



DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

- : **For Centre: Pretoria Head Office** please forward your applications quoting the relevant reference number To the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. For attention: Ms Cindy Mazibuko.
- For Centre: Limpopo, Polokwane** please forward your applications quoting the relevant reference number to: Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water Affairs, 49 Joubert Street, Corner Thabo Mbeki & Joubert Streets, AZMO PLACE Building (Registry Office 4rth floor). For attention: Mr. G Masia
- For Centre: Free State Bloemfontein** please forward your applications quoting the relevant reference number to: Private Bag 528 Bloemfontein.9300. or hand deliver at 2 floor,Bloem Plaza, cnr East burger and Charlotte Maxeke Str, Bloemfontein,9300. For attention: Ms L Ntja
- For Centre: Eastern Cape, Port Elizabeth, East London,** please forward your applications quoting the relevant reference number to: Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town. For attention: Ms T Solwandle
- For Centre: Gauteng Region Pretoria Bothongo Plaza, Potchefstroom:** please forward your applications quoting the relevant reference number to the Provincial Head: Gauteng, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, Bothongo Plaza East, Pretoria. For attention: Mr S Nevhorwa (012) 392 1324.
- For Centre: Mpumalanga Bronkhorstspuit, Lydenburg, Nelspruit, and Tzaneen:** please forward your applications quoting the relevant reference number to the Acting Provincial Head, Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200. Applications can also be hand delivered to the Department of Water and Sanitation and deposited into the application box at the reception ground floor, Prorum building, Corner Brown & Paul Kruger Street, Mbombela. For attention: Mr AA Lessing
- For Centre: Western Cape, Bellville** please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville. For attention: Mr. B. Saki
- For Centre: North West, Bothongo Plaza, and Haartbeespoort** please forward your applications quoting the relevant reference number Private Bag x 5, Mmabatho 2735. Cnr Dr. James Moroka Drive and Sekame Road Mega City Shopping Centre Unit 99, Ground Floor. For attention: Ms K Mutloane
- For Centre Durban, KZN** Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor, Durban. For attention: Ms S Mbongwa
- For Centre: Northern, Kimberly, Upington:** The Provincial Head, Department of Water and Sanitation, Postal is: Private Bag x6101. Kimberley 8301 or hand deliver at 28 Central Road, Beaconsfield, Kimberley. For attention: Mr J Mashele

CLOSING DATE

: **02 September 2016 Time: 16H00**

POST : **ADMINISTRATION CLERK X55 (18 MONTHS CONTRACT) REF: 020916/08**
Directorate: National Water Use Information Use

SALARY CENTRE : R 142 461 per annum (level 5) (+37% in lieu of benefits)
: Pretoria Head office X7, Pretoria Gauteng office X5, Nelspruit X5, Bellville X5, Bloemfontein X5, Haartebeespoort Dam X5, Polokwane X5, Tzaneen X3, Kimberley X5, Upington X2, Port Elizabeth X1, East London X2, Durban X5

REQUIREMENTS : A Grade 12 certificate. Computer literate and proficiency in programs such as MS2007 Word, PowerPoint, Access, Outlook and Excel. Knowledge of the National Water Act (Act 36 of 1998). The Public Service Act and Regulations 1994 (Act 103 of 1994). Knowledge of Administration Procedures. Knowledge of Batho Pele Principles. Report writing skills. General knowledge of information systems. Data capturing skills. Office and Project Management skills. A valid driver's licence will be an added advantage.

DUTIES : Assess completeness of the Water Use Licence Applications. Capturing water use applications in the Water Use Authorization and Registration Management System (WARMS). Maintaining water use data in WARMS. Auditing of synergy between hardcopy forms and WARMS. Mapping data correlation with other systems. Auditing the completeness of the data before input in WARMS. Communicating monthly status of captured water use application to WARMS manager. Opening files for water use application according relevant filing prescripts. Keeping a record of water use applications. Filing correspondence with the clients. Ensuring effective operations of hardcopy file tracking system. Ensuring the water use registration website is up-to-date and has all water use registration products. Support and provide reports to the WARMS Manager.

ENQUIRIES : Mr. K.M. Mabela Tel: (012) 336-7121