



## 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 CLERK: TRANSPORT MANAGEMENT REF NO: 160916/28**

**SALARY** : **R142 461 per annum, Level 05**

**CENTRE** : **Hartbeespoort**

**REQUIREMENTS:** Grade 12 certificate or equivalent. Valid driver's license. Experience in Transport Management environment will serve as an added advantage. Computer skills in MS Office package software. Sound knowledge and application of Government Transport Management Policies, PFMA, Treasury Regulations, Public Service Act and Regulations. Clerical and administration skills. Customer focus. Multi-tasking. Problem solving. Interpersonal and communication (verbal and written) skills. Planning and organising. Must be able to work under pressure. Analytical thinking. Attention to detail. Accountability and ability to work in a team. Ability to administer and record large volumes of documentation.

**DUTIES** : Administer effective application and compliance on all transport management related activities (fleet and subsidised vehicles). Administer of subsidised vehicles contracts, verification and processing applications for subsidised vehicles. Administering and capturing of log sheets and processing of claims. Liaise with service clients and provide administrative support for the advisory committee. Efficient management and operational control of fleet vehicles. Management and control of risk, fraud and misuse of fleet vehicles. Administration of service provider invoices. Efficient records keeping, maintenance of and retrieval of documents. Maintain an efficient filing and record keeping system. Perform driver services and other administration related duties as and when there is a need.

**ENQUIRIES** : Mr JJ Pretorius, tel (012) 253 1093