



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: SENIOR ADMINISTRATION OFFICER REF NO: 141125/07

BRANCH: INFRASTRUCTURE MANAGEMENT: CENTRAL OPERATIONS DIR: OPERATIONS CENTRAL

SALARY: R397 116 per annum (Level 08)

CENTRE: Vaal Dam

REQUIREMENTS: A National Diploma or Degree in Social Sciences / Public Administration / Public Management. Three (3) to (5) Five years' relevant experience in administration matters: (Human Resource Development, Training, Transport, Budget Management and Registry). Computer Literacy. A PERSAL introduction and PERSAL administration certificate. The disclosure of a valid unexpired driver's license will serve as an added advantage. Knowledge and experience in HR processes and legislation. Knowledge of dispute resolution process. Understanding of labour relations policies and law. Basic financial management, knowledge of PFMA and knowledge management skills. Problem solving skills and analysis. People and diversity management. Client orientated and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES: Render high level administrative services to the Area office. Provide financial administration and procurement of goods and services. Manage and coordinate all HR functions within area office. Coordinate and manage HR Transactions. Coordinated the Recruitment and selections process. Manage HR and Administration personnel within the Area office. Manage and administer PMDS and training coordination. Render HR advisory services within the office. Ensure compliance with HR policies. Prepare monthly reports. Administration of Cell phones and Land lines accounts. Coordinate HR workshops to employees. Render proper records management for the office. Manage, supervise and develop staff within Corporate Services. Manage and administer Corporate Services functions within the Area office. Manage and administer transport and travel in line with departmental policies. Manage and administer corporate services budget and give budget inputs.

NOTE: Candidate will be expected to do practical test during interview.

ENQUIRIES: Mr. CM Mokone, Tel No: (016) 880 0900

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