

**DEPARTMENT OF WATER AND SANITATION**

- APPLICATIONS** : Please forward your applications quoting the relevant reference number for Centre: Pretoria: 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 : Western Cape Regional Office 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 021 941 6018  
For Centre Mmabatho: Please forward your applications quoting the relevant reference number to The Provincial Head, Department of Water and Sanitation, 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/Dundee 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, 9<sup>th</sup> Floor, Durban. For attention: The Manager (Human Resources)
- CLOSING DATE** : 03 June 2016 AT16H00
- 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 disadvantage groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are highly encouraged to apply for the posts.

**MANAGEMENT ECHELON**

- POST 20/56** : **CHIEF ENGINEER: ELECTRONIC DESIGN REF NO: 030616/01**  
(Branch: National Water Resource Infrastructure)
- SALARY** : R871 548- R 1 653 243 per annum (All inclusive package, offer based on proven years of experience)
- CENTRE** : Pretoria
- REQUIREMENTS** : An Engineering degree (B Eng/BSc (Eng) in Electrical/Electronic or relevant qualification. Six (6) years post qualification experience required as a registered professional Engineer. Compulsory registration with ECSA as a professional Engineer (proof of registration must be attached) Drivers license. Computer literacy (MS Word, MS Excel, MS Power Point, MS Outlook). Good verbal and written communication skills to be able to communicate at all sectors of the Department and other Institutions. Understanding of Public Service Regulations including PFMA. Must be able to work independently, self motivate, responsible and reliable.
- DUTIES** : Manage the Sub-Directorate: Electronic Design and report to the Director: Mechanical & Electrical Engineering. Design and specification of telemetry,

control and telecommunication systems including SCADA, UHF, VHF, fibre optic and microwave radio networks. Oversee installation of water services related electronic infrastructure. Manage multifaceted projects within the Sub-Directorate: Electronic Design in support and development of Water Service's Infrastructure. Be involved in contract management and administration. Inspect and/or test equipment, systems and installations including the preparation of reports of the findings. Compile, review and comment on contract documentation proposals including Tender evaluation and adjudication. Communicate and negotiate with contractors, consultants and clients of the Directorate. Formulate policies and guidelines relative to the Sub-Directorate's functions. Provide assistance to manage financial allocations to projects and programs. Give guidance and advice to candidate/trainee engineers and technicians within the Sub-Directorate.

**ENQUIRIES** : Mr A Thobejane, Tel, (012) 336-7869.

**POST 20/57** : **CHIEF ENGINEER (CIVIL) GRADE A REF NO: 030616/02**

**SALARY** : R871 548- R 1 653 243 per annum (All inclusive package, offer based on proven years of experience)

**CENTRE** : North West Regional Office: Mmabatho

**REQUIREMENTS** : An Engineering Degree (B Eng/BSC Eng) Six (6) years post qualification experience required as a registered Professional Engineer. Compulsory registration with ECSA as a Professional Engineer (proof of registration must be attached) . A valid driver's license.

**DUTIES** : Coordination of Water Services Planning in the North-West province Provision of Engineering, Project Management and Business Process re-engineering services for the Municipal Infrastructure Grant programme (MIG) which entails site visit, technical report evaluations, recommendations and monitoring of projects. Support on the planning and implementation of Accelerated Community Infrastructure Programme (ACIP) Support on the planning and implementation of Regional Bulk Infrastructure Programme (RBIG) Coordination of Free Basic Services (FBS) Support on the Comprehensive Infrastructure Plan (CIP) and Water Conservation and Water Demand Management

**ENQUIRIES** : Mr L Bogopa Tel, (018) 387 9500

**POST 20/58** : **DIRECTOR: FINANCIAL REPORTING REF NO: 030616/03**  
(Branch: Finance WTE)

**SALARY** : R864 177 per annum (All inclusive package), Level 13

**CENTRE** : Pretoria

**REQUIREMENTS** : A B-Degree or NQF level 7 qualification in Financial Management. CA (SA) would be an added advantage. Six (6) – Ten (10) years experience in Financial Management experience of which five (5) years experience should be at Middle/Senior Managerial level. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Extensive knowledge in the Public Service Act and Regulations. Sound knowledge of risk management, corporate governance and internal controls. Understanding of PFMA, applicable auditing standards, Treasury Regulations, Promotion of Access to information Act, relevant policies and Strategy development. Excellent Strategic Capability, leadership, programme, project management skills. Knowledge in financial management, change management.

**DUTIES** : Develop and implement business strategic guideline for the component. Provide development of guidelines on the preparation of statements in accordance with GAPP. Ensure consolidation of budget expenditure for WTE. Assist with the management of Human Resource and Financial Management.

**ENQUIRIES** : Ms R Nkomo Tel, (012) 336 8760

**POST 20/59** : **DIRETOR: PAYROLL MANAGEMENT REF NO: 030616/04**  
(Branch: Finance WTE)

**SALARY** : R864 177 per annum (All inclusive package), Level 13

**CENTRE** : Pretoria

**REQUIREMENTS** : A B-Degree or NQF level 7 qualification in Financial Management. Six (6) – Ten (10) years experience in Financial Management experience of which five (5) years experience should be at Middle/Senior Managerial level. Knowledge of business and management principles. Knowledge of strategic planning, resource

allocation and human resources. Extensive knowledge in the Public Service Act and Regulations. Sound knowledge of risk management, corporate governance and internal controls. Understanding of PFMA, applicable auditing standards, Treasury Regulations, Promotion of Access to information Act, Policy and Strategy development. Excellent strategic capabilities, leadership, programme and project management skills. Knowledge in financial management, change management.

**DUTIES** : Develop business strategic guideline and policies on the payroll management. Ensure management of the payroll for the WTE. Manage and update the payment system for WTE. Assist with the management of Human Resource and Financial Management.

**ENQUIRIES** : Ms R Nkomo Tel, (012) 336 8760

**POST 20/60** : **REGIONAL PROJECT MANAGER: WATER SERVICES REGIONAL BULK INFRASTRUCTURE REF NO: 030616/05**

**SALARY** : R864 177 per annum (All inclusive package), Level 13

**CENTRE** : North West Regional Office: Mmabatho

**REQUIREMENTS** : A degree in Science/ Engineering/ Scientist (NQF 7). A Minimum of five (5) years experience at middle/senior managerial level. Knowledge of relevant legislation within the water sector, Policy and strategy development, Conceptual and analytical thinking, Project and programme leadership management, Decision making and problem solving, A dynamic and innovative person with an advanced level of strategy facilitation, negotiation, presentation and public speaking skills as well as the capacity to influence or interact with key stakeholders within the water sector, Understanding of the business and budget planning framework of the South African Government, including the understanding of relevant public service prescripts.

**DUTIES** : Identify and confirm the short, medium and long term interventions to ensure successful implementation of the water services regional infrastructure programme, Confirm available funding and requirements in compliance with DORA, Develop motivations for human and financial resources from the relevant public and private stakeholders, Support Water Services Authorities to develop project plans and ensure that implementation takes place within the defined scopes and timeframes, Oversight of Regional Co-coordinating Teams (water resources, institutional, financial, planning, implementation, legal, etc.) i.e. regional co-ordination Facilitate and co-ordinate the functions of all Departmental and Non-Departmental Officials involved in the water services regional bulk infrastructure programme, Participate and give input into the integration process between the various programmes, Ensure the alignment of the water services regional bulk infrastructure programme with other growth and development initiatives, Ensure that all business and social transformation imperatives are integrated into the water services regional bulk infrastructure programme, Provide leadership and management of water services regional bulk infrastructure programme.

