



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 22 August 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 (Hydrological Data Archive) REF NO: 220825/03
BRANCH: WATER RESOURCE MANAGEMENT, DIR: NATIONAL HYDROLOGICAL SERVICES
SALARY: R397 116 per annum (Level 08)
CENTRE: PRETORIA (Head Office)

REQUIREMENTS: An appropriate recognized National Diploma (NQF Level 6) in Public Administration /Public Management /Administrative Management/ Office Administration or Management. Three (3) to (5) years' experience in general administration related activities. Knowledge of Financial Administration and Records Management. The disclosure of a valid unexpired driver's license. Knowledge of Public Service Act and Regulations, Financial Procedures and Treasury Regulations, other relevant Prescripts governing Public Service and Batho Pele principles. Computer literacy, Communication skills (both verbal and written), Interpersonal relations, Organisational skills, Presentation skills, technical and interpersonal skills. People management, report writing, drafting of submissions and memoranda, good problem solving and analytical skills.

DUTIES: Responsible for the collection, organization, preservation, and retrieval of Hydrological Gauging weir's records and surface water flow gauging weir calibration reports. Ensure the maintenance of accurate and accessible archives, supporting efficient information management and regulatory compliance. Co-ordinate the development of administrative documentation for projects including attendance registers, Codes of Conduct, Confidentiality Agreements and claim forms. Maintain an electronic database of appointees for different projects, coordinate and maintain office and logistical activities such as subsistence and travel claims, filing and scanning of documents, requisition of stationery, printing, document binding, e-mail, deliveries and other requests. Provide effective records management services to the Business Unit. Maintain records of all Files, correspondences, and Registers. Organizing, classifying, and maintaining physical and digital records in a systematic manner. Ensuring the long-term preservation and conservation of documents and other archival materials. Maintaining and updating archive databases, ensuring accuracy and accessibility of information. Scanning documents and managing the filing system, both physical and electronic. Maintenance of the hydrological gauging weir records filling room. Supervise subordinates.

ENQUIRIES: Mr Z Maswuma, Tel No: 012 336 8784

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