

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Pretoria Head Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms L Van Wyk
Upington Lower Orange WMA: Please forward your application, quoting the post reference number to: The Provincial Head, Department of Water and Sanitation, Private Bag X5912, Upington, 8800 or hand-deliver to our offices in Louisvale Road, Upington. For attention: Mr Jeffry Mashele
Durban: Please forward your application quoting the reference number to The Provincial Head: KwaZulu-Natal, Department of Water and Sanitation. P.O. Box 1018, Durban, 4000 or hand-deliver to 88 Joe Slovo Street (previously Field Street), Southern Life Building, 9th Floor, Durban. For attention: The Manager (Human Resources)
- CLOSING DATE** : 20 April 2018 Time: 16H00
- 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. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from the South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts.

OTHER POSTS

- POST 14/20** : **DEPUTY DIRECTOR: REVENUE MANAGEMENT: REF NO: 200418/01**
Finance: WTE
- SALARY** : R657 558 per annum (all inclusive package) (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Degree in Financial Management. Three (3) to Five (5) years management experience in financial environment/sector. Knowledge and practical experience of Financial Reporting Standards billing management and Public Finance Management Act (PFMA). Knowledge of Treasury Regulations and guidelines and Division of Revenue Act. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge and understanding of Public Service Anti-Corruption Strategy, Anti-corruption and fraud prevention measures. Knowledge of administrative procedures and systems. Knowledge of and experience in Commercial Laws, Departmental policies and procedures. Experience in Government financial systems. Understanding of the framework for managing performance information, business strategy transaction and alignment. Good people and diversity management. Excellent client orientation and customer focus. Good communication skills.
- DUTIES** : Implement and monitor billing management policies, strategies and procedures to ensure the completeness and accuracy of billing. Collate, coordinate and consolidate revenue data for reporting purposes. Ensure seamless integration of revenue-related systems. Manage and co-ordinate Internal and External Auditors. Attend to customers queries. Management of staff and adherence to strict deadlines.
- ENQUIRIES** : Ms Serepong Lebogang, Tel (012) 336-8519

<u>POST 14/21</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER (GRADE A) REF NO: 200418/02</u> Operational Integration: Northern Cape
<u>SALARY</u>	:	R439 917 per annum
<u>CENTRE</u>	:	Uppington Lower Orange WMA
<u>REQUIREMENTS</u>	:	A 4 year degree in Natural Science / Environmental science or equivalent qualification. Six (6) years post qualification experience. A valid driver's license. Computer literacy. Extensive experience in the environmental and water management field, waste management, industries, urban development and mining, including the Department's water use authorization process. A clear understanding of the Department's role and policy with respect to Water Resource Management. Knowledge of the National Water Act, 36 of 1998 and related policies, strategies and guidelines. Understanding of the principles of Integrated Water Resource Management. Innovative thinking, negotiating and networking skills. Good management skills. Good communication (verbal and written) skills. The willingness to travel extensively and work irregular hours. Knowledge of Human Resources and Financial Management policies. A clear understanding of transformation in the Public Service.
<u>DUTIES</u>	:	Implement and enforce the National Water Act 36 of, 1998 as well as the Department of Water & Sanitation (DWS) policies and regulations. Facilitate and co-ordinate training and career development of staff. Supervision of Environmental Officers and other Staff. Assist in the establishment and regulation of water management institutions. Manage Water Quality in the designated catchment areas. Project management and supervision of line function consultants. Promote water conservation and efficient water utilization through the authorization process. Assist in the management of the water management systems.
<u>ENQUIRIES</u>	:	Mr TT Sithole Tel: (053) 830 8895
<u>POST 14/22</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER: WATER USE GRADE A: REF NO: 200418/03</u> Operational Integration: Durban SD: Proto CMA: Usuthu North (WTE)
<u>SALARY</u>	:	R439 917 per annum
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A four year degree in Natural Science / Environmental science or equivalent qualification. Six (6) years post qualification experience. A valid drivers' licence. Knowledge of research and development methodology. Extensive experience in the environmental and water management field, waste management, industries, urban development and mining, including the Department's water use authorization process i.e. SFRA. A clear understanding of the Department's role and policies with regard to water resource management. Knowledge of the National Water Act 36 of, 1998 and related policies, strategies and guidelines. Understanding the principles of Integrated Water Resource Management. Knowledge of Human Resources and Financial Management policies. Innovative thinking, negotiating, networking, managerial and good communication (verbal and written) skills. The willingness to travel extensively and work irregular hours. Technical report writing, Professional judgement and Data analysis skills. Mentoring and decision making skills. Financial and team leadership management skills. Creativity and Problem solving. Computer literacy. People management and Conflict Management skills.
<u>DUTIES</u>	:	Liaise with clients and other stakeholders to obtain outstanding information during Water Use Licence Authorisation (WULA) assessments. Assess and evaluate socio economic and environmental information with regard to Stream Flow Reduction Activity (SFRA) water use licence application. Conduct GPS surveys of plantation and wetland areas. Inspect and evaluate field conditions where plantations are proposed. Liaise with other authorising departments on SFRA issues. Draft the record of recommendations (RoRs). Draft licence conditions to control/mitigate the negative impacts of water uses. Supervise junior staff in the field of SFRA Hydrological assessment.
<u>ENQUIRIES</u>	:	Mr SO Naidoo, Tel: (031) 336 2700