**ENQUIRIES** : Dr TP Ntuli Tel, (018) 387 9500

**POST 20/61** : **DIRECTOR: SOCIAL REGULATION REF NO: 030616/06**  
(This post is a re-advertisement, people who previously apply must re-apply)

**SALARY** : R864 177 per annum (All inclusive package), Level 13

**CENTRE** : Pretoria

**REQUIREMENTS** : A B-Degree in Economic or Social Science or relevant qualification (NQF level 7). Six (6) to ten (10) years experience in environment of Economic or Social Science or relevant of which five (5) years experience should be at Middle/Senior Managerial level. Extensive knowledge of relevant legislation, policies and practices Nationally and International. Knowledge of financial management an understanding of PFMA. Through knowledge of programme, project management, local government sector, public service act and public service regulations. Key Competencies: The successful candidate must possess strong strategic capability and leadership, programme and project management. Must have financial management and change management skills. Service delivery innovation (SDI). Exceptional problem solving and analysis skills. People management and empowerment. Excellent client orientation and customer focus. Excellent communication skills. Ensure accountability and ethical conduct.

**DUTIES** : Manage all disputes / queries and technical investigations. Monitor service quality standards. Consumer and community relations. Provision of business planning and general management for the directorate.

**ENQUIRIES** : Ms B Naidoo 012 336 6581

**OTHER POSTS**

**POST 20/62** : **SCIENTIFIC MANAGER GRADE A-B: RESOURCE PROTECTION REF NO: 030616/07**

**SALARY** : R750 984-R 1 403,484 per annum (All inclusive OSD salary package, offer based on proven years of experience)

**CENTRE** : Western Cape Regional Office: Bellville

**REQUIREMENTS** : MSc. Degree in Natural or Environmental Sciences or relevant qualification. Six (6) years post qualification natural scientist experience. Compulsory registration with SACNASP as a Professional Natural Scientist (proof of registration must be attached). Programme and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of resource protection management is essential. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Policy development and analysis. Scientific presentation. Mentoring. Strategic capability and leadership. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Networking. Planning, organising and execution. Conflict management. People management. Change management. Problem solving and analysis. Valid driver's license (certified copy must be attached).

**DUTIES** : Ensure the development and implementation of policies, systems and procedures. Review and recommend / approve scientific projects. Facilitate the setting of scientific standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor scientific efficiencies according to organisational goals and facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Align project to organisational strategies. Provide support and advice to the industry and stakeholders. Develop and maintain relationships and collaborations. Review scientific documents. Design scientific methodology for the analysis of scientific data. Ratify the evaluation, monitoring and dissemination of data. Design and develop appropriate scientific models to generate information and knowledge. Formulate and evaluate proposals and compile reports. Develop and customize scientific models. Manage scientific research to improve expertise. Publish and present research findings. Lead, co-ordinate and conduct basic and applied research or knowledge application. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related programmes and project. Asset management. Manage the development, motivation and utilization of human resources for the discipline to ensure component knowledge base for the continued success of scientific services according to organisational needs and requirements. Manage staff key performance areas by setting and monitoring performance standard and taking actions to correct deviations to achieve departmental objectives. Allocate, control and monitor report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Manage and implement knowledge sharing initiative e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objective. Facilitate and liaise with structures / stakeholders on scientific matters.

**ENQUIRIES** : Ms D Hene Tel, (021) 941 6266

**POST 20/63** : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: 030616/08**  
(Branch: Planning Information)

**SALARY** : R726 276 per annum (All inclusive package), Level 12

**CENTRE** : Pretoria

<b><u>REQUIREMENTS</u></b>	:	A National Diploma or Degree in Social Sciences/ Earth Sciences/BSc/Project Management or equivalent qualification. Three(3) to five (5) years experience in Integrate Water Resource Management and strategic management field relating to performance management .Knowledge of business management principles, Knowledge of strategic planning, Monitoring and Evaluation Principles and Systems, Financial Management, Report writing, Project Management, Risk Management, resource allocation and human resources. Knowledge of Public Service Act and Regulation; and Public Finance Act. Problem solving and analysis. Good communication skills. People management and empowerment.
<b><u>DUTIES</u></b>	:	Coordination and consolidation of Branch: P&I input into the Strategic plan Annual Performance plan, Expected National Expenditure (ENE) & business planning processes of the Department. Monitoring, Evaluation and reporting on progress of all key programmes and projects in the branch. Collect, collate and analyse information for purposes of timeous and accurate reporting and conduct routine quality assurance checks on data. Conduct the verification of Portfolio of Evidences (PoEs) and use the evaluation findings for programme improvement. Effective financial, Human Resources related matters and contract management for the branch. Coordination and analyses of the entire branch budget and expenditure reports. Ensure the creation of coherence, synergy and effective reporting across all Chief Directorate's projects, key programmes and functional areas. The incumbent will also be expected to perform administrative duties.
<b><u>ENQUIRIES</u></b>	:	Ms.T Napakade, Tel: (012) 336 7498
<b><u>POST 20/64</u></b>	:	<b><u>DEPUTY DIRECTOR: TECHNICAL SUPPORT REF NO: 030616/09</u></b> (Branch: Planning Information)
<b><u>SALARY</u></b>	:	R726 276 per annum (All inclusive package), Level 12
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Degree or Diploma in Social Science/Earth Sciences/BSc or equivalent qualification. A minimum of six (6) – ten (10) years' experience in technical environment. Knowledge of policy development and implementation. Knowledge of administration processes. Knowledge of HR information. Disciplinary knowledge in HR information. Understanding of government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and project management. Knowledge of relationship management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Communication. Accountability and ethical conduct. Knowledge of analytical procedures.
<b><u>DUTIES</u></b>	:	Prepare Technical Cab Memos, Briefing notes and responses to Parliamentary Questions (National Assembly, National Council of Provinces and other committees of parliament) for DDG. Coordinate Branch responses to Technical referrals for Minister, Deputy Minister and DG from All Water Sector Stakeholders. Prepare, summarize and provide inputs to technical materials such as reports and presentations for DDG. Develop Systems to coordinate the flow of Submissions, Referrals, Cab Memos and Parliamentary Questions between office of the DDG and other role players. Develop and apply process knowledge to (area of support) by use of sound judgment and appropriate scientific methods. Give comments on technical related submissions in accordance with existing policies of the Department and Water Sector. Coordinate outcomes reporting for the Branch. Support DDG in preparation of technical meetings, workshops, and conferences.
<b><u>ENQUIRIES</u></b>	:	Ms. T Napakade, Tel: (012) 336 7498
<b><u>POST 20/65</u></b>	:	<b><u>DEPUTY DIRECTOR: CAPACITY BUILDING REF NO: 030616/11</u></b>
<b><u>SALARY</u></b>	:	R726 276 per annum (All inclusive salary package), Level 12
<b><u>CENTRE</u></b>	:	North West Regional Office: Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Degree or National Diploma in Human Sciences. Five (5) years experience in related functions. Strategic and operational plan management Policy implementation. Monitoring and evaluation principles Knowledge of research procedures and techniques. Disciplinary knowledge in Political science and Policy. Disciplinary knowledge in Public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Understanding of Government legislation. A valid driver's license.

