



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: ADMINISTRATION CLERK (TRANSPORT) REF NO: 141125/22

BRANCH: INFRASTRUCTURE MANAGEMENT: CENTRAL OPERATIONS DIR: OPERATIONS CENTRAL

SALARY: R228 321 per annum (Level 05)

CENTRE: Jericho Dam (Usutu River)

REQUIREMENTS: A Senior/Grade 12 certificate or relevant qualification. Previous working experience will serve as an added advantage. The disclosure of a valid unexpired driver's license will serve as an added advantage. Knowledge of clerical functions, practices as well as ability to capture data, operate and collate administrative statistics. Basic Knowledge and insight of administrative procedures and PFMA. Knowledge of financial operating systems Persal, Bas, Logis etc.) Knowledge and understanding of the legislative framework governing public service. Knowledge of working procedures in terms of working environment. interpersonal relations, flexibility and teamwork. Basic knowledge of problem-solving analysis. People and Diversity Management. Client orientation and customer focus. Good communication skills. Accountability of ethical conduct. Computer literacy.

DUTIES: Provide efficient implementation and compliance with directives, policies and procedures related to transport management. Processing of new subsidized vehicle applications. Administer subsidized vehicles applications for adjudication committee. Conducting subsidized vehicle inspections, utilizations, Maintenance and administering of related claims. Efficient management and operational control of fleet and departmental vehicles. Perform authorisations, operation and optimal traffic fines. Administer transport invoices and provision of monthly transport reports. Ensure quality assurance of log sheets for subsidized vehicles. Maintain an efficient filing system. Keeping updated registers, databases and implementing systems and procedures for the tracking and tracing of transport documents. Liaise with service providers and regional office on matters related to transport management. Provide advisory services to officials and management on transport-related matters. Handling of Accident reports, Administration of transport meetings. Perform driver and other administration support related duties when there is a need. Quality assurance of the log sheets for subsidized Vehicles.

NOTE: Candidates may be required to complete a practical and theoretical test.

ENQUIRIES: Ms K E Thomo/Ms N Mazibuku, Tel No: (017) 846 6000

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