

DEPARTMENT OF WATER AND ENVIRONMENTAL AFFAIRS

The Department of Water and Environmental Affairs is an equal opportunity, Affirmative action employer. It is the intention of the Department to promote representivity in the Public Service through the filling of these positions and the candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference. An indication by candidates in this regard will expedite the processing of applications. If no suitable candidates from the underrepresented groups can be recruited, candidates from the represented groups will be considered.

CLOSING DATE : 26 June 2009, Applications received after the closing date will not be considered.
NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service department and should be accompanied by a comprehensive CV as well as certified copies of qualifications. Please forward your application, quoting the relevant reference number, to the address provided at each position. No faxed or emailed applications will be accepted. Communication will be limited to short-listed candidates only. If you do not hear from us within 6 weeks of the closing date, please accept that your application has been unsuccessful. Persons with disabilities are highly encouraged to apply.

MANAGEMENT ECHELON

POST 23/92 : **DIRECTOR: ASSET MANAGEMENT**
(Five-year performance-based contract)

SALARY : R615 633 per annum (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Bachelor's degree or diploma in Economics/Commerce/Business Economics/Purchasing/Logistics or equivalent qualification. Knowledge of Financial Management and Systems, Supply Chain Management Framework. Understanding of PFMA, GRAP/GAAP, PPPFA and Treasury Regulations. Knowledge of Government Supply Chain policies, BAS and LOGIS. Problem-solving and analytical skills. Conflict resolution, strong interpersonal and communication skills. Performance and result-oriented with honesty and integrity.

DUTIES : Key Performance Areas: Develop an asset strategy and co-ordinate the implementation of asset management strategy and plan, Develop and implement asset management policies, procedures and guidelines. Ensure that the asset register is updated regularly and complies with the provisions of Generally Recognised Accounting Principles (GRAP) and National Treasury norms and standards. Provide training on developed policies, procedures and guidelines. Manage relationships between the Directorate and the internal and external stakeholders, e.g. other functional areas, operational offices, regional offices, the Auditor-General and professional service providers respectively. Manage resource allocation to ensure effective staffing levels and utilisation according to organisational needs. Manage subordinates' key performance areas by setting, monitoring performance standards and taking action to correct deviations where necessary in order to achieve the Directorate's objectives. Perform other activities as required to achieve the goals of the Department.

ENQUIRIES : Ms ONV Fundakubi, tel. (012) 336-7219.
APPLICATIONS : The Director-General, Department of Water and Environmental Affairs, Private Bag X350, Pretoria 0001, or hand-deliver to Room 705, Continental Building, 152 Visagie Street (cnr Bosman and Visagie Streets).

FOR ATTENTION : Ms C Mazibuko.

POST 23/93 : **DIRECTOR: WATER SECTOR SUPPORT**
(Five-year performance-based contract)

SALARY : R615 633 per annum (all-inclusive salary package)
CENTRE : Mafikeng
REQUIREMENTS : Relevant tertiary qualification in any of these fields: Legal, Economics, Civil Engineering, Environmental and Social Sciences plus extensive experience in the water and Local Government sector. Knowledge of water-related and Local Government legislation and policies. Appropriate experience in the co-ordination

of water services programmes. Good management and financial skills. Ability to interact at a high level and excellent written and verbal communication skills. Computer literacy. Ability to work independently and willingness to travel and work irregular hours. Valid driver's licence.

DUTIES

: Key performance areas: Provide strategic support and guidance to the Directorate. Arrange team building and strategic sessions within the section. Ensure a culture of innovation and excellence. Ensure co-ordination of Water Services and Water Resource support to Local Government, including technical support. Ensure common approaches to Water Services Implementation by Local Government. Ensure and manage specific tasks, including Minister's Summits, Imbizos, Sanitation Programme, institutional support, planning and the Masibambane Programme. Ensure the promotion of the departmental sector support strategy and facilitate Provincial and District Sector Collaboration. Advise top management as well as relevant sector bodies on sector policies and strategies relevant to the sector. Communicate effectively with stakeholders in the sector about functions of the section. Participate as a key player in the Water Affairs strategic plan. Assist with co-operative governance mechanisms to ensure good working relationships with other sectors and Departments at national and provincial level. Ensure effective Water Services Institutions. Provide direction in the S78 process, checklist process and institutional support to municipalities. Ensure the promotion of gender, CSO and appropriate technologies. Ensure the provision of technical assistance in MIG. Ensure that targets are met together with relevant departments and municipalities. Ensure the management of Free Basic Services and effective monitoring thereof. Ensure information collection and verification at regional level and that reports are submitted on time. Promote capacity building support on sanitation programmes, planning, and operation and maintenance. Provide guidance regarding adherence to relevant legislation, eg PFMA, DORA, WSA, and NWA. Promote knowledge sharing and ensure linkages with WIN. Organise and facilitate workshops, including making presentations. Manage human resources within the Directorate, including the recruitment and selection of staff and the development of staff. Develop and manage the budget, including submission of cash flows on a monthly basis. Ensure the development and implementation of a budget strategy and budget responsibility for the section.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

: Mr C Lobakeng, tel. (018) 387-9500.
 : The Regional Head, Department of Water and Environmental Affairs, Private Bag X5, Mmabatho 2735.
 : Mr J Manqandela.