- DUTIES** : The facilitation of the development and implementation of policies on water services delivery Programmes. The implementation of water delivery services programmes. The development, co-ordination and align WS training and capacity building to WSAs and other WSIs. The fostering of relationships with civil society and private sector. The creation of democratic water governance that is transparent, inclusive, coherent and equitable.
- ENQUIRIES** : Mr L Bogopa Tel, (018) 387 9500
- POST 20/66** : **DEPUTY DIRECTOR: WATER ALLOCATION REFORM REF NO: 030616/12**
- SALARY** : R726 276 per annum (All inclusive package), Level 12  
**CENTRE** : Western Cape Regional Office: Bellville  
**REQUIREMENTS** : Degree or National Diploma in Natural Science. Three (3) to five (5) years relevant experience In Integrated Water Resource Management and stakeholder management. Proven ability to interpret and implement policy and strategy. Excellent experience in project and programme management. Proven ability to solve problems. Demonstrated decision making ability. Ability to communicate with a range of stakeholders. Proven experience in strategic and business planning. Proven ability to forage partnerships between governments, non-government stakeholders. Excellent verbal and written communication skills. Excellent administrative and organizational skills. General management experience. Knowledge of the National Water Act of 1998. Valid driver's license (certified copy must be attached) and willingness to travel.
- DUTIES** : Coordinate the implementation of the National Water Act (1998) as it relates to water management and institutions, with particular reference to the establishment of water use associations, catchment management agencies and the development of catchment management strategies. Coordinate the review and evaluation of water use license applications in terms of legal, technical water resource management inputs. Ensure water use authorization processes are correctly implemented. Coordinate Regional projects and programmes that aim to redress past imbalances in water sector. Ensure capacity building within water allocation reform processes. Use transformational leadership to integrate marginalized and previously excluded stakeholders using water. Provide relevant leadership to the section.
- ENQUIRIES** : Ms D Hene Tel,(021) 941 6266
- POST 20/67** : **DEPUTY DIRECTOR: COMMUNICATION SERVICES REF NO: 030616/13**  
(This post is a re-advertisement, people who previously apply must re-apply)
- SALARY** : R726 276 per annum (All inclusive package) level 12  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Degree in Communication, Journalism or similar. At least 5 years experience in a newsroom environment. Appropriate experience in the public sector (government or parastatal). Disciplinary knowledge in communication and media studies. Knowledge of media principles, techniques and tools. Experience of the writing process, copy writing and proof reading. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of media operations. Programme and Project Management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes.
- DUTIES** : Develop and implement communication plans and policies. Develop news and media products. Manage media production, issue publications, organise press conferences and media coverage to the department. Develop or improve media concepts and operational methods. Manage and mentor regional communicators. Organise and implement publicity projects and events.
- ENQUIRIES** : Ms J Julies Nale Tel, (012) 336 7908
- POST 20/68** : **DEPUTY DIRECTOR: REGIONAL INFORMATION SYSTEM SUPPORT REF NO: 030616 /10**
- SALARY** : R612 822 per annum (All inclusive salary package) Level 11  
**CENTRE** : North West Regional Office: Mmabatho  
**REQUIREMENTS** : A Degree or National Diploma IT Six (6) – ten (10) years experience in IT related functions. Knowledge and understanding on Human Resource Management

Legislation, policies, practices and procedures Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Knowledge of Commercial Laws. Departmental policies and procedures. Governmental financial systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment§ Problem solving and Analysis People and Diversity Management. A valid driver's license.

**DUTIES** : Provide Information Services planning for the Department. Provide information Security for the Department. Provide support to the User community regarding IS matters. Co-ordination of IS projects for the User Community Procurement- Customer Relations Management. Management of functions performed by Outsource Contractors. IS Risk Management. Manage the regional IS component.

**ENQUIRIES** : Mr W Francis Tel, (018) 387 9595

**POST 20/69** : **CONTROL ENVIRONMENTAL OFFICER GRADE A-B REF NO: 030616/14**

**SALARY** : R409 989- 996 525 per annum (all inclusive OSD salary package, offer based on proven years of experience)

**CENTRE** : North West Regional Office: Hartbeespoort Dam

**REQUIREMENTS** : A 4 year Degree or equivalent qualification in Natural or Environmental Sciences. Six (6) years post-qualification experience. A valid driver's license (certified copy must be attached). Extensive experience in the water management and environmental field, industries, urban development, agriculture, waste management and mining. Understanding of the Department's role and function with respect to Water Quality and Water Resource Protection. Knowledge of the National Water Act, 1998 (Act 36 of 1998) and related policies, strategies and guidelines. Understanding of the principles of Integrated Water Resource Management. Working knowledge of the Water Services Act, the National Environmental Management Act, the Environmental Conservation Act, the Minerals and Petroleum Resources Act and the Conservation of Agricultural Resources Act. Experience in minimizing impacts from industries, agriculture, urban development and mining. Innovative thinking, negotiation, conflict management, problem solving and networking skills. Proven managerial skills. Good written and verbal communication skills. Knowledge of Human Resources and Financial Management policies. Computer proficiency. Good written and verbal communication skills. Clear understanding of transformation and service delivery in the Public Service. Computer literacy. A valid driver's license.

**DUTIES** : The successful candidate will be responsible for the implementation and enforcement of the National Water Act (36 of 1998) and relevant policies, strategies and regulations. Responsible for integrated water resources management, processing of water use authorization and registration applications, Compliance monitoring, reporting and enforcement, procurement and financial management and implementation of policies and procedures pertaining to water quality. Promote water conservation and efficient water use through the authorization process. Provide specialist input on applications made in terms of environmental, mining and agricultural legislation. Facilitate and co-ordinate the training, capacity building and career development of staff. Supervise and mentor Water Pollution Control Officers and other subordinates. Assist in the establishment and regulation of water management institutions

**ENQUIRIES** : Mr MLJ Botha Tel, (012) 392 1308

**POST 20/70** : **CONTROL ENVIRONMENTAL OFFICER GRADE A- B: RESOURCE PROTECTION REF NO: 030616/15**

**SALARY** : R409 989- 996 525 per annum (all inclusive OSD salary package, offer based on proven years of experience)

**CENTRE** : Western Cape Regional Office: Bellville

**REQUIREMENTS** : A 4 year Degree or equivalent qualification in Natural or Environmental Sciences Six (6) years post-qualification experience. A valid driver's license (certified copy must be attached). Knowledge of the National Water Act and all water-related and relevant Environmental Management legislation and policies. Sound knowledge of all aspects and processes related to Resource Directed Measures and Integrated Water Resource Management. Knowledge and experience on River

Health Monitoring and indices. Knowledge and understanding of the tools developed for Reserve determination. Proven ability and experience to write and interpret technical and scientific reports and documents and assist with the management of projects. Proven management and negotiation skills. Ability to work productively in an environment consisting of multi-disciplinary internal and external DWS staff and stakeholders. Computer literacy. Good written and verbal communication, presentation and report writing skills. Able to provide technical and scientific support to other DWS functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups.

**DUTIES** : Implementation of the National Water Act 36 of 1998 with the focus on Resource Directed Measures (RDM). The implementation of the Reserve in the WMA. Implementation and co-ordination of the Adopt-a-River Initiative (ARI). River Health Monitoring in the Western Cape, Conduct low confidence reserves, including running hydrological and other relevant models where necessary. Organize field trips and assist with the preparation of the required supportive technical information as well as the writing of technical and other reports. Liaise with the National office on Adopt-a-River initiatives, reserve determination and implementation, River Health Programme and other programmes. Liaise with internal and external stakeholders regarding RDM initiatives, especially ARI. Integrate reserve determinations with other DWS functions within the Regional Office such as license applications and provide general technical and scientific support. Develop ToRs and manage PSPs. Participate in capacity building programmes and mentorship programmes for junior staff. Prepare monthly reports and quarterly reports. Manage and ensure effective financial planning for water resource management

**ENQUIRIES** : Ms D Hene Tel,(021) 941 6266

**POST 20/71** : **CONTROL ENVIRONMENTAL OFFICER GRADE A-B: WATER QUALITY RELATED WATER USE REF NO: 030616/16**

**SALARY** : R409 989- 996 525 per annum (all inclusive OSD salary package, offer based on proven years of experience)

**CENTRE** : Western Cape Regional Office: Berg Olifants-Doorn

**REQUIREMENTS** : A 4 year Degree or equivalent qualification in Natural or Environmental Sciences Six (6) years post-qualification experience. A valid driver's license (certified copy must be attached). Knowledge of the National Water Act, and water-related and relevant Environmental Management legislation and policies. Sound knowledge of Integrated Water Resource Management. Good ability and experience to write and interpret technical and scientific reports and documents and assist with the management of projects. Good management and negotiation skills. Ability to work productively in an environment consisting of multi-disciplinary internal and external DWS staff and stakeholders. Computer literacy. Good written and verbal communication, presentation and report writing skills. Able to provide technical and scientific support to other DWS functions. Ability to capacitate and act as mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups. It will be expected from the incumbent to travel frequently.

