



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

For **Centre: Kimberley (Lower Vaal Proto-CMA)**: 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 S Nevhorwa (012) 392 1324.

CLOSING DATE:

05 AUGUST 2016.TIME: 16H00

POST

: **ADMINISTRATION CLERK: WARMS REF: 050816/22**

SALARY

: **R 142 461per annum Level 5**

CENTRE

: **Kimberley (Lower Vaal Proto-CMA)**

REQUIREMENTS

: Grade 12 Certificate.1-2 years' experience in administration matter will be an added advantage.

DUTIES

: Handle all authorised aspects relating to the capturing, amendment and maintenance of water use registration data. Assist registration and licensing applicants with the completion of application forms in terms of the National Water Act. Handle WARMS help desk inquires. Collect and compile all necessary documentation and requirements for license applications prior to capturing on WARMS. Copy and send out water registration certificates to clients after approval. Filing and retrieval of various registration and licensing documents.General office administration.

ENQUIRIES

: Mr PS Nevhorwa Tel: (012) 392 1324