



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: King William's Town, Port Elizabeth, East London, Cradock, Mthatha,** 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: Mr MK. Noah
- CLOSING DATE** : **21 October 2016 TIME: 16H00**
- POST** : **SENIOR ADMINISTRATIVE OFFICER – This is re-advertisement those who has previously apply are encouraged to re-apply REF: 211016/09**
- SALARY** : R 262 272 per annum (level 8)
- CENTRE** : **East London**
- REQUIREMENTS:** National Diploma or Degree in Social Science or Public Administration. Three (3) to five (5) years administration matter or the Law enforcement environment. The candidate must be an analytical individual who can interpret the provisions of the National Water Act 36 of 1998. Proven experience in office admin. An understanding of the water sector would be an advantage. Good interpretation of environmental legislation and reporting skills. The willingness to travel extensively and work long hours. Knowledge of wider legislative framework governing water sector. Sound knowledge of MS Office. Experience in a technical and administrative field. Ability to work under pressure. Ability to speak at least 2 of the official languages of the Eastern Cape.
- DUTIES** : Conduct field inspections based on the provisions of relevant legislation and prescripts. Monitor compliance/non-compliance of authorisations relating to the use of and access to water resource. Report on all non-compliance and identify areas where compliance is not adhere to, Serve non-compliance notices to the transgressors, Making sure notices are acknowledged and make follow-ups thereof. Undertake investigations, collecting evidence and recording evidence as required for enforcement in conjunction with other agencies such as SAPS and NPA.
- ENQUIRIES** : Mr. X. Mzamo, Tel (043) 7010 259