**DUTIES** : Implementation of the National Water Act 36 of 1998 with the focus on Water quality management. The management of water quality related water use authorizations in the Berg Olifants-Doorn WMA. Implementation of the waste discharge charge system in the Berg Olifants-Doorn WMA. Implementation of water quality monitoring programs in the Berg Olifants-Doorn WMA's. Manage land use applications related to integrated environmental management. Assist with the preparation of the required technical information as well as the writing of technical and other reports. Represent the Department on various inter-governmental forums and structures. Liaise with the National office on various water quality related issues. Liaise with internal and external stakeholders regarding the management of water quality issues. Participate in capacity building programmes and mentorship programmes for staff. Prepare monthly reports and quarterly

**ENQUIRIES** : Mr MJ Murovhi Tel, (021) 941 6237

**POST 20/72** : **ASSISTANT DIRECTOR: DRINKING WATER QUALITY AND WASTE MANAGEMENT REF NO: 030616/17**

**SALARY** : R389 145 per annum, Level 10  
**CENTRE** : Western Cape Regional Office: Bellville  
**REQUIREMENTS** : Degree or National Diploma in Natural Sciences. Three (3) to five (5) years experience in Integrated Water Resource Management. Valid driver's license (attach certified copy). Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Project Management. Problem solving and analysis skills.

**DUTIES** : Monitor compliance with Blue Drop requirements. Monitor compliance with Green Drop requirements. Coordinate the implementation of enforcement protocol in terms of water and wastewater regulations. Conduct joint compliance operations. Develop and share a vision and mission of the section. Develop and implement a performance improvement suggestion scheme. Advise top management and the legislature, as well as relevant sector bodies, on policies and strategies relevant to the section. Develop Regional Business Plan. Develop a Performance Agreement for sub-directorates. Implement PMDS for team members. Ensure that drinking water quality and waste management audits are done. Provide technical information and support to supply drinking water quality and waste management. Coordinate the information on water quality and waste management. Ensure that water quality objectives are maintained. Plan the execution of resource water quantities for short and medium term. Implement policies on drinking water quality and waste management action plan. Align policies with the strategic objectives of the component. Monitor progress on the implementation of projects related to drinking water quality and waste management action plan. Manage relationship with stakeholders. Ensure that developed policies are aligned to the needs of stakeholders. Ensure that meetings are arranged with relevant stakeholders. Conduct monthly meetings reports. Manage diversity in team (s). Manage and encourage people. Optimize the team(s) outputs. Effectively manage relationships in order to achieve directorate's goals. Ensure that infrastructure is in good conditions for supplying drinking water quality and waste management.

**ENQUIRIES** : Ms D Hene Tel, (021) 941 6266

**POST 20/73** : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS AND SECTOR COLLABORATION REF NO: 030616/19**

**SALARY** : R389 145 per annum, Level 10  
**CENTRE** : Western Cape Regional Office: Bellville  
**REQUIREMENTS** : Degree or National Diploma in Social Sciences. Three (3) to five (5) years relevant experience in Intergovernmental Relations. Proven track record in the Water Sector. Good knowledge of the Water Sector. Excellent networking and communication skills. Strong critical analytical skills. Practical knowledge of intergovernmental relations. Leader and human resource management skills. Computer literacy. Good understanding of intergovernmental relations and co-operative governance. Valid driver's license is essential (certified copy must be attached) and willingness to travel. Good communication skills (both written and verbal). Flexibility and strong organizational skills, initiative and innovative skills. Knowledge of Departmental processes. Knowledge of the Acts of the Department. Willingness to travel and work irregular hours. Proven managerial track record.

**DUTIES** : Facilitating the identification of projects and project list, drafting of Business Plans and Action Plans. Facilitate establishment of Water and Sanitation Forums within the 27 Dysfunctional District Municipalities and Hotspot areas. Facilitate the Establishment of Partnerships that will deliver benefit to communities. Facilitate Stakeholder Engagements at community level. Develop and manage the database of all partner stakeholders Facilitate lesson sharing within the Water and Sanitation sector. Facilitate and coordinate mobilisation for Ministerial events. Facilitate quarterly meetings with other sector Departments in collaboration with DLG. Facilitate Working Group and Forum meetings and ensure buy-in from municipalities' sector partners as well as Civil Society. Support, Facilitate integrated planning of water and sanitation services to enhance sector

collaboration. Submission of monthly cash flows and all the required reports (monthly and quarterly). Manage human resources  
Ms A Gaju Tel, (021) 941 6199

**ENQUIRIES**

:

**POST 20/74**

:

**ASSISTANT DIRECTOR: COMPLIANCE AND ENFORCEMENT REF NO: 030616/20**

**SALARY**

:

R389 145 per annum, Level 10

**CENTRE**

:

Western Cape Regional Office: Bellville

**REQUIREMENTS**

:

Water related Degree/National Diploma with three (3) to five (5) years relevant experience in compliance issues. Knowledge of water use, monitoring and enforcement. Experience in managing law enforcement. Experience in operational planning, execution and monitoring. Experience in database management and administration. Knowledge of water use license applications. Knowledge of the implementation of the National Water Act, 1998 (Act 36 of 1998). Knowledge of the implementation of water resources regulation. Knowledge of strategic planning, resource, resource allocation and human resources. Knowledge of the Public Service Act, 1994 (Act 103 of 1994) and Regulations. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA). Knowledge of Project Management. Problem solving and analysis. Understanding of programme and project management. Financial management. Change management. Knowledge management. Service Delivery Innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication (verbal and written) skills. Accountability and ethical conduct. Excellent administrative and organizational skills. General management experience. A valid driver's license (certified copy must be attached) and the willingness to travel.

**DUTIES**

:

Facilitate and conduct inspections to all water users. Participate and provide advice in the implementation of reviews of water use license applications. Identify unlawful water use and pollution related activities for compliance monitoring purpose. Issue pre-directives and directives for unlawful water uses and / or pollution activities identified. Conduct compliance audits against issued authorizations and compile audit reports. Institute criminal proceedings and give evidence in a court of law. Investigate environmental crime and report to relevant institutions. Plan and manage joint operations with other Law Enforcement organizations. Provide input for the development of Regional business plan. Contribute to the development of the implementation plan for the sub directorate. Implement PMDS. Implement policies. Manage relationships with stakeholders. Plan and develop meeting schedules with stakeholders. Implement the strategic objectives of the component. Monitor progress on the implementation of projects related to Compliance and Enforcement. Develop practices and procedures for investigation. Develop systems to secure information. Institute risk management. Inform other enforcement agencies on relevant matters. Supervise staff. Assist and provide advice in the planning of developmental interventions for supervised staff.

**ENQUIRIES**

:

Ms D Hene Tel, (021) 941 6266

**POST 20/75**

:

**ASSISTANT DIRECTOR: BBBEE AND EMPOWERMENT REF NO: 030616/21**  
(Chief Directorate: Transformation, Policy Coordination)

**SALARY**

:

R389 145 per annum, Level 10

**CENTRE**

:

Pretoria

**REQUIREMENTS**

:

National Diploma/B-Degree in Social Science. Three (3) – Five (5) years experience in transformation programmes. Knowledge in strategic and operational plan management. Sound knowledge in policy implementation. Excellent knowledge in monitoring and evaluation principles. Good communication and facilitation skills. Excellent problem solving and report writing skills. Must be a team builder with good negotiation skills. Understanding and knowledge of project management and strategic planning skills. Knowledge of management practices.

**DUTIES**

:

Implementation of youth and vulnerable group mainstreaming through DWS programmes and project in line with government objectives. Liaise with National Youth Commission on behalf of DWS in order to enhance programmes that will benefit people on BBBEE programmes. To implement policies on the youth on enhancing BBBEE programmes. Do monitoring and evaluation on the

implementation of BBBEE programmes. To promote awareness programmes of transformation on the water sector.

**ENQUIRIES** : Mr. C. Mabena Tel, (012 )336 7520

**POST 20/76** : **ASD: FINANCIAL MANAGEMENT (INSPECTION) REF NO: 030616/24**

**SALARY** : R389 145 per annum Level 10

**CENTRE** : Pretoria

**REQUIREMENTS** : Degree in Financial Administration. Three (3) – five (5) years experience in Financial Administration. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulation and guidelines. Public service Anti-corruption strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administration and clerical procedures and systems. Departmental policies and procedures. Principles and practice of financial Accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Communication. Accountability and ethical conduct

**DUTIES** : Verify and approve payment transactions. Maintain masters file information. Manages liabilities and commitments within budget constraints. Consolidate General Ledger reconciliations. Prepare the Quarterly and annual Financial statements.

