



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 14 November 2025

NOTE: Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/>. 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 on the online Z83 must be completed as these fields are regarded as compulsory. 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 qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo 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 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: ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 141125/05
BRANCH: INFRASTRUCTURE MANAGEMENT: CENTRAL OPERATIONS DIR: OPERATIONS CENTRAL
SALARY: R468 459 per annum (Level 09)
CENTRE: Pretoria Central Operations

REQUIREMENTS: An NQF level 6 qualification in Administration, Public Administration or Public Management. Three (3) to (5) five years' experience in Administration. The disclosure of a valid unexpired driver's license. Knowledge of the following: policy development and implementation, administration processes, occupational health and safety (OHS), transport policy and records management procedure in the public services. Understanding of MISS Act, and other Government legislation. Disciplinary knowledge of human resource management information, financial management and knowledge of PFMA. Knowledge of techniques procedures for the planning and execution of operations, programme and project management. Problem solving and analysis. Knowledge of relationships, people and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Knowledge of analytical procedure.

DUTIES: Provide administrative support functions in the Directorate: Operations Central. Manage transport functions in Cluster, including fleet contract management, subsidized vehicle management, and travel management. Assist with development, implementation and monitoring of Transport Management policy. Manage facilities inclusive of physical security and access control, ensure that Health and safety plans are in place, managing building lease agreements, management of accommodation requests and contract management of key accounts. Assist with development and implementing Housing policy. Provision of records management in Cluster by ensuring the effective and efficient registry duties, ensuring incoming and outgoing mail is dealt with efficiently, ensuring that the Departmental filing system is maintained. Provision of office services in cluster by ensuring that reception and switchboard services are provided, ensure security service are provided, ensure procurement of goods and services, ensure cellphone administration is done. Supervision of staff and overseeing the work of subordinates, training and development, disciplinary management.

NB: Shortlisted candidates will be subjected to perform practical test.

ENQUIRIES: Mr. GT Dilima, Tel No: (012) 741 7344

APPLICATIONS: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>