OTHER POSTS

POST 23/94

DEPUTY DIRECTOR: CMAS AND OVERSIGHT

SALARY

CENTRE

REQUIREMENTS

: R407 745 per annum (all-inclusive salary package)
 : Pretoria (Gauteng Regional Office)
 : Appropriate recognised three-year tertiary qualification in the Natural Sciences, Biological Sciences, Chemistry plus appropriate experience, preferably in Water Quality and Integrated Water Resource Management (IWRM), Geohydrology, Civil Engineering or other fields relevant to water resource planning and management. Experience in Water Resource Management and Institutional Establishment. Recommendations: Proven liaison and networking skills, especially as they relate to water resources users. Innovative thinking and problem-solving ability. Good understanding of the principles of integrated water resources management and their application at catchment management level. Knowledge of the National Water Act, 36 of 1998 and related policies, strategies and guidelines. Good communication skills (written and verbal). Computer literacy. Clear understanding of transformation in the Public Service. Good leadership and management skills. Willingness to travel. Valid driver's licence.

DUTIES

: Key performance areas: Direct, co-ordinate and manage the establishment, development and regulation of water management institutions and non-statutory bodies. Communicate generic and WMA-specific policies and guidelines on institutional arrangements between WMI and other institutions. Contribute to the development and implementation of water management strategies in designated

catchments. Forge and sustain effective liaison with Provincial and Local Government as well as with industry on issues relating to water resource management. Facilitate capacity building among staff and ensure stakeholder participation in water management issues.

ENQUIRIES : Mr M Keet, tel. (012) 392-1306.

APPLICATIONS : The Acting Regional Head: Gauteng, Department of Water and Environmental Affairs, Private Bag X995, Pretoria 0001 or hand-deliver to: Bothongo Plaza East, 285 Schoeman Street, Pretoria.

FOR ATTENTION : Ms K Mathole

POST 23/95 : **DEPUTY DIRECTOR: STRATEGIC SUPPORT AND MONITORING AND EVALUATION CO-ORDINATOR**

SALARY : R407 745 per annum (all-inclusive salary package)

CENTRE : Bloemfontein

REQUIREMENTS : An appropriate degree or equivalent qualification (Advanced Management or equivalent). Extensive, appropriate working experience in a managerial position. An understanding of technical standards and procedures. Knowledge of related acts and legislation. The ability to manage programmes and projects. The ability to think strategically and practically develop and apply policies, procedures and business/action plans. A self-motivated individual with good intra- and interpersonal communication skills at all stakeholder levels. The ability to negotiate, present and write reports effectively. Good knowledge of monitoring, evaluation and reporting. Computer skills, including MS Office suite and related computer packages.

DUTIES : Key performance areas: Ensure the co-ordination and analysis of strategic inputs and budget planning. Manage all incoming and outgoing strategic documents. Prepare strategic documents for the Regional Head. Oversee the planning and preparation of meetings. Act as a central point of contact. Ensure the development and maintenance of a business plan. Provide regular feedback to the Regional Head with recommendations regarding required interventions. Ensure the co-ordination of the performance monitoring system of the managers reporting to the Regional Head. Ensure the creation of coherence and synergy across all functional areas. Ensure that action plans are met and delivered accordingly, as required by the Regional Head. Ensure the compilation of the Regional Head Office's budget. Monitor expenditure within the Directorate and the Region as a whole. Analyse the submission of projections and monthly expenditure reports with relevant components. Analyse the entire Directorate's budget and expenditure reports to provide the Regional Head with relevant information. Monitor and report on the progress of flagship projects. Ensure the effective management of all flagship projects. Report and provide feedback on all relevant flagship projects. Ensure the monitoring and compliance of water and forestry programmes with the national regulatory framework. Ensure the planning of interventions for poor performance. Facilitate and co-ordinate regional quarterly workplan reporting. Liaise with key provincial sector players. Undertake site visits to ensure the Department's quality standards, norms and sustainability are upheld. Ensure the analysis of data for monthly/quarterly internal reporting. Ensure the synchronisation of water services and resources. Assist with and liaise for annual spot checks. Facilitate the development of regional action plans. Provide leadership to the Section. Conduct/facilitate strategic and business planning in the section.

ENQUIRIES : Mr T Ntuli, tel. (051) 405-9000.

APPLICATIONS : Chief Director, Department of Water and Environmental Affairs, Private Bag X528, Bloemfontein 9300.

FOR ATTENTION : Ms P Mogolo.

POST 23/96 : **DEPUTY DIRECTOR: INSTITUTIONAL DEVELOPMENT**
(Water Management Institutional Governance)

SALARY : R344 051 per annum (all-inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS : Recognised Bachelor's degree or equivalent qualification, coupled with relevant experience. Understanding of organisational development, co-operative

governance, institutional structures, corporative governance and risk management as well as integrated water resource management. Experience in the water sector, the ability to function in a multidisciplinary team, creative thinking and willingness to operate and adapt to changing circumstances. Ability to liaise with key stakeholders in the major water use sectors. Computer literacy. Project management and financial management experience. Good written and verbal communication. Valid Code 08 driver's licence.

