



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: ADMINISTRATIVE CLERK SUPERVISOR REF NO: 141125/13

BRANCH: INFRASTRUCTURE MANAGEMENT: EASTERN OPERATIONS DIR: OPERATIONS EASTERN

SALARY: R325 101 per annum (Level 07)

CENTRE: Midmar Dam

REQUIREMENTS: A Senior/Grade 12 or relevant qualification. Three (3) to (5) Five years working experience. Understanding of reports writing. Knowledge and insight of Human Resources Management prescripts. Knowledge of financial systems such as SAP. Basic knowledge of problem solving and analysis. Good Communication skills both (verbal and written).

DUTIES: Supervise and render general clerical support services. Supervise and provide personnel administration clerical support services within the component. Supervise Staff. Fleet management. Manage the utilisation and control fleet vehicles as well as hiring of short-term vehicles. Issuing and checking vehicles pre and post inspections. Compile monthly usage and expenditure reports for the cluster. Compile logbooks for pool vehicles, account as proxy for the departmental vehicles. Administer accidents and investigations. Manage vehicles for maintenance and repairs. Ensure that vehicles are subsidised. Assist officials during the applications, check and screen all applications to ensure compliance as per prescribed policy. Serve as secretary for the subsidised motor vehicle advisory committee. Corporate travel. Receive and process travel requests for flights, accommodations and car hire. Compile reconciliation.

Note: Preference will be given to candidates from the geographical area.

ENQUIRIES: Mr M Mncwabe, Tel No: (033) 239 1900/1279

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