



DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

- : **For Centre: Pretoria Head Office** 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: Limpopo, Polokwane** please forward your applications quoting the relevant reference number to: Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water Affairs, 49 Joubert Street, Corner Thabo Mbeki & Joubert Streets, AZMO PLACE Building (Registry Office 4rth floor). For attention: Mr. G Masia
- For Centre: Free State Bloemfontein** please forward your applications quoting the relevant reference number to: Private Bag 528 Bloemfontein.9300. or hand deliver at 2 floor,Bloem Plaza, cnr East burger and Charlotte Maxeke Str, Bloemfontein,9300. For attention: Ms L Ntja
- For Centre: Eastern Cape, Port Elizabeth, East London,** 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: Ms T Solwandle
- For Centre: Gauteng Region Pretoria Bothongo Plaza, Potchefstroom:** 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.
- For Centre: Mpumalanga Bronkhorstspuit, Lydenburg, Nelspruit, and Tzaneen:** 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: Western Cape, Bellville** please forward your applications quoting the relevant reference number to The Regional 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
- For Centre: North West, Bothongo Plaza, and Haartbeespoort** please forward your applications quoting the relevant reference number Private Bag x 5, Mmabatho 2735. Cnr Dr. James Moroka Drive and Sekame Road Mega City Shopping Centre Unit 99, Ground Floor. For attention: Ms K Mutloane
- For Centre Durban, KZN** Please forward your applications 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, Southern Life Building, 9th Floor, Durban. For attention: Ms S Mbongwa
- For Centre: Northern, Kimberly, Upington:** The Provincial Head, Department of Water and Sanitation, Postal is: Private Bag x6101. Kimberley 8301 or hand deliver at 28 Central Road, Beaconsfield, Kimberley. For attention: Mr J Mashele

CLOSING DATE

: **02 September 2016 Time: 16H00**

POST : **ADMINISTRATION OFFICER: WATER USE AUTHORISATION (18 POSTS)**
– (THREE YEARS CONTRACT) REF: 020916/06
Directorate: Water Use Licensing Administration

SALARY : R211 194 per annum (level 7) (+37% in lieu of benefits)

CENTRE : Pretoria (Bothongo Plaza) X 3, Haartebeespoort Dam X1, Bronkhorstspuit (1), Lydenburg X1, Bloemfontein X1, Potchefstroom X1, Polokwane X2, Kimberley X2, Bellville X2, East London X1, Port Elizabeth X1, Pretoria, Head Office X 2

REQUIREMENTS : An appropriate recognized three (3) year tertiary qualification in Public Administration, Humanities, or a related field. Computer literate and proficiency in programs such as MS 2007 Word, PowerPoint, Access, Outlook and Excel. Knowledge of the National Water Act (Act 36 of 1998). A valid Code 8 (EB) driver's licence. One (1) year working experience, including internship or experiential learning. Knowledge of Administration Procedures. Knowledge of Batho Pele Principles. Report writing skills. General knowledge of information systems. Data capturing skills. Office and Project Management skills. A valid driver's licence.

DUTIES : Coordinate the administrative functions and provide support related to the Water Use Authorisation process. Management of incoming and outgoing Water Use Authorisation applications. Manage the handling of queries and ensuring amicable resolution. Respond to internal and external queries or enquiries relating to Water Use Authorisations. Manage the updating of the Electronic Water Use Licence Application and Authorization System (e-WULAAS) and ensure accurate Reporting. Ensure that statistics of all Water Use Authorisation applications are accurate and updated. Support e-WULAAS user training process. Filing correspondences with clients. Support and provide reports to management.

ENQUIRIES : Mr. N Ndubane (012) 336 8851 / 073 300 9100