**ENQUIRIES** : Ms R Nkomo Tel, (012) 336 8760

**POST 20/77** : **ASSISTANT DIRECTOR: COMPLIANCE AND OVERSIGHT REF NO: 030616/25**

**SALARY** : R389 145 per annum, Level 10

**CENTRE** : Durban Regional Office

**REQUIREMENTS** : A recognized 3 year tertiary qualification or an equivalent qualification in Internal Auditing/Commerce, coupled with 3 years relevant internal auditing and finance experience. Computer literacy in all programmes. Extensive knowledge in BAS, SAP, LOGIS, PERSAL. Knowledge of the Treasury Regulations and the Public Finance Management Act (PFMA), GRAP/GAAP. Problem solving, analysis, report writing, and strategic thinking skills. Persuasiveness, flexibility, personal and motivation. Valid Driver's License.

**DUTIES** : Assess the control environment, risk management and governance processes of the department. Plan the audit projects. Develop adequate audit programmes. Document all findings on the standard audit working papers. Compile audit reports. Perform follow – up reviews to ensure that agreed action plans have been implemented. Ensure compliance with prescripts and legislation relevant to finance, procurement. Verify correctness of document prior to effecting payment. Identify risk and suggest corrective measures. Conduct internal audits in compliance with the Standard for Professional Practice of Internal Auditing. Monitor expenditure against budget allocation. Maintain updated signature specimens of authorised signatories. Build relationships with external auditors and other assurance providers. Special investigations. Inspection and audit co-ordination.

**ENQUIRIES** : Mr D Nyathi Tel, (031) 336 2700

**POST 20/78** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 030616/26**

**SALARY** : R389 145 per annum, Level 10

**CUENTRE** : Durban Regional Office

**REQUIREMENTS** : An appropriate recognized three-year degree or National Diploma in Finance with three to five years relevant experience off which at least two must be supervision level. Knowledge of Treasury Regulations, financial regulations, Public Finance Management Act, compilation of budgets and budget control. Good managerial skills, Good written and verbal communication skills, Knowledge and practical experience in SAP, PERSAL. The budgeting process in Government is strongly recommended. A valid code 08 driver's license, Computer literacy, Knowledge of Accrual Accounting.

**DUTIES** : Key Performance Areas: Manage and control functions of the Management and Financial Accounting, Compile and control the MTEF. ENE, adjustment budgets

for the region, Render professional advice and guidance to regional line functionaries on the interpretation and implementation of the financial procedures and policies, Understand internal financial inspection and Audits regarding financial budgetary systems, Manage monthly expenditure and cash flow statement of the different programmes, Manage the allocations of the budget vote, Facilitate annual and interim audits including responding to audit queries and implementing corrective measures, Prepare regular financial and management reports, Ensure correct and timeous payment to suppliers, Manage accounts payable including payroll management, Manage and develop subordinates.

**ENQUIRIES** : Mr M Ndlovu Tel, (031) 336 2700

**POST 20/79** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 030616/28**

**SALARY** : R389 145 per annum, Level 10  
**CENTRE** : Western Cape Regional Office: Bellville  
**REQUIREMENTS** : Degree or National Diploma in Supply Chain Management/ Public Management/ Finance. Three (3) to five (5) years' experience in Supply Chain Acquisition and Demand Management. Knowledge of policy development and implementation. Knowledge of organizational and government structures. Understanding of Government legislation. Knowledge of Supply Chain Management Regulations, practice notes, circulars and policy frameworks. Knowledge of Broad Based Black Economic Empowerment Act 53 of 2003. Knowledge of contract management. Knowledge of strategic sourcing. Public sector supply chain management models and processes. Delegation authority. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and diversity management. Client orientation and customer focus. Communication. Accountability and ethical conduct. Knowledge of analytical procedures.

**DUTIES** : Manage Demand and Acquisition Management Units. Ensure full compliance to all acquisition and Demand Management Prescripts, Policies and Delegations of Authority. Coordinate inputs in the Demand Plan. Conduct Market and commodity research. Maintenance of Supplier and PSP Database. Ensure that procurement is in line with the approved demand plan. Ensure effective functioning of all Bid Committees. Assist with drafting of Specifications. Develop and implement internal control measures for procurement. Ensure that quotations and bids are managed effectively and efficiently according to National Treasury Prescripts and Departmental SCM Policy. Communicate SCM policies and procedures to all officials in the Regional Office. Ensure that documents submitted to Logistics for order creation are fully compliant with Acquisition Management prescripts. Provide regular feedback to database management on the performance of suppliers. Manage all contracts awarded by the Regional Office. Monthly reporting of procurement, irregular, fruitless, as well as unauthorized expenditures incurred by the Regional Office. Monthly reporting on procurement against Demand Plan. Management and supervision of team members.

**ENQUIRIES** : Mr. G Leak Tel, (021) 941 6007

**POST 20/80** : **CONTROL ENGINEERING TECHNICIAN: MECHANICAL DESIGN REF NO: 030616/18**  
 (Branch: National Water Resource Infrastructure)

**SALARY** : R369 408 – R 911 355 per annum (All inclusive package, offer based on proven years of experience)

**CENTRE** : Pretoria  
**REQUIREMENTS** : A National Diploma in Engineering (Mechanical) or relevant qualification. Six (6) years post-qualification technical experience Compulsory registration with ECSA as an Engineering Technician (Proof of registration must be attached). Valid driver's license. Computer literacy essential (MS Word, MS Excel, MS Outlook, MS Power Point). Good verbal and written communication skills (including good technical report writing skills) to be able to communicate at all sectors of the Department and other Institutions.

**DUTIES** : Assist with design and specification of mechanical systems, structures and installation of water services related mechanical infrastructure. Manage multifaceted projects within the Sub-Directorate: Mechanical Design in support and development of Water Service's Infrastructure. Provide support in contract

management and administration. Inspect and/or test equipment, infrastructure, systems and installations including the preparation of reports of the findings. Compile, review and comment on contract documentation proposals and Tenders. Communicate and negotiate with contractors, consultants and clients of the Directorate. Provide assistance to manage financial allocations to projects and programs. Give guidance and advice to candidate/trainee engineering technicians and learner interns within the Sub-Directorate.

- ENQUIRIES** : Mr. T Rapolai, Tel. (012) 336-8265.
- POST 20/81** : **CONTROL ENGINEERING TECHNICIAN: CIVIL GRADE A-B REF NO: 030616/30**
- SALARY** : R369 408- 911 355 per annum (all inclusive OSD salary package, offer based on proven years of experience)
- CENTRE** : Western Cape Regional Office: Bellville
- REQUIREMENTS** : A National Diploma in Civil Engineering or relevant qualification. Six (6) years post qualification technical (Engineering) experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. A valid driver's license (certified copy must be attached). Good communication skills (both written and verbal). Ability to negotiate and monitor municipalities to facilitate delivery of water and sanitation services. Initiative and innovative skills. Understanding of Public Service transformation and Knowledge of the National Water Act, Water Services Act, and National Environmental Management Act. Understanding of the transformation and imperatives of the national government. Project management skills. Technical design and analysis knowledge. Knowledge of research and development. Computer aided engineering applications. Technical Report Writing. Problem solving and analysis. Decision making. Team work. Customer focus and responsiveness. People management. Planning and organising. It will be expected from the incumbent to travel frequently.
- DUTIES** : To manage Hydrology Division and 2 Satellite offices; Assist Engineers and associates in field, workshops and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise, control technical and related personnel. Integrated Water Resource Management in (functional/support/regulation) Water Sector Support; Planning and implementation of Water Resources Management related activities; Facilitation of the establishment, development, regulation and support operations of Water Management Institutions; Ensuring stakeholder development & participation & build Inter Government Relations; To assist with Drought / Flood management; Manage administrative functions, operational issues, financial management, revenue management, risk management and general administration, personnel development and management.
- ENQUIRIES** : Ms T Mthombeni Tel, (021) 941 6089
- POST 20/82** : **ENVIRONMENTAL OFFICER SPECIALIZED PRODUCTION REF NO: 030616/31**
- SALARY** : R332 853 per annum (All inclusive salary OSD package, Offer based on proven years of experience )
- CENTRE** : North West Regional Office Hartbeespoort Dam
- REQUIREMENTS** : A relevant Honours Degree in Environmental or related field . Four (4) years relevant experience in the field of water quality management and integrated water resource management will be an added advantage. A sound knowledge of the National Water Act and related policies, strategies and guidelines is required as well as knowledge of other relevant legislation. Knowledge of industrial, agricultural and mining processes and wastewater treatment processes. Computer literacy. Good communication skills (both written and verbal); Report writing skills. A valid driver's license.
- DUTIES** : The successful candidate will be required to perform: Responsible for the implementation and enforcement of the National Water Act (36 of 1998) and relevant policies, strategies and regulations. Responsible for integrated water resources management, processing of water use authorization and registration applications, compliance monitoring, reporting. Provide specialist input on

