



# Positions currently available at Amatola Water Board

Amatola Water is a State-owned, water services enterprise established in terms of the Water Services Act. As a public utility, its prime function is to provide water services to municipalities, industry and other communities. Amatola Water's service area includes Buffalo City, the Amathole District and portions of adjoining districts in the central Eastern Cape.

*bringing water to life*

## Data Capturer

**Operation Division**

**Based at Nahoon Dam**

**12 Months Fixed Term Contract**

**Basic Salary: R14 237.89 per month**

### Minimum Qualifications:

- Grade 12/N2 qualification

### Minimum Experience:

- 2 years Data capturing experience, preferably technical

### KEY OUTPUTS

#### Reporting to the Maintenance Planner, the appointee will:

- Capture all data / information required and update systems to ensure information retrieval
- Capture technical information on service orders
- Generate service orders from call requests and scheduled maintenance allocating to respective workshops for action to ensure job requests are carried out
- Post all information to history upon completion for archiving and costing of jobs
- Carry out daily administration duties to maintain office order and facilitate access to information
- Attend to all filing of reports, deviation requests, service orders, maintenance schedules, technical information, etc.
- Type engineering technical details as requested for access of plant/ equipment specifications, etc.
- File all moving equipment (TLB, Trailers, etc check sheets)

### Other Requirements:

- Relevant ERP System (preferably BAAN)
- MS Office
- Attention to Detail

## Receptionist

**Corporate Services Division**

**Based at Head Office**

**12 Months Fixed Term Contract**

**Basic Salary: R14 237.89 per month**

### Minimum Qualifications:

- Grade 12

### Minimum Experience:

- 2 years previous experience as a receptionist/ switchboard operator

### Key Outputs:

#### Reporting to the Property & Facilities Specialist, the appointee will:

- Answer the switchboard promptly with a clear and friendly voice
- Screen calls and take messages
- Arrange refreshments for visitors and direct visitors to correct office where necessary
- Receive and open daily incoming post and distribute to correct department, i.e. Head Office and/or Nahoon Dam Regional Office
- Receive outgoing mail and post daily
- Send and distribute incoming faxes for staff
- Monitor effective running of fax machine, printers and photo-copier by keeping ample supply of paper, toner and cartridges in stock
- Liaise with couriers to courier parcels and collect courier deliveries
- Report faulty fax machines, printers and telephones to the relevant service provider

### Other Requirements:

- Good communication skills
- Computer skills
- Planning
- Organising
- Time management
- Customer Service Orientation
- Information Management
- Writing
- Speak English and Xhosa
- Attention to detail
- Self-discipline and motivation
- Ability to work under pressure

If you have not heard from us within 60 days after the closing date, you may regard your application as unsuccessful. These appointments will be finalized in accordance with Amatola Water's Employment Equity Plan.

Preference will be given to suitably qualified persons from designated groups, specifically women and people with disabilities. Amatola Water reserves the right not to make appointments. Lobbying of members of the Board and/or the Executive/ Management and Supervisors to treat any application, at any level, more favourably than any other for the same vacancy, will disqualify a candidate from selection. Applicants to submit a detailed CV, certified copies of academic certificates, certified ID copy and Valid unendorsed driver's license to the **Human Resources Manager, Amatola Water, Private Bag X3, Vincent, 5217** or fax **(043) 7073701** or e-mail **recruitment@amatolawater.co.za**.

**Closing date: 15 January 2020**