



## 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, Prorum 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: 160916/14**

Sub Directorate: Authorisation Administration

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

**R 262 272 per annum (Level 8)**

**Head Office, Pretoria**

A Degree or National Diploma in Public Administration or Social Science. Three (3) to five (5) years working experience in Administrative matters. Computer literate and proficiency in programs such as Ms Word, Power Point, Access, Outlook and Excel. Knowledge of the National Water Act (Act 36 of 1998), Public Service Act and Regulations 1994 (Act 103 of 1994). Administration procedures, Batho Pele principles and report writing skills. Understanding of the electronic Water Use Licence Application and Authorization System (e-WULAAS). A valid driver's licence.

**DUTIES**

Coordinate, render administrative functions and provide support related to the Water Use Authorization process. Handle queries related to Water Use Authorisations and to ensure amicable resolution of inquiries. Responsible for the updating of statistics and the maintenance of the electronic system used to track the applications for Water Use Authorizations (e-WULAAS). Support e-WULAAS user training process. Provide accurate reports and ensure that statistics of all Water Use Authorisation applications are accurate and up to date. Ensure that correspondences with clients are filed accordingly. Generate reports to management. Provide effective supervision and development of personnel within the sub-directorate.

**ENQUIRIES**

Mr N.O Ndubane, Tel (012) 336 8851