applications made in terms of environmental, mining and agricultural legislation. Processing of Water use license applications in the Crocodile / Marico Water Management Area; Support and manage catchments management forums; Liaising with stakeholders in the water sector and other government departments; conducting regular compliance monitoring at industries, mines and local authorities etc.; manage water quality monitoring and the investigation of pollution incidents. Supervise and mentor Environmental officers and other subordinates  
Mr MLJ Botha Tel, (012) 392 1308

**ENQUIRIES**

**POST 20/83**

**ENVIRONMENTAL OFFICER (SPECIALIZED PRODUCTION): WATER QUALITY RELATED WATER USE 2 POSTS REF NO: 030616/32**

**SALARY**

**CENTRE**

**REQUIREMENTS**

R332 853 per annum  
Western Cape Regional Office: Berg Olifants Doorn  
A relevant Honours Degree in Environmental or related field. A sound knowledge of the National Water Act and related policies, strategies and guidelines is required as well as knowledge of other relevant Environmental legislation. Knowledge of industrial, agricultural, land use applications and wastewater treatment processes. Computer literacy. A driver's license (certified copy must be attached). Willingness to travel extensively and work irregular hours. Proven management and negotiation skills. Good communication skills (both written and verbal); Report writing skills. Excellent organizational skills.

**DUTIES**

The successful candidate will be responsible for the implementation of the National Water Act (36 of 1998) and relevant policies, strategies and regulations. Responsible for integrated water resource management with emphasis on processing of water use authorizations and waste discharge registration applications, water quality monitoring and related reporting. Provide specialist input on land use applications. Support various stakeholder forums; Liaising with various stakeholders in the water sector and other government departments; conducting site inspection at various water users. Manage water quality monitoring and the investigation of pollution incidents. Mentor Environmental Officers and other team members.

**ENQUIRIES**

Mr. MJ Murovhi / Mr. D Daniels Tel. (021) 941 6237 / (021) 941 6189

**POST 20/84**

**OFFICE MANAGER REF NO: 030616/22**  
(Branch: Planning and Information)

**SALARY**

**CENTRE**

**REQUIREMENTS**

R311 784 per annum, Level 09  
Pretoria  
National diploma or Degree or Certificate in Secretariat Services. Three (3) to five (5) years experience in secretarial duties and general administration. Knowledge of administrative procedures. Knowledge in secretarial duties. Computer literacy. Sound organizational skills. Good people skills. High level of reliability .Basic written communication skills. Ability to act with tact and discretion. Knowledge of dispute resolution process. Understanding of Social and Economic development issues Basic Financial management and knowledge of PFMA. Knowledge in management. Problem solving and analysis. People and Diversity Management. Client orientation and customer focus. Communication. Accountability and Ethical Conduct.

**DUTIES**

Scrutinise all incoming correspondence: an abbreviated note highlighting certain detail from correspondence is drafted; Preliminary advice / recommendation regarding the manager's actions is appended to the abbreviated note, e.g. arranges meetings, approve recommendations. Preparation of presentations: Do research; Develop presentation; present to manager for final approval. Arrange / Organise workshops and meetings: Planning-Determine delegates; Facilitation; Secretarial services; location; subsistence and travel arrangements and claims; Compiling of Agenda programme; financial-arrangements. Represent Manager at certain meetings, workshops: Deliver presentations on behalf of the Manager (power point, over head slides, etc). Take notes and give detailed report to Manager following the meeting. Manages queries, (Meetings and document queries): Monitoring of deadlines to ensure responses are prompt; coordinating and monitoring of projects. Management of budget: Compile a Chief Directorate budget in line with MTEF, PFMA and CD future projects; authorize payments (consultants etc). Control Directorate expenditure in line budget. Monitor directorate spending trends in accordance with Early Warning Systems. Advice and facilitate the process of budget projection with all the project managers /

Directorates. Establishment of processes for routine information collection. Consolidation into an abbreviated report; where applicable make recommendations. Develop statistics for managers requirement. Manage and supervise Human Resources. Responsible for one secretary. Personnel evaluation; leave / making arrangement for relieve on the job training. Identify areas for further career development.

**ENQUIRIES**

: Ms. T Napakade, Tel: (012 )336 7498

**POST 20/85**

: **ASSISTANT DIRETOR: FINANCIAL MANAGEMENT (DEBT AND FRAUD) REF NO: 030616/ 23**  
(Branch: Finance WTE)

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R311 784 per annum Level 09  
: Pretoria  
: B-Degree in Financial Administration. Three (3) – five (5) years experience in Financial Administration. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge in Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Ensure Public Services Anti-corruption Strategy, anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Sound knowledge of administrative, clerical procedures and systems. Understanding of Departmental policies, procedures, governmental financial systems, principles and practice of financial accounting. Should have a framework for managing performance information. Knowledge in business strategy transaction and alignment. Excellent problem solving, Analysis, people and diversity management.

**DUTIES**

: To verify and approve payment transactions. Maintain master file information. Manages liabilities and commitments within budget constraints. Assist to Consolidate General Ledger reconciliations. Prepare the Quarterly and Annual Financial statements.

**ENQUIRIES**

: Ms R Nkomo Tel, (012) 336 8760

**POST 20/86**

: **ASSISTANT DIRECTOR: PUBLIC EDUCATION AND MARKETING REF NO: 030616/27**  
(Chief Directorate: Transformation, Policy Coordination)

**SALARY**  
**CENTURE**  
**REQUIREMENTS**

: R311 784 per annum, Level 09  
: Pretoria  
: A three (3) year B-Degree in Human Resource or Administration. Three (3) – Five (5) years experience in human resource management and transformation. Knowledge of strategic and operational plan management. Sound knowledge of policy implementation. Excellent knowledge in monitoring and evaluation principles. Good communication and conflict management. Excellent creativity and awareness skills. Ensure to manage gender and disability programmes. Sound knowledge of project management. Understanding of cultural awareness. To ensure flexibility and initiative.

**DUTIES**

: Implementation of public education, marketing policies and procedures. Provide Integration of public education, marketing programmes and project service level agreements with various branches. To monitor and evaluate the public education and marketing programmes in the department. Ensure management of resources.

**ENQUIRIES**

: Mr. C. Mabena Tel, (012)336 7520

**POST 20/87**

: **SENIOR ADMINISTRATION OFFICER X 2 POSTS: REF NO: 030616/35**  
(Branch Planning and Information)

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R262 272 per annum, Level 08  
: Pretoria  
: National diploma /Degree IN Public Administration or Social Science. Three (3) – five (5) years experience in Administration. Must have knowledge of procurement administrative procedures. Basic financial management and knowledge of PFMA. Knowledge of filing and office management. Excellent problem solving, analysis and communication skills.

**DUTIES**

: Scrutinises incoming submissions/correspondences and recording on the tracking system. Routing of outgoing correspondences to relevant managers and updating of the tracking system. Management of daily list of submissions. Coordinate list of National Parliamentary Questions, Cab Memos and referrals.. Coordinate

logistical arrangements for branch monthly and quarterly meetings/ workshops  
 .Administer procurement of goods and services for DDG Office. Contract Administration. Maintain asset register for the DDG office up to date. The incumbent will be required to provide secretariat and admin support to the office of DDG as and when required.