- POST 14/23** : **CONTROL ENVIRONMENTAL OFFICER (GRADE A) – 2 POSTS REF NO: 200418/04**
Operational Integration: Durban
- SALARY** : R439 917 per annum
CENTRE : Durban
REQUIREMENTS : A four year degree in Natural Science / Environmental science or equivalent qualification. Six (6) years post qualification experience. A valid driver's license. Computer literacy. Recommendations: Extensive experience in the environmental and water management field, waste management, industries, urban development and mining, including the Department's water use authorization process. A clear understanding of the Department's role and policy with respect to Water Resource Management. Knowledge of the National Water Act 36 of, 1998 and related policies, strategies and guidelines. Understanding the principles of Integrated Water Resource Management. Innovative thinking, negotiating and networking skills. Managerial skills. Good communication (verbal and written) skills. The willingness to travel extensively and work irregular hours. Knowledge of Human Resources and Financial Management policies. A clear understanding of transformation in the Public Service.
- DUTIES** : Implement and enforce the National Water Act 36 of, 1998 (Act 1998) as well as the Department of Water & Sanitation (DWS) policies and Regulations. Facilitate and co-ordinate training and career development of staff. Supervision of Environmental Officers and other Staff. Assist in the establishment and regulation of water management institutions. Manage Water Quality in the designated catchment areas. Project management and supervision of line function consultants. Promote water conservation and efficient water utilization through the authorization process. Assist in the management of the water management systems.
- ENQUIRIES** : Mr SNP Buthelezi, Tel (031) 336 2700
- POST 14/24** : **ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION (2 POSTS) REF NO: 200418/05**
Operational Integration: Durban
- SALARY** : R357 150 per annum
CENTRE : Durban
REQUIREMENTS : A relevant honours Degree in Environmental or related fields. Practical experience in the field of water quality management will be an added advantage. Valid driver's licence (certified copy must be attached). Knowledge of Project management and research. Interpersonal relations/conflict management, negotiation and facilitation skills.
- DUTIES** : Provide support/input in the development of policies and strategies to manage sector water use impacts in accordance with the National Water Act 36 of, 1998 and other departmental policies and strategies. Assist with the supervision of staff. Undertake both routine and special investigations and work irregular hours. Prepare reports and interpret analytical results. Assist in the evaluation of water use licence application, reports and other documents submitted in accordance with policy, procedures and guidelines relevant to Water Quality Management. Make recommendations regarding the issuing of licences. Promote water conservation and efficient water utilisation through the authorisation process. Give inputs in the projects relevant to the management of water resources initiated by the Department. Assist in the management of the water management systems.
- ENQUIRIES** : Mr SNP Buthelezi, Tel (031) 336 2700
- POST 14/25** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 200418/06**
Operational Integration: Durban
- SALARY** : R334 545 per annum (Level 09)
CENTRE : Durban
REQUIREMENTS : National Diploma or Degree in Administration or relevant qualification. Three (3) to five (5) years of relevant experience in the administration field of which two (2) years must be supervisory level. Knowledge of development of Business plans and

