



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 16 SEPTEMBER 2016. TIME: 16H00

APPLICATIONS **For Centre: Pretoria and Umzimvubu:** 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: Gauteng Provincial Office: 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 D Masoga (012) 392 1477

For Central Operations, (Usutu Vaal Area Office) Please forward your application quoting the reference number to Department of Water and Sanitation, Private Bag X2021, Standerton, 2430 or hand deliver to Grootdraai Dam, Admin Building, Room 1. **For attention:** Ms PN Myeni

For Centre: Mbombela: 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, Prorom building, Corner Brown & Paul Kruger Street, Mbombela. For attention: Mr AA Lessing

For Centre: Hartbeespoort Please forward your application quoting the reference number to The Director Northern Operations NWRI – Branch, P/Bag X352. Hartbeespoort, 0216. **For attention:** Mr. S Murunzi

For Centre : Western Cape Regional Office Please forward your applications quoting the relevant reference number to TheRegional 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 021 941 6018

NOTE : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools"

People with disabilities are highly encouraged to apply for the posts. "People who are not employed by the Public Service Departments are welcomed to apply for posts

POST : **SENIOR ADMINISTRATION OFFICER REF NO: 160916/05**
Sub-Directorate: Facilities Management

SALARY : **R 262 272 per annum (level 8)**

CENTRE : **Pretoria**

REQUIREMENTS : A Degree or National Diploma in Public Administration or Social Science. Three (3) to five (5) years experience in administration matters. Client liaison experience, procedures, Knowledge of project management and departmental procurement procedures, Administrative experience, Supervisory skills, Knowledge of OHS, Understanding of and competency in Facilities Management, Knowledge of PMDS, and ability to work under pressure.

DUTIES: Manage cleaning services, manage messenger services, Management of food service Aid, conduct performance management, Control cleaning material and equipment, control photocopying and binding service, Conduct regular inspections, compiling specifications for tenders, and Management of Contracts within Auxiliary services unit.

ENQUIRIES : Mr C Kalimashe (012) 336 7708