**ENQUIRIES** : Ms. T Napakade, Tel: (012) 336 7498

**POST 20/88** : **SENIOR PROVISIONING ADMINISTRATION OFFICER: DEMAND AND ACQUISITION MANAGEMENT REF NO: 030616/36**

**SALARY** : R262 272 per annum, Level 08  
**CENTRE** : Western Cape Regional Office: Bellville  
**REQUIREMENTS** : Degree or National Diploma in Supply Chain or equivalent. Three (3) o six (6) years' experience in Supply Chain Management. Knowledge of procurement administrative procedures. Knowledge of financial legislation. Knowledge of LOGIS and BAS. Knowledge of GAAP. Disciplinary knowledge of labour law. Knowledge to dispute resolution process. Knowledge of labour resolution policies. Understanding of Social and Economic development issues. Basic financial management and knowledge of PFMA and Supply Chain Management Regulations. Knowledge Management. Problem solving and analysis. People and Diversity Management. Client orientation and Customer focus. Communication. Accountability and Ethical Conduct.

**DUTIES** : Coordination of Demand Plans. Ensure that all Procurement is in line with demand plans. Perform quarterly reviews to ensure procurement purchases are in line with demand. Supervise Sourcing of quotations. Ensure that all procurement is in line with prescribed legislation and regulations. Assist with procurement of price quotations and tenders, evaluation and adjudication thereof. Effective Management of Controls and Registers Analyse procurement trends. Implement policies. Maintenance of Supplier Data Base. Develop action plans for the section. Supervise human resources and ensure that PMDS is effectively implemented within section. Ensure that financial procedures are observed in the section. Compile monthly reports.

**ENQUIRIES** : Mr G Leak Tel,(021) 941 6007

**POST 20/89** : **SENIOR STATE ACCOUNTANT: EXPENDITURE MANAGEMENT REF NO: 030616/37**

**SALARY** : R262 272 per annum, Level 08  
**CENTRE** : Western Cape Regional Office: Bellville  
**REQUIREMENTS** : Degree/National Diploma in Financial Management or relevant 3 year Degree/National Diploma. 3 years' experience in financial matters. Supervisory skills. Knowledge of ERP & Transversal systems. Knowledge and understanding of the PFMA & National Treasury Regulations. Knowledge of accrual accounting. Good communication & writing skills.

**DUTIES** : Assist with the management of the Expenditure Section. Manage and mentor staff and organize staff training. Assist with the drafting and compilation of budget and calculation of water tariffs. Monthly budget and cash flow reporting. Approve sundry and order payments on SAP. Ensure suspense accounts are cleared. Manage major account reconciliations. Supervise personnel and deal with all Human Resource matters. Ensure that all reports are submitted on time. Assist management with the preparation of the MTEF.

**ENQUIRIES** : Ms L Rahman, Tel,( 021) 941 6156

**POST 20/90** : **SENIOR STATE ACCOUNTANT REF NO: 270516/ 38**  
 (Branch: Finance WTE)

**SALARY** : R262 272 per annum, Level 08  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A B-Degree or National Diploma in financial management. One (1) – two (2) years experience in financial matters. Knowledge and understanding on financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such DORA and PFMA. Knowledge of SAP system and BAS system. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative, clerical procedures and systems. Understanding of Departmental policies, procedures and governmental financial systems. Knowledge of learning, teaching procedures and techniques. Should

have a framework for managing performance information. Sound knowledge of implementing policies of PMDS.

**DUTIES** : Provide financial administration of entity maintenance on BAS and SAP. Manage the collection of revenue in the Dept. Ensure the handling of audit queries. Handle payments in suspension account and do follow up on bad debts. Do enquiries on different financial matters.

**ENQUIRIES** : Ms R Nkomo Tel, (012) 336 8760

**POST 20/91** : **SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: 030616/39**

**SALARY** : R262 272 per annum, Level 08  
**CENTRE** : Western Cape Regional Office: Bellville  
**REQUIREMENTS** : Degree/National Diploma in Financial Management or relevant 3 year Degree/National Diploma. Knowledge and understanding on financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA, Treasury Regulations and PFMA. Two (2) - three (3) years relevant Budgeting experience. Working knowledge of BAS system. Knowledge of equal opportunities and affirmative action guidelines and laws. Departmental policies and procedures. Framework for managing performance information. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Good presentation skills.

**DUTIES** : Provide assistance to Client regarding general budgeting and financial reporting requirement, Assist in compilation of Medium term expenditure framework (MTEF) and Estimate of National Expenditure(ENE), responsible for budget capturing in Basic Accounting Systems (BAS) ,Preform Budget controlling Such as Cash Flow, IYM and ensuring monthly Regional budget meeting take place ,Provide inputs in Regional Business plan, Manage Adjustment budget Process, prevent Misallocation and misclassification of expenditure . Supervise and evaluate personnel. Financial responsible of all Earmarked funding including compiling Cash flow, Accruals and commitment.

**ENQUIRIES** : Mr E Mahasela Tel, (021) 941 6091

**POST 20/92** : **SENIOR STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: 030616/40**

**SALARY** : R262 272 per annum, Level 08  
**CENTRE** : Western Cape Regional Office: Bellville  
**REQUIREMENTS** : Degree/National Degree in Financial Management or relevant Degree/National Diploma. Knowledge and understanding on financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such DORA and PFMA. 2-3 years relevant finance experience. Working knowledge of SAP system. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Framework for managing performance information. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct.

**DUTIES** : Provide financial administration of SAP. Manage the collection of revenue in the Region. Handle payments in suspense account and do follow up on bad debt. Manage billing and attend to billing queries. Assist with the tariff determination process in the Region. Supervise and evaluate personnel. Handling of audit queries. Compile and submit reports. Manage minor revenue projects. Manage revenue customer service office.

**ENQUIRIES** : Ms L Rahman, Tel, (021)941 6156

**POST 20/93** : **SENIOR COMMUNICATION OFFICER REF NO: 030616/41**

**SALARY** : R262 272 per annum Level 08  
**CENTRE** : Bellville  
**REQUIREMENTS** : Degree/National Diploma in Communication or relevant. One (1) – three (3) years' experience in Communication. Advanced computer literacy (Ms Office programmes, word, excel and Internet). Valid driver's license (certified copy must be attached). Disciplinary knowledge in communication and media studies. Disciplinary knowledge in Political science and Policy. Disciplinary knowledge in

Public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Understanding of Water Sector and understanding of legislations, financial management and knowledge of PFMA. Decision making. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills. Accountability and Ethical Conduct.

**DUTIES** : Implement communication plans. Execute media production, issue publications, organise press conferences and media coverage to the Department. Develop or improve concepts, theories and operational methods. Disseminate knowledge relating to information on work organisation. Organise and implement publicity projects and events. Establish and maintains stakeholder relations with community and media. General administration of the unit.

**ENQUIRES** : Ms P Ntaba Tel, (021) 941 6290

**POST 20/94** : **SENIOR ADMINISTRATION OFFICER: TRANSPORT REF NO: 030616/42**

**SALARY** : R262 272 per annum, Level 08

**CENTRE** : Bellville

**REQUIREMENTS** : Degree or National Diploma in Public Administration or Social Sciences. Three (3)- five (5) years' experience in transport administration. Valid driver's license (attach certified copy). Computer literacy. Knowledge of administrative procedures. Knowledge of Road Traffic Act 93 of 1996. Knowledge of National Road Traffic Regulations of 2000. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Knowledge of financial legislation. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Knowledge Management. Problem solving and Analysis skills. People and Diversity Management skills. Client orientation and Customer focus. Good interpersonal and communication skills. Supervisory skills. Ability to work independently and within predetermined time frames. Accountability and Ethical conduct.