DUTIES

: Key Performance Areas: Ensure the practical implementation of the water legislation as it relates to water management institutions, with particular reference to the establishment of water user associations, catchment management agencies and the development of catchment management strategies. Ensure the development in association with the regional offices and stakeholders of the necessary policy and strategies for water management institutions and ensure the implementation thereof. Draft guidelines and procedures. Provide support to and audit regional offices regarding the establishment of water management institutions. Assist with capacity building for regional offices and stakeholder groups. Work with stakeholder groups and the public in the fulfilment of these functions. Provide timeous response to Ministerial queries, Parliamentary questions as well as those from members of the public on catchment management-related issues. Manage the Subdirectorates resources, including human and budget. Plan, organise, control and provide good leadership to the Subdirectorates and stakeholder groups. Travel extensively to consult with the public and visit regional offices on a regular basis. Manage and oversee the formalisation and implementation of compliance systems and procedures. Review and audit business plans and reporting. Develop and implement coherent regulatory mechanisms for institutions in terms of viability, transformation and corporate governance. Ensure compliance with all applicable Government regulatory requirements. Provide financial and economic expert advice regarding the sustainability.

ENQUIRIES

: Ms E Bofilatos, tel. (012) 336-7562.

APPLICATIONS

: The Director-General, Department of Water and Environmental Affairs, Private Bag X350, Pretoria 0001, or hand-deliver to Room 705, Continental Building, 152 Visagie Street (cnr Bosman and Visagie Streets).

FOR ATTENTION

: Ms C Mazibuko.

POST 23/97

: **ASSISTANT DIRECTOR: WATER RESOURCE CLASSIFICATION (2 POSTS)**
(Surface Water Resource Classification System and Ground Water Resource Classification System)

SALARY

: R217 482 per annum

CENTRE

: Pretoria

REQUIREMENTS

: Appropriate Bachelor's degree/Honours in Natural Science or related integrated environmental management, plus relevant experience in the fields of: Resource and socio-economics, environmental, strategic planning (national and local level) and assessment. Good knowledge of the water-related and other relevant legislation and policies. Proven skills to integrate technical information into the classification process. Knowledge of and experience in the use of methodologies in resource economics analysis as well as related computer programmes. Proven interpersonal and project management skills and experience. Valid Code 08 driver's licence. Excellent written and verbal communication skills. Innovative, enthusiastic and creative. Computer literacy. Ability to manage stress and large work loads. Ability to negotiate, interpret and communicate with a wide range of internal and external stakeholders.

DUTIES

: Key performance areas: This position offers the opportunity to work in a challenging and stimulating environment and to make a significant contribution to the sustainable management of water resources in the country. The duties pertaining to this position include: Providing guidance and executing economic analysis and advising on Water Resource Classification Systems (NWRCS). Assisting in the co-ordination and implementation of the NWRCS. Assisting in developing and executing water resource economics analytical tools, methodologies and information system. Assisting in developing and executing the annual business plan of the Subdirectorates. Supervising the execution and overall quality of work and final reports of junior staff. Assisting in the

performance assessment of junior staff Assisting the development and implementation of a Water Resources Classification System (WRCS) in accordance with associated policies, strategies and guidelines. Public speaking and making presentations at various committees will be a main function of this unit.

ENQUIRIES : Mr AS Manamela, tel. (012) 336-8410.
APPLICATIONS : The Director-General, Department of Water and Environmental Affairs, Private Bag X350, Pretoria 0001, or hand-deliver to Room 705, Continental Building, 152 Visagie Street (cnr Bosman and Visagie Streets).
FOR ATTENTION : Ms C Mazibuko

POST 23/98 : **ASSISTANT DIRECTOR: RESIGNATIONS**

SALARY : R217 482 per annum
CENTRE : Pretoria
REQUIREMENTS : Three-year National Diploma in Accounting or degree and extensive working experience in finance. Knowledge of transversal systems applicable to the Public Service. Ability to implement systems and exercise control to ensure sound financial management. Proven financial, communication and interpersonal skills. Understanding of PFMA, relevant Government regulations and policies Ability to follow a proactive and creative problem-solving approach. Computer literacy. Ability to work under pressure.

DUTIES : Key performance areas: Ensure that exit benefits are paid on time and accurately. Ensure that inter-departmental claims are recovered. Ensure that accumulations are done correctly and on time. Ensure that suspense accounts are cleared monthly according to BAS practice and reconciled. Ensure that transactions on Persal suspense files are done daily. Ensure that exceptions are resolved in time. Assist as Persal Controller for resetting passwords and allocation of functions. Ensure that files are filed accordingly for tracking purposes. Ensure that EMP201 returns are submitted to SARS on a monthly basis and EMP501 reconciliation is submitted in time according to the Income Tax Act. Ensure that reconciliation of Persal and BAS is done monthly. Prepare management and Auditor-General reports. Ensure that performance assessments of staff are performed. Attend to queries.

