant person or department / Telephone enquiries; taking and passing messages where necessary / Data Capturing. Direct visitors to the appropriate person and office. Maintain telephone directory and control visitor register at reception. Organising and servicing meeting (taking minutes). Hands-on experience with office equipment (e.g computers, fax machines and printers). Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures). Provide basic and accurate information in-person and via phone/email. Receive, sort and distribute daily mail/deliveries. Coordinate the booking of boardrooms. Perform any relevant duties allocated by supervisor.

ENQUIRIES: NG Shipping, 053 880 0541

APPLICATIONS: Emailed to RecruitmentCCentral@dws.gov.za

FOR ATTENTION: Ms KD Otukile