



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: RECEPTIONIST REF NO: 141125/29

BRANCH: CORPORATE SUPPORT SERVICES CD: AUXILIARY SERVICES

SALARY: R193 359 per annum (Level 04)

CENTRE: Roodeplaat Training Centre

REQUIREMENTS: An NQF level (4) or (5) (A Senior/Grade 12 certificate or relevant qualification. Computer literacy. Knowledge of financial management and PFMA will serve as an added advantage. Organising, interpersonal and good people management skills. Basic communication skills both (verbal and written). Client orientation and customer focus. Knowledge of telephone etiquette. Knowledge in framework for managing operating telecom operations. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct.

DUTIES: Receive telephonic calls, messages, and channel to relevant role players. Welcome, receive and direct clients to relevant units. Provide relevant information as required. Operate office equipment such as fax machine and photocopiers. Liaise with internal and external personnel. Maintain telephone directory. Maintain and control visitor register at reception.

ENQUIRIES: Mr. L Skosana, Tel No: (012) 943 3303

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