ENQUIRIES : Mr S Maimela, tel. (012) 336-7712.
APPLICATIONS : The Director-General, Department of Water and Environmental Affairs, Private Bag X350, Pretoria 0001, or hand-deliver to Room 705, Continental Building, 152 Visagie Street (cnr Bosman and Visagie Streets).
FOR ATTENTION : Ms C Mazibuko.

POST 23/99 : **ASSISTANT DIRECTOR: SALARIES AND DEDUCTIONS**

SALARY : R217 482 per annum
CENTRE : Pretoria
REQUIREMENTS : Three-year National Diploma in Accounting or degree and extensive working experience in finance. Knowledge of transversal systems applicable to the Public Service. Ability to implement systems and exercise control to ensure sound financial management. Proven financial, communication and interpersonal skills. Understanding of PFMA, relevant Government regulations and policies. Ability to follow a proactive and creative problem-solving approach. Computer literacy. Ability to work under pressure.

DUTIES : Key performance areas: Ensure payrolls are distributed in time. Ensure accumulation of IRP5s are done on time and authorise payments and journals on BAS. Follow up on uncertified payroll certificates. Ensure that filing of all salary runs (month-ends and supplementary) are done accordingly and receive payroll certificates. Ensure IRP5s are printed and distributed on time. Ensure that movement of officials to correct pay points on Persal is correctly done. Ensure that EMP201 returns are submitted to SARS on a monthly basis and EMP501 reconciliation is submitted in time according to the Income Tax Act. Ensure that reconciliation of Persal and BAS is done monthly. Ensure that transactions on Persal suspense files are done daily. Ensure that suspense accounts are cleared monthly according to BAS practice and reconciled. Ensure that Persal and BAS exceptions are resolved in time before closure. Prepare management and

Auditor-General reports. Ensure that performance assessments of staff are performed. Attend to queries.

ENQUIRIES : Mr S Maimela, tel. (012) 336-7712.

APPLICATIONS : The Director General, Department of Water and Environmental Affairs, Private Bag X350, Pretoria 0001, or hand-deliver to Room 705, Continental Building, 152 Visagie Street (cnr Bosman and Visagie Streets).

FOR ATTENTION : Ms C Mazibuko.

POST 23/100 : **PRINCIPAL WATER POLLUTION CONTROL OFFICER**

SALARY : R 217 482 per annum

CENTRE : East London

REQUIREMENTS : Appropriate three-year tertiary qualification in one of the following: Biology, Chemistry, Hydrology, plus relevant experience. Analytical thinking, research and computer skills. Driver's licence. Ability to work independently in an effective and efficient manner. Willingness to work long hours, work under pressure and perform extensive long distance travelling. Recommendations: Experience in Environmental Water Quality Management Programme and application of indices used. Knowledge of the Resource-directed Measures and the Environmental Impact Assessment processes will be an advantage.

DUTIES : Key performance areas: Perform routine bio-monitoring and sampling. Capture data and manage rivers database. Write technical reports. Provide Water Use Application input (Sec 21 i & c). Liaise with municipalities or relevant stakeholders on water quality issues affecting the ecosystems. Perform mentoring and skills transfer. Supervise junior staff members. Assist in training and development of personnel to implement policies.

ENQUIRIES : Ms T Guzana, tel. (043) 701-0352.

APPLICATIONS : The Chief Director: Eastern Cape, Department of Water and Environmental Affairs, Private Bag X7485, King William's Town 5600.

FOR ATTENTION : Ms B Slabbert.

POST 23/101 : **PRINCIPAL DEVELOPMENT EXPERT**
(Directorate: Water Services Policy and Strategy)

SALARY : R174 243 per annum

CENTRE : Pretoria

REQUIREMENTS : Appropriate three-year qualification in Social/Civil Engineering/Law or diploma/degree in Natural Sciences. Conceptual thinking skills and ability to adapt to a dynamic environment. Extensive knowledge of water-related legislation and policies. Project management skills. Extensive knowledge of water-related legislation, policies and practices nationally and internationally. Computer literacy. Familiarity with Public Service and DWAF regulations and procedures. Excellent verbal and written communication skills. Ability to work independently or in a team. Ability to interact with Local Government and stakeholders, manage conflict through a transparent and participatory approach. Ability to solve complex project-related problems. Ability to draft, interpret and apply legislation, policy and strategy. Driver's licence, be willing to travel extensively and work irregular hours. Proficiency in English and at least one other language. Experience in the water sector, municipal services or water-related institutional arrangements will be a major benefit.

DUTIES : Key performance areas: We require a self-motivated, independent thinker who will; Interact and co-ordinate with sector partners and stakeholder processes to develop policies, strategies and guidelines. Manage required public consultation and participation processes. Support the Department's regional offices with related policy guidance. Organise and facilitate workshops with stakeholders, including presentations. Respond to Ministerial enquiries and perform ad hoc tasks. Provide administrative and technical support on projects.

