



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 : **CHIEF ADMINISTRATION CLERK: WARMS REF NO: 160916/18**

SALARY : **R 211 194 per annum (level 7)**

CENTRE : **Western Cape Regional Office: Bellville**

REQUIREMENTS : Grade 12 Certificate. Three (3) to five (5) years' experience in administration matters. Be computer literate and have sound knowledge of Microsoft Office. Knowledge of Water Services Act and the National Water Act 1998(Act No 36 of 1998). Knowledge in the National Water use Registration process. Experience in the National Water Use Registration process. Supervisory skills. Knowledge of administrative procedures. Understanding of Social and Economic development issues. Knowledge of data management. Problem solving and Analysis. People and Diversity Management. Client orientation and customer focus. Communication. Accountability and ethical conduct. Valid driver's license (certified copy must be attached).

DUTIES : Implement administrative procedures for the component. Implement policies. Implement action plan for the section. Adhere to the financial procedures in the section. Compile monthly reports. Present monthly reports to managers. Advise management on good administrative practices. Serve as the main interface between the clients and other functions in the National Water Use Registration process including the handling of inquiries from clients. Handle all aspects relating to the filing and retrieval of water use files. General office administration. Supervise staff.

ENQUIRIES : Ms H Khoza Tel, (021) 941 6083