



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 15 April 2026

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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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: HUMAN RESOURCE REGISTRY CLERK REF NO: 150426/14

BRANCH: WATER AND SANITATION SERVICES MANAGEMENT: FS CD: PROVINCIAL OPERATIONS: FREE STATE DIR: CORPORATE SUPPORT SERVICES SD: HUMAN RESOURCES MANAGEMENT

CENTRE: Bloemfontein

SALARY: R228 321 per annum (Level 05)

REQUIREMENTS: A Senior/Grade 12 certificate. A National Diploma in Records Management/Archives or Human Resources Management will serve as an added advantage. Appropriate experience in the registry will serve as an added advantage. Computer literacy (Microsoft packages). Knowledge of human resources functions and practices as well as the ability to capture data and to operate computers. Basic knowledge and insight of human resources prescripts. Basic knowledge of financial operating systems (PERSAL). Basic knowledge of National Archive and Records Service of South Africa Act No. 43 of 1996. Knowledge of storage and retrieval procedures in terms of working environment. Good communication skills (both verbal and written). Ability to work under pressure.

DUTIES: Implement confidential filing system in the HRM Registry. Provide registry counter services. Open files according to the approved file plan. File documents according to the approved filing system. Handling of incoming and outgoing correspondence and files. Render effective filing and record management services. Keep and maintain file tracking system. Electronic filing of approved submissions, memos and letters. Identify and process documents to be archived and disposed. Keep a register of archived and disposed documents. Complete index cards for all files. Receive and distribute mail. Assist with other HR Administrative functions assigned.

ENQUIRIES: Ms Z Matshiana, Tel No: (051) 405 9000

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