ENQUIRIES : Ms S Harigobin, tel. (012) 336-6561.

APPLICATIONS : The Director-General, Department of Water and Environmental Affairs, Private Bag X350, Pretoria 0001, or hand-deliver to Room 705, Continental Building, 152 Visagie Street (cnr Bosman and Visagie Streets).

FOR ATTENTION : Ms C Mazibuko.

POST 23/102 : **SENIOR HYDROLOGIST: SURFACE WATER RESERVE REQUIREMENTS**
 (Chief Directorate: Resource Directed Measures)

SALARY : R145 920 per annum
CENTRE : Pretoria
REQUIREMENTS : Minimum of a three-year degree or equivalent in Environmental Management, Aquatic Sciences, Geomorphology, Hydrology or Environmental Engineering plus relevant experience. Knowledge of the water-related and relevant environmental management legislation and policies. Sound knowledge of all the aspects and processes of Integrated Water Resources Management. Water quality knowledge related to reserve requirements, a Water Quality qualification and experience within DWAF will be to the applicant's advantage. Proof of good interpersonal skills and the ability to function and manage productively in a multidisciplinary group of scientists and managers. Valid Code 08 driver's licence. Excellent written, verbal communication and presentation skills. Computer literacy. Good practical experience in software packages, such as MS PowerPoint, Word, Excel and Outlook. Practical experience in accessing the intranet will be advantageous. Innovative, enthusiastic and creative. Ability to use own initiative related to the Job description. Computer literacy. Ability to manage stress and large workloads.

DUTIES : Key performance areas: This position offers the opportunity to work in a challenging and stimulating environment and make a significant contribution to the sustainable management of water resources in the country. He/she will: Assist with the implementation and consistent application of groundwater reserve requirements to meet ecological, social and economic objectives and to audit the state of South Africa's groundwater resources against these objectives. Determine and update ad hoc groundwater reserve requests in support of water use licenses application. Assist administration staff to ensure that determined groundwater database is developed and updated Assist in determination of a high confidence groundwater reserve (catchments wide studies) Provide specialist input into and evaluate technical reports and other documents submitted in accordance with legislation, policy procedures and guidelines relevant to groundwater reserve requirements. Act as mentor for junior staff and interns. Accompany and provide technical support to PSP during fieldwork for groundwater reserve determination studies as part of capacity building. Travel and perform field work from time to time.

ENQUIRIES : Ms BC Weston, tel. (012) 336-8221.
APPLICATIONS : The Director-General, Department of Water and Environmental Affairs, Private Bag X350, Pretoria 0001, or hand-deliver to Room 705, Continental Building, 152 Visagie Street (cnr Bosman and Visagie Streets).

FOR ATTENTION : Ms C Mazibuko.

POST 23/103 : **SENIOR HYDROLOGIST/ENVIRONMENTALIST (2 POSTS)**

SALARY : R145 920 per annum
CENTRE : uMthatha
REQUIREMENTS : Appropriate three-year tertiary qualification in one of the following: Biology, Chemistry, Hydrology, Botany/Zoology plus relevant experience. Analytical thinking, research and computer skills. Driver's licence. Ability to work independently in an effective and efficient manner. Willingness to work long hours and do extensive long distance travelling. Recommendations: Experience in the River Health Programme and application of indices used. Knowledge of the Resource-directed Measures will be an advantage.

DUTIES : Key performance areas: Perform routine bio-monitoring and sampling. Capture data and manage rivers database. Write technical reports. Provide Water Use Application inputs (Sec 21 i & c). Supervise junior staff members. Assist with reserve determinations and conduct awareness campaigns.

ENQUIRIES : Ms T Guzana, tel. (043) 701-0352.
APPLICATIONS : The Chief Director: Eastern Cape, Department of Water and Environmental Affairs, Private Bag X7485, King William's Town 5600.

FOR ATTENTION : Ms B Slabbert.

POST 23/104 : **CHIEF AQUATIC TECHNICIAN**

SALARY : R145 920 per annum
CENTRE : Port Elizabeth
REQUIREMENTS : Appropriate three-year tertiary qualification in one of the following: Biology, Chemistry, Hydrology, Botany/Zoology plus appropriate relevant experience in bio-monitoring. Analytical thinking, research and computer skills. Driver's licence. Ability to work independently in an effective and efficient manner. Willingness to work long hours and do extensive long distance travelling. Deeper understanding of reserve determinations will be an advantage. Recommendation: Experience in the River Health Programme and application of indices used.

DUTIES : Key performance areas: Perform routine bio-monitoring and sampling. Capture data and manage rivers database. Write technical reports. Provide Water Use Application inputs (Sec 21 i & c). Supervise junior staff members.

ENQUIRIES : Ms T Guzana, tel. (043) 701-0352.
APPLICATIONS : The Chief Director: Eastern Cape, Department of Water and Environmental Affairs, Private Bag X7485, King William's Town 5600.