reporting requirements. Experience in financial management and budgeting. Proven experience in database management. Knowledge and experience in compilation of submissions. A valid driver's licence is essential will be an added advantage. Ability to work under pressure and deadline oriented. Ability to plan, organise and co-ordinate the allocated activities. Interpersonal skills, good communication skills, report writing, analytical thinking, honesty, Integrity, innovative and creative. Problem solving, and decision making skills. High level proficiency in relevant computer literate (Microsoft Excel, PowerPoint, MS Word, Internet).

DUTIES : Managing administrative and co-ordination support to the component. Assist with planning and implementation in respect of business plan of the directorate. Assist with the Strategic planning for the component. Ensuring accurate administration of information. Respond to general enquiries on behalf of the Director. Provide advice on administration information implementation to managers. Monitoring policy implementation. Development of databases, extraction of information and compilation of reports. Quality control of captured data. Supervision of staff. Planning of information processing and output required for the Directorate.

ENQUIRIES : Mr. JG Reddy Tel (031) 336 2700

POST 14/26 : **OFFICE MANAGER REF NO: 200418/07**
Office of the Deputy Director - General: NWRI

SALARY : R334 545 per annum, (Level 09)

CENTRE : Pretoria

REQUIREMENTS : National Diploma or Degree in Office Management and Technology / Public Management / Business Administration. Working experience in the Office of a Senior Manager. Three (3) to five (5) years working experience in office management field. Understanding and knowledge of public service policies and administrative procedures. Computer literate (MS Word, Excel and PowerPoint). Knowledge of Financial Management, Project Management and Administration. Proven knowledge and experience in secretarial duties. Sound organisational skills. Good people skills. High level of reliability. Excellent writing skills. Ability to act with tact and discretion. Understanding of dispute resolution process. Basic Financial Management and knowledge of PFMA. Good problem solving and analytical skills. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes. Ability to ensure a high level of ethical conduct and quality. A valid driver's licence will be an added advantage. (Certified copy must be attached).

DUTIES : Ensure screening of all incoming correspondence (E-Mail, letters, reports and phone messages). Preparation of presentations, conduct research and arrange and organise workshops and meetings. Ensure planning-determine delegates, facilitation, secretarial services, location, subsistence and travel arrangements and claims. Represent Manager at certain meetings and workshops. Take notes and give detailed report to Manager following the meeting. Manage queries. Monitoring of deadlines to ensure responses are prompt. Co-ordination and monitoring of projects.

ENQUIRIES : Ms. P Magubane, Tel (012)336 8519.

POST 14/27 : **ASSISTANT DIRECTOR: BILATERAL RELATIONS REF NO: 200418/08**
Branch: International Water Cooperation

SALARY : R334 545 per annum (Level 9)

CENTRE : Pretoria

REQUIREMENTS : National Diploma/ Degree in Public Administration/International Relations/Political Sciences. Three (3) to five (5) years experience in International relations. Experience in water sector. Knowledge and experience of international politics and difference between multilateral and bilateral cooperation. Knowledge and experience of developing policies and procedures. Knowledge and experience in research. Knowledge of Public Finance Management Act (PFMA). Knowledge of bilateral management issues. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative procedures and systems. Knowledge of departmental policies and procedures and governmental financial

