



## 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: ADMINISTRATION CLERK REF NO: PUCMA 36  
BRANCH: PONGOLA-UMZIMKHULU CATCHMENT MANAGEMENT AGENCY  
DIVISION: INSTITUTIONS STAKEHOLDER ENGAGEMENT AND GOVERNANCE  
SALARY: R228 321 per annum (Level 05)  
CENTRE: Durban

REQUIREMENTS: A recognized three- year tertiary qualification in Administration or equivalent. The disclosure of a valid unexpired driver's license. Exceptional organizational and computer skills in MS Word, Excel, Outlook, and PowerPoint. Proven minute-taking skills, coupled with excellent verbal and written communication, and strong organisational skills. Knowledge of the National Water Act (Act 36 of 1998) and of water resource management. The applicant must be willing to travel throughout the province. Short-listed applicants will be subjected to practical testing.

DUTIES: The successful candidate will provide administrative and logistical support to facilitate stakeholder coordination, institutional development, and governance processes within the Water Management Area. The incumbent will be responsible for the following duties: providing administrative support by organising meetings for the Institutions and the Stakeholder Engagement and Governance Division. Assist with the coordination and organisation of stakeholder meetings, workshops, and consultations with institutions such as water user associations, catchment management forums, community organisations, municipalities, and other stakeholders. Prepare and distribute meeting notices, agendas, minutes, and reports. Assist with document management, filing systems, and correspondence related to stakeholder engagement activities. Support the Division in compiling reports, presentations, and administrative documentation. Sending invites and meeting documentation to all members of the catchment management forums timeously: Drafting letters and correspondence to stakeholders; Respond to general queries from stakeholders. Photocopying, and binding of documents for distribution to stakeholders. Make travel, catering, and accommodation arrangements. General control and procurement of office equipment and stationery.

ENQUIRIES: Ms. Pravitha Jairam, Tel No: (082) 805 2626

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

NOTE: The Pongola-Umzimkulu Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.