FOR ATTENTION : Ms B Slabbert

POST 23/105 : **COMMUNITY DEVELOPMENT OFFICER (2 POSTS)**

SALARY : R145 920 per annum
CENTRE : Pretoria (Gauteng Regional Office)
REQUIREMENTS : Qualification in Social Sciences or equivalent qualification plus relevant experience. Appropriate experience in the Water Sector. Computer literacy. Code 08 driver's licence. Knowledge of the Water Services Act and the Strategic Framework for Water Services. Good people, interpersonal relations/conflict management and negotiation skills. Willingness to travel considerably.

DUTIES : Key performance areas: Ensure provision of sustainable basic water supply and sanitation for improved quality of life and poverty alleviation. Ensure effective and sustainable delivery of water services to underpin economic and social development. Ensure effective Water Services Institution. Ensure effective local level operations and management of DWAF water services schemes. Co-ordinate special tasks (project consolidate, IZIMBIZO, Ministers Summit). Reporting: Monthly reports and updates for social challenges within the MIG projects and expenditures, number of people served, job created, update FBW and FBS reports, progress report on social issues per project, skills audit report, cross-cutting (CSO, gender, environment, appropriate technology and HIV) issues report.

ENQUIRIES : Mr T Mnguni, tel. (012) 392-1511.
APPLICATIONS : The Acting Regional Head: Gauteng, Department of Water and Environmental Affairs, Private Bag X995, Pretoria 0001 or hand-deliver to: Bothongo Plaza East, 285 Schoeman Street, Pretoria, 0001

FOR ATTENTION : Ms K Mathole.

POST 23/106 : **HYDROLOGIST/ENVIRONMENTALIST**

SALARY : R 117 501 per annum
CENTRE : Port Elizabeth
REQUIREMENTS : An appropriate three year tertiary qualification in one of the following: Biology, Chemistry, Hydrology, Botany/Zoology plus relevant experience. Skills in respect of analytical thinking, computer skills. A driver's licence. Willingness to work long hours and do extensive long distance travelling. Recommendations: Experience in the River Health Programme and application of indices used. Knowledge of the Resource Directed Measures will be an advantage.

DUTIES : Key Performance Areas: Routine biomonitoring and sampling. Data capturing and rivers database Management. Writing of technical reports. Assist in Water Use Application inputs (Sec 21 i & c). Assist with reserve determinations and awareness campaigns.

ENQUIRIES : Ms T Guzana Tel (043) 701 0352
APPLICATIONS : The Chief Director: Eastern Cape, Department of Water & Environmental Affairs, Private Bag X7485, King William's Town. 5600

FOR ATTENTION : Ms B Slabbert

POST 23/107 : **SENIOR SECRETARY GRADE III (3 POSTS)**

SALARY : R117 501 per annum
CENTRE : Pretoria (Gauteng Regional Office)
(Directorate: Resource Protection and Waste)
(Directorate: Policy and Strategy co-ordination)

REQUIREMENTS : Senior certificate / Secretarial Diploma or equivalent qualifications with extensive experience in office administration and co-ordination. Good written and verbal communication skills. Good interpersonal skills, telephone conduct, understanding of protocol, planning, organisation and analytical abilities, problem solving and innovative thinking. Ability to work independently, under pressure and adhere to strict time frames. Proven working experience in MS Word, Excel, PowerPoint, Outlook and the Internet.

DUTIES : Key Performance Area: Performing secretarial services and responsible for the overall administration of the Director's office. Diary management, Co-ordination of and preparation of directors meetings and recording proceedings when needed. Typing of documents as well as presentations and attend to other appointments of the director. Management of all incoming and outgoing correspondence. Provide reception services including call screening, receiving as well as attending to messages. Develop and maintain an effective filing system in the office of the Director. Making travelling and accommodation arrangements as well as processing of all subsistence & travel claims for the Director.

ENQUIRIES : Mr. T Mnguni Tel: (012) 392 1511
Mr N Musekene/ Ms P Sosibo Tel (012) 336 7277/8365
Ms P Makutu/ Ms M Gwala Tel (012) 336-8482/ (012) 336-8768

APPLICATIONS : For Regional Office applications: The Acting Regional Head: Gauteng, Department of Water & Environmental Affairs, Private Bag X995, Pretoria, 0001. Physical address: Bothongo Plaza East, 285 Schoeman Street, Pretoria, For attention: Ms. K. Mathole
For Head Office applications: The Director-General, Department of Water and Environmental Affairs, Private Bag X350, Pretoria 0001, or hand-deliver to Room 705, Continental Building, 152 Visagie Street (cnr Bosman and Visagie Streets).

POST 23/108 : **SENIOR PROVISIONING ADMINISTRATION CLERK: ORDERING**

SALARY : R 94 326 per annum
CENTRE : Pretoria (Gauteng Regional Office)

REQUIREMENTS : A Grade 12 with appropriate experience. Good knowledge of Supply Chain Management Policies and processes. Experience in ordering of goods and services. Knowledge of PFMA and Treasury Regulations. Knowledge of SAP system. Computer literacy. Must be able to work under pressure essential. Ability to communicate effectively with clients. Good communication skills. Problem solving and negotiation skills. Planning and organizing skills. Ability to work in a team and independently. Accurate and trustworthy.