**DUTIES** : Implement administrative procedures for the component. Analyze business plan of the component. Analyze procurement trends. Engage supplier regarding purchased materials. Control and manage the transport division. Supervise the following day-to-day administrative functions; processing of subsidized log sheets, management of leased fleet, departmental fleet management. Ensure that correct procedures are followed on issuing of vehicles. Ensure that the requested items are received and the services are rendered as requested. Implement policies. Develop action plan for the section. Supervise human resources. Check if the information is captured correctly on the system. Prepare itinerary documents for vehicles. Ensure vehicle inspection before issuing. Authorize payments. Capture logbooks on the system accordingly. Develop implementation plan. Ensure that financial procedures are observed in the section. Compile monthly reports. Present monthly reports to Managers. Assist with the compilation of the budget. Ensure that S&T advances and oversees travelling claim expenses are checked. Do early warning systems. Advise management on good administrative practices. Provide feedback on identified administrative gaps. To facilitate the correct application of disciplinary procedures. Supply statistics regarding labour relations. Provide records on goods and services procured. Allocate task to staff and manage progress thereof. Keep register up to date. Implement approved resolutions. Send back faulty documents. Do PMDS for the component. Arrange venues for Work Shops for the component. Verify the correctness: accuracy of the invoices. Develop, update and monitor policy and procedures related to the administration and transport divisions as well as be responsible for the overall management of the staff performance management and development systems.

**ENQUIRIES** : Ms K Ntshingane Tel, (021) 941 6006

**POST 20/95** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A REF NO: 270516/29**

**SALARY** : R255 768 per annum (All inclusive salary OSD package, Offer based on proven years of experience)

**CENTRE** : North West Regional Office Hartbeespoort Dam

<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Engineering or relevant qualification. Three (3) years post-qualification technical (Engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician (proof of registration must be provided). A valid driver's license. Project Management; technical design and analysis knowledge; research and development and computer-aided engineering applications; Technical report writing skills. Problem solving and Analysis. Decision making. Financial management. Communication. Computer skills including GIS, remote sensing and SAPWAT software. Planning and organising skills, People management skills.
<b><u>DUTIES</u></b>	:	Processing of water use authorisation and registration applications, verification of existing lawful water use, conduct compliance monitoring of water use authorisations and dam safety evaluations, compile related reports and notices in terms of the National Water Act and provide technical support to Resource Protection and Waste officials in the processing of authorisation applications, registration of water use and compliance monitoring. Conduct investigations into unauthorized water use. Provide inputs into the budgeting process; compile and submit reports when required; Continuous professional development to keep up with new technologies and procedures, supervise and manage staff. Develop and maintain an effective training and capacity building programme for staff. Monitor workflow and collate progress reports. Assist in the administration of Departmental staff.
<b><u>ENQUIRIES</u></b>	:	Mr MLJ Botha Tel, (012) 392 1308
<b><u>POST 20/96</u></b>	:	<b><u>SCIENTIFIC TECHNICIANS GRADE A-C: ABSTRACTION AND ALLOCATION 2 POSTS REF NO: 030616/34</u></b>
<b><u>SALARY</u></b>	:	R255 768 – R 392 070 per annum (all inclusive OSD salary package, offer based on proven Work experience)
<b><u>CENTRE</u></b>	:	Western Cape Regional Office: Berg Olifants-Doorn
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Natural Sciences or relevant qualification. Three (3) years post qualification technical (Scientific) experience. Compulsory registration with SACNASP as a Certificated Natural Scientist (proof of registration must be attached). Recommendations: Programme and project management. Scientific methodologies. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. Mentoring. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Networking. People management. Planning and organizing. Conflict management. Change management. Problem solving and analysis. Valid driver's license (certified copy must be attached).
<b><u>DUTIES</u></b>	:	The Scientific Technician Grade A-C will be responsible for Water Use Management and related duties in the Olifants-Doorn Water Management Area. Develop and implement methodologies, policies, systems and procedures. Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation for and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide technical support and advice. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical/scientific data, information and advice. To perform technical scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures/skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customize operational procedures. Research and development. Continuous professional development to keep up with new technologies and procedures. Conceptualize and development of scientific equipment. Equipment review. Research/literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies/councils on technology-related matters. Human capital development. Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff.

**ENQUIRIES** : Mr. MJ Murovhi / Mr. D Daniels Tel, (021)941 6237 / (021) 941 6189

**POST 20/97** : **ARTISAN FOREMAN (GRADE A-B): CIVIL REF NO: 030616/45**

**SALARY** : R249 540 – R 382 557 per annum  
**CENTRE** : Western Cape Regional Office: Worcester  
**REQUIREMENTS** : An appropriate Trade Test Certificate. Five (5) years post-qualification experience as an Artisan. A valid driver's license (copy must be attached). The following will serve as recommendations: A minimum of Five (5) years' experience in staff supervision. Computer literacy in MS Word, Excel and Outlook. Must be prepared to work away from the office and camp in the field for long periods of time. Good communication (verbal and written) skills. Ability to work in a team.

**DUTIES** : Supervise and produce. Quality assures produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test and repair equipment and/or facilities according to schedule. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Update register of maintained and repaired faults. Obtain quotations and order required equipment and material. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Planning of resources. Schedule works. Small construction works and general maintenance on canals, weirs and dams. Clean and maintain pools and access roads. Ensure compliance with the Occupational Health and Safety Act, 1993. People management. Administration

**ENQUIRIES** : Mr CJ Botma Tel, (023) 342 2671

**POST 20/98** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A 3 POSTS REF NO: 030616/43**

**SALARY** : R223 686 per annum (All inclusive OSD All inclusive salary OSD package, Offer based on proven years of experience)  
**CENTRE** : North West Regional Office Hartbeesport Dam  
**REQUIREMENTS** : National Diploma in Environmental or related fields. Three (3) years relevant experience in the field of water quality management and integrated water resource management will be an added advantage. A sound knowledge of the National Water Act and related policies, strategies and guidelines is required as well as knowledge of other relevant legislation. Knowledge of industrial, agricultural and mining processes and wastewater treatment processes. Computer literacy. Good communication skills (both written and verbal); Report writing skills. A valid driver's license.

**DUTIES** : Processing of Water use license applications in the Water Management Areas. Provide comments on environmental impact assessment, environmental program reports and development applications in the Crocodile West Marico Management area. Liaise with stakeholders in the water sector and other government departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, and local authorities etc. Undertake water resource monitoring and special investigation. Manage water quality in the designated catchments areas. Prepare reports and interpret water quality monitoring results

**ENQUIRIES** : Mr MLJ Botha Tel, (012) 392 1308

**POST 20/99** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C REF NO: 030616/44**

**SALARY** : R223 686 - R 392 070 per annum (offer based on proven years of experience)  
**CENTRE** : Western Cape Regional Office: Berg Olifants-Doorn  
**REQUIREMENTS** : National Diploma in Environmental or related field. An understanding of the principles of IWRM and knowledge of catchment management. Knowledge of the National water Act. Computer literacy as well as a valid driver's license (certified copy must be attached). Knowledge of industrial, agricultural and mining processes as well as waste water treatment processes. Willingness to travel extensively and work irregular hours. Good communication (written and verbal), report writing and project management skills.

**DUTIES** : Processing of water use authorization applications. Provide comments on land use applications. Support catchment management and water quality related forums. Liaise with stakeholders in the water sector and other government departments. Conduct regular site visits at various water users. Responsible for

Water quality monitoring management and the investigation of pollution incidents.  
Assessing waste discharge charge system applications  
Mr.M Murovhi Tel,(021) 941 6237

**ENQUIRIES**

:

**POST 20/100**

:

**HUMAN RESOURCE PRACTITIONER REF NO: 030616/46**

**SALARY**

:

R211 194 per annum, Level 07

**CENTRE**

:

Western Cape Regional Office: Bellville

**REQUIREMENTS**

:

Degree or National Diploma in Human Resources or equivalent with two to three years relevant experience in Human Resource Management environment. Extensive experience on Persal. Extensive experience in recruitment and selection. Knowledge of best practice in recruitment and selection. Extensive experience in dealing with Service Conditions. Knowledge of Public Service Regulatory Framework. Excellent written and verbal communication skills. Supervisory skills. Computer literacy.

**DUTIES**

:

Advertise posts, ensure that all HR databases are updated