		systems. Knowledge of learning and teaching procedures and techniques. Understanding of the framework for managing performance information. Knowledge of implementing policies relating to PMDS. Problem solving and analytical skills. Good people and diversity management. Excellent client orientation and customer focus Good communication skills. Good accountability and ethical conduct.
<u>DUTIES</u>	:	Assist with the development of international cooperation of bilateral relations. Provide advice on the impact of relevant programmes with reference to Departmental Priorities. Assist with the identification of opportunities and manage strategic partnership with local and International stakeholders. Assist with coordination of the implementation of funded and strategic programmes and projects. Assist with the conducting of research and report findings and recommendations that advance objectives of the department.
<u>ENQUIRIES</u>	:	RG Moloi Tel: (012) 336 7053
<u>POST 14/28</u>	:	<u>SENIOR ADMINISTRATION OFFICER: WATER USE LICENSING AND REGISTRATION REF NO: 200418/11</u> Operational Integration: Durban SD: Proto CMA: Usuthu North (WTE)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Level 08) Durban A National Diploma / Bachelor Degree in Public Administration or Social Sciences. Three (3) to (5) five years working experience in administration and regulatory environment. Experience in maintaining registers and database. Experience in report writing and drafting of submissions. Knowledge and understanding of administrative procedures. People and Diversity Management. Excellent client orientation and customer focus. Good communication skills, Good accountability and ethical conduct. A valid driver's licence (certified copy must be attached).
<u>DUTIES</u>	:	Processing of Water Use Licence Applications: advice to applicants on statutory, procedural requirements and related procedures; Processing of applications and collating documentation for review purposes. Preparation of applications for preliminary and final review by Water Use Licence. Assessment Advisory Committee, setting up and notification of site inspections, preparation and submission of applications to National Office and drafting and preparation of licences to the Regional Director. Drafting of all related correspondence and updating of schedules. Maintain registers and databases. Conduct photocopying and filing. Conduct administrative duties related to Stream Flow Reduction Activity Licence Applications i.e. identifying the need for and co-ordinating site inspections for Re-inspections provide copy permits/licences, processing change of land ownership and reporting of alleged unlawful plantings. Provide administrative and secretariat support to Licence Assessment Advisory Committee i.e. manage diary, Co-ordinate meeting dates for the year; prepare Agendas, proof reading of documents for review; take, compile and type minutes. Ensure follow-up actions on drafting letters and recommendations. Provide feedback to applicants. Provide advice on statutory and procedural requirements; Telephonic assistance with the completion of forms; General Enquiries; Invoice and statement enquiries etc. Supervision of staff is essential.
<u>ENQUIRIES</u>	:	Mr SO Naidoo, Tel: 031 336 2700
<u>POST 14/29</u>	:	<u>SENIOR ADMINISTRATION OFFICER: SHARED WATER COURSES REF NO: 200418/12</u> Branch: International Water Cooperation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Level 08) Pretoria A National Diploma or Bachelor Degree in Public Administration or Social Sciences. Three (3) to (5) five years relevant working experience. Experience in the Water Sector will be an advantage. Excellent office administration and organisational skills. Excellent interpersonal and communication (written and verbal) skills. Basic understanding of financial management and the PFMA.