DUTIES : Key Performance Areas: Ensure that correct procedures are followed before placing an order according to the PAS Manual and SCM prescripts. Source quotations from suppliers. Completing of relevant SAP forms. Control and manage the roster system. Rotate the suppliers on database. Update database. Perform as a member of ECC. Maintenance of period contracts. Ensure that supplier is on Database before using a supplier. Filing on daily basis. Follow up on outstanding orders or quotations. Arrange delivery dates with suppliers. Promote speedy delivery. Handle queries from chief users and suppliers. Ensure that correct allocations are used. Manage and submit the Vendor Entity forms to Head office. Help in stores. Quarterly reviews.

ENQUIRIES : Ms E Binang Tel (012) 392 1335
APPLICATIONS : The Acting Regional Head: Gauteng, Department of Water & Environmental Affairs, Private Bag X995, Pretoria, 0001. Physical address: Bothongo Plaza East, 285 Schoeman Street, Pretoria

FOR ATTENTION : Ms K. Mathole

POST 23/109 : **SENIOR PROVISIONING ADMINISTRATION CLERK: ORDERING**

SALARY : R 94 326 per annum
CENTRE : Pretoria (Gauteng Regional Office)
REQUIREMENTS : A Grade 12 with appropriate experience. Good knowledge of Supply Chain Management Policies and processes. Experience in ordering of goods and services. Knowledge of PFMA and Treasury Regulations. Knowledge of LOGIS/BAS systems. Computer literacy. Must be able to work under pressure essential. Ability to communicate effectively with clients. Good communication skills. Problem solving and negotiation skills. Planning and organizing skills. Ability to work in a team and independently. Accurate and trustworthy.

DUTIES : Key Performance Areas: Ensure that correct procedures are followed before placing an order according to the PAS Manual and SCM prescripts. Source quotations from suppliers. Completing of VA1 forms. Control and manage the roster system. Rotate the suppliers on database. Update database. Perform as a member of ECC. Maintenance of period contracts. Ensure that supplier is on Database before using a supplier. Filing on daily basis. Follow up on outstanding orders or quotations. Arrange delivery dates with suppliers. Promote speedy delivery. Handle queries from chief users and suppliers. Ensure that correct allocations are used. Manage and submit the Entity forms to Head office. Help in stores. Quarterly reviews.

ENQUIRIES : Ms E Binang Tel (012) 392 1335
APPLICATIONS : The Acting Regional Head: Gauteng, Department of Water & Environmental Affairs, Private Bag X995, Pretoria, 0001. Physical address: Bothongo Plaza East, 285 Schoeman Street, Pretoria

FOR ATTENTION : Ms K. Mathole

POST 23/110 : **SENIOR ADMINISTRATIVE CLERK GRADE III**

SALARY : R94 326 per annum
CENTRE : Pretoria
REQUIREMENTS : A grade 12 with appropriate experience in office administration. Knowledge of Supply chain management will serve as an added advantage. Perform multi-tasks. Computer literate (including MS Word, Power Point and Excel). Communication efficiency (verbal and written) in English. Ability to work independently and under pressure. Good planning, organizing and execution skills.

DUTIES : Key Performance Areas: Provide administrative support to staff within the unit. Handle S&T claims and travel arrangements for the Directorate. Register payment advices in payment book. Manage the procurement of PSP and all other payments. Obtain quotations from suppliers. Manage telephone accounts. Liaise with service providers. Maintain a good filing system. Perform any other tasks that may be assigned from time to time. Acquire and maintain stock for the Directorate, including requisitions for stationery and other equipment

ENQUIRIES : Ms P Makutu/ Ms M Gwala Tel (012) 336-8482/ (012) 336-8768
APPLICATIONS : The Director-General, Department of Water and Environmental Affairs, Private Bag X350, Pretoria 0001, or hand-deliver to Room 705, Continental Building, 152 Visagie Street (cnr Bosman and Visagie Streets).

FOR ATTENTION : Ms C Mazibuko

POST 23/111 : **SENIOR ADMINISTRATION CLERK GRADE III (2 POSTS)**

SALARY : R 94 326 per annum
CENTRE : Pretoria (Gauteng Regional Office)
REQUIREMENTS : A Grade 12 with appropriate experience in Human Resources Management. Recommendations: Knowledge of the PERSAL system, database and spreadsheet applications. Good communication skills (written and verbal). Ability to work under pressure.

DUTIES : Key Performance Areas: The successful candidate will be responsible for rendering professional advice to line function on the effective and efficient interpretation and implementation of the departmental HRM Policies, systems, regulations, guidelines, resolutions and other prescripts. Capturing of data on

PERSAL. Recruitment and selection. Drafting of submissions. Handling of all HRM administration functions.

ENQUIRIES : Ms K Mathole Tel (012) 392 1324

APPLICATIONS : The Acting Regional Head: Gauteng, Department of Water & Environmental Affairs, Private Bag X995, Pretoria, 0001. Physical address: Bothongo Plaza East, 285 Schoeman Street, Pretoria

FOR ATTENTION : Ms B Mekwa

FORESTRY

MANAGEMENT ECHELON

POST 23/112 : **DIRECTOR: FORESTRY PROVINCIAL MANAGEMENT SUPPORT**
(Five-year performance-based contract)

SALARY : R615 633 per annum (all-inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS : Forestry degree, coupled with appropriate extensive management experience in a Forestry environment. Sound understanding of Commercial as well as Conservation Forestry operational issues. Computer literacy. Good writing and communication skills. Valid driver's licence.

DUTIES : Key performance areas: The incumbent will be responsible for: Technical and managerial support to provincial offices. General performance audits and risk management. Implementing the National Forests Act, the National Veld and Forest Fires Act and other relevant Government legislation. Sound management of provinces.

ENQUIRIES : Mr C Mtoba, tel. (012) 336-7602.

APPLICATIONS : The Director-General, Department of Water and Environmental Affairs, Private Bag X350, Pretoria 0001, or hand-deliver to Room 705, Continental Building, 152 Visagie Street (cnr Bosman and Visagie Streets).

FOR ATTENTION : Ms C Mazibuko.

POST 23/113 : **DIRECTOR: FORESTRY POLICY AND STRATEGY**
(Five-year performance-based contract)

SALARY : R615 633 per annum (all-inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS : Appropriate recognised postgraduate degree in Natural Science or Economics or an appropriate qualification in a similar field as well as appropriate, relevant work experience in the development of policy and strategy, including relevant experience within the management environment. Sound knowledge of the forests sector, White Paper on Sustainable Forest Management and understanding of the current forestry legislation, particularly the National Forests Act, 1998 (Act No 84 of 1998) and the Public Finance Management Act, 1999. Programme and project management skills. Policy/strategy development and analysis and analytical and problem-solving skills. Exposure to international forums/debates relating to forestry matters and the principles of Sustainable Forest Management will be an added advantage. Excellent verbal and written communication skills. Good interpersonal relation, negotiation, managerial and leadership skills.

DUTIES : Key performance areas: Provide leadership to the Directorate: Forest Policy and Strategy. Conduct strategic and business planning, including compilation of budget, management of budget and expenditure control for the Directorate. Promote transformation in the Directorate and ensure human resources management and development. Ensure effective development of policies and strategies for pertinent issues in the forestry sector and provide sector foresight. Manage and oversee stakeholder liaison, capacity building in the sector and sector-specific research initiatives. Oversee the participation of the Branch in international forums. Develop overall policies and strategies for sustainable forest management, Ensure development and implementation of capacity development policy and promote a positive image of the forest sector to national and international stakeholders. Oversee the development of the Forest Research strategy and co-ordinate research activities within the forest sector. Ensure that national and international reporting obligations are met. Manage and oversee

linkages with key Government departments and programmes relevant to the forestry sector. Engage with the forestry industry regarding the sector enablement and empowerment. Ensure harmonisation of policies governing the forest sector. Monitor and evaluate the impact of forestry policy interventions on the livelihoods of affected communities and develop measures to address interventions that are not in the national interest. Ensure implementation of the SADC protocol and other related regional and international engagements.

- ENQUIRIES** : Ms S Chipeta, tel. (012) 336-7490.
- APPLICATIONS** : The Director-General, Department of Water and Environmental Affairs, Private Bag X350, Pretoria 0001, or hand-deliver to Room 705, Continental Building, 152 Visagie Street (cnr Bosman and Visagie Streets).
- FOR ATTENTION** : Ms C Mazibuko.
- POST 23/114** : **PERSONAL ASSISTANT TO CHIEF DIRECTOR: FORESTRY REGIONS**
- SALARY** : R174 243 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree or equivalent qualification and/or appropriate work experience. Knowledge and understanding of the Department. Knowledge of departmental administrative processes and activities. Ability to work quickly, under pressure and to deadlines. Ability to work independently and make informed decisions. Accuracy. Good interpersonal skills. Good communication skills (written and verbal). Reliability. Good organisational skills. Team spirit. Capability to handle a wide variety of tasks. Computer literacy. Willingness to work long hours.
- DUTIES** : Key performance areas: Liaise with various stakeholders. Compile and maintain the budget of the Chief Director's office. Arrange meetings for the Chief Director and prepare and review documentation. Keep records of all incoming and outgoing correspondence of the Chief Director's office. Ensure the accurate typing of documentation. Organise incoming documentation in order of priority for the Chief Director's attention. Distribute outgoing documentation to Management. Receive telephone calls and channel them to the correct individuals or respond to queries. Inform staff of instructions issued by the Chief Director.
- ENQUIRIES** : Mr C Mtoba, tel. (012) 336-7602.
- APPLICATIONS** : The Director-General, Department of Water and Environmental Affairs, Private Bag X350, Pretoria 0001, or hand-deliver to Room 705, Continental Building, 152 Visagie Street (cnr Bosman and Visagie Streets).
- FOR ATTENTION** : Ms C Mazibuko.