		Working knowledge of MS Word, MS Excel, and MS PowerPoint. A valid driver's license. Willingness to travel locally and internationally.
<u>DUTIES</u>	:	Provide administrative, logistical and secretariat support to the Directorate. Coordinate office activities and project/programme information. Liaise with internal and external stakeholders. Arrange meetings, workshops and travel arrangements. Assist with procurement, recording of financial documents and expenditure reporting of the Directorate. Draft reports and contribute to office documents and presentations.
<u>ENQUIRIES</u>	:	Mr M.A Magwete, Tel (012) 336 7978.
<u>POST 14/30</u>	:	<u>ENVIRONMENTAL OFFICER (PRODUCTION): WATER USE AUTHORISATION GRADE A-C (X 4 POSTS) REF NO: 200418/10</u> SD: Proto CMA: Mvoti South (WTE)
<u>SALARY</u>	:	R240 015 per annum
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	National Diploma in Environmental Management or Natural Sciences. A valid driver's license. (Certified copy must be attached). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA, NEMA and MPRDA) together with related policies, regulations, guidelines, tools and procedures. Excellent communication skills including verbal, report writing, presentation skills. Good interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work irregular hours and under pressure as well as travel country-wide. Ability to liaise and network.
<u>DUTIES</u>	:	Assess completeness of WULAs and conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Request scientific input within the Department using specified templates. Assess and evaluate Hydrological and Environmental information with regard to licence applications. Assist in the development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998, in relation to the water use sector. Final assessment of information submitted by Water Use Licence Applicants and input from internal specialists. Drafting record of recommendations (RoRs) and resultant decision documents. Draft licence conditions to control/mitigate the negative impacts of water uses. Assist on responding to queries from clients within and outside the department. Determine agricultural water use requirement for different crops. Generate water use tables. Capture verified water use data and update Department's Water Use Registration Management Systems (WARMS). Assist with generating, managing and distributing communication letters to water users. Provide monthly status of verified water use. Keep and update web based database with validation and verification information. Filing correspondence with the clients. Support and provide reports to the Manager.
<u>ENQUIRIES</u>	:	Mr. SO Naidoo, Tel (031)336 2700.
<u>POST 14/31</u>	:	<u>ENVIRONMENTAL OFFICER (PRODUCTION) GRADE A - C REF NO: 200418/09</u> Operational Integration: Northern Cape
<u>SALARY</u>	:	R240 015 per annum (OSD)
<u>CENTRE</u>	:	Upington Lower Orange WMA
<u>REQUIREMENTS</u>	:	Relevant National Diploma in Environmental Management or Natural Sciences. An understanding of the principles of integrated water resource management and knowledge of catchment management. Understanding and knowledge of the National Water Act. Good computer literacy as well as a driver's licence (certified copy must be attached) are essential requirements. Knowledge of industrial, agricultural and mining processes and waste water treatment processes. The successful candidate must be willing to travel extensively and work irregular hours. Good communication skills (both written and verbal). Report writing and project management skills are essential. Candidates may be required to write a test as part of the interview process.

DUTIES : Processing of Water Use License applications. Provide comments on environmental impact assessments, environmental program reports and rezoning applications. Support catchment management forums. Liaising with stakeholders in the water sector and other government departments. Conducting regular compliance monitoring at industries, wineries and local authorities etc. Water quality monitoring and the investigation of pollution incidents.

ENQUIRIES : Mr S Shibambu (Upington), Tel (054)-338 5800.

POST 14/32 : **SUPPLY CHAIN PRACTITIONER REF NO: 200418/13 (X2 POSTS)**
Branch: Finance WTE

SALARY : R226 611 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : National Diploma or Bachelor Degree in Supply Chain Management / Finance / Purchasing / Logistics Management or equivalent. At least one (1) to (2) two years experience in Supply Chain Management with at least 1 year in Logistics and Inventory environment. Working knowledge of procurement administrative procedures. Good knowledge and understanding of financial legislation and the following:-Knowledge in (Logistics Management), PFMA, Treasury Regulations, Preferential Procurement Policy Framework (PPPF), Government Supply Chain Management framework, Enterprise Resource Planning system, Computer literacy(Excel and Word), dispute resolution process and knowledge of Generally Recognised Accounting Practice (GRAP). Problem solving and analytical skills. People and diversity management. Excellent client orientation and customer focus. Good communication skills. Good accountability and ethical conduct.

DUTIES : Administration of purchase requisitions for stock. Administration of purchase orders. Expediting and follow up on purchase orders. Reporting on open purchase orders. Provide support to end users; Inventory management; Goods receipt and issuing. Reporting skills. Compile a procurement / demand plan. Administer goods receipts and goods issues. Provide logistical support services. Conduct inventory checks.

ENQUIRIES : Ms P Mathiso, Tel (012) 336 7093

POST 14/33 : **PERSONAL ASSISTANT REF NO: 200418/14**
Branch: Planning and Information
Chief Directorate: Water Monitor and Information

SALARY : R226 611 per annum (Level 07)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Secretarial Diploma/certificate or equivalent qualification. Three (3) to five (5) years experience in secretarial duties in rendering a support service to senior management. Knowledge and experience of administration procedures. Excellent computer literacy skills. Sound organizational skills. Good people skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self management and motivation. Knowledge of dispute resolution process. Basic financial management and knowledge of PFMA. Knowledge management. Problem solving and analytical skills. People management and empowerment. Excellent client orientation and customer focus. Excellent communication skills (verbal and written). Good accountability and ethical conduct.

DUTIES : Provide secretarial or personal assistant service to the manager. Render administrative or secretariat support services to the manager. Provide support to manager regarding meetings or managing the Director's diary. Support manager with administration of the manager's budget. Acquaintance with the relevant Public Services and departmental prescripts or policies and other documents.

ENQUIRIES : Mr. F Guma, Tel (012) 336 7892.

<u>POST 14/34</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR3) X6 POSTS REF NO: 200418/15</u>
		Branch: Corporate Services
		CD: Legal Services
		Dir: Legal Support A & B X4
		Dir: Compliance and Monitoring X2
<u>SALARY</u>	:	R226 227 per annum
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	An LLB Degree or equivalent legal qualification on NQF7 (or as determined by the Minister of Justice and Constitutional Development. Two (2) years' appropriate post qualification legal experience. Ability to draft legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations, the Public Service Act and Regulations, Promotion of Administrative Justice Act and Promotion of Access to Information Act.
<u>DUTIES</u>	:	Render legal advisory service related to state losses, liabilities and legal processes to the Minister, the Director-General and officials of the Department. Conduct research that will provide information and case law relevant to the legal matter at hand and present motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / result. Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions. Legislative review, drafting of Bills, subordinate legislation and regulations. Provide legal support, advice, drafting and vetting of contracts.
<u>ENQUIRIES</u>	:	Ms M Khuduga, Tel (012) 336 7835
<u>POST 14/35</u>	:	<u>ADMINISTRATION CLERK REF NO: 200418/16</u>
		Office of the Deputy Director – General: NWRI
<u>SALARY</u>	:	R152 862 per annum (Level 5)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Senior Certificate or equivalent. A valid driver's license will be an added advantage. Knowledge of the functioning of the National Government. Computer literacy (Ms Word and Excel). Knowledge of clerical functions. Ability to capture data. Knowledge of Financial Management. Good communications skills.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain management support services within the component. Provide personnel administration clerical support services in the component. Provide financial administration support services in the department.
<u>ENQUIRIES</u>	:	Ms. P Magubane, Tel (012) 336-8519
<u>POST 14/36</u>	:	<u>DRIVER/MESSENGER (ASSISTANT TO PERSONS WITH DISABILITIES) REF NO: 200418/17</u>
		Branch: Corporate Services
<u>SALARY</u>	:	R127 851 per annum, (Level 04)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Senior Certificate. A valid Driver License (certified copy must be attached) One (1) to three (3) years experience as a driver/messenger and must have (5) years practical driving experience. Basic knowledge of physical care assistance to Persons with Disabilities. Knowledge of organisational policies procedures and structures. Basic knowledge of government regulations, practice notes, circulars and policy frameworks. Knowledge of process flow and tracing retrieving files. Knowledge of internal sorting and distribution matrix. Practical knowledge of organisations record keeping practices/system. Client orientation and be customer focus. Excellent communication skills. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes Good client orientation and customer focus. Excellent communication skills. Willingness to travel extensively.
<u>DUTIES</u>	:	Provide physical personal care assistance to persons with disability. Accompanying persons with physical disability on business trips in order to provide

extended personal physical care to persons with disability. Transporting of persons with physical disabilities. Retrieve files and deliver them to the offices where they are being utilised. Receives files and verifies delivery items, messages, mail, documents for correctness. Tracking, searching and placement of correspondence in files. Transporting and retrieving of files to various locations. Check and record outgoing files. Place correspondence on the files.

ENQUIRIES

:

Mr M Bannister Tel: (012) 336 8841

NOTE

:

the successful candidate will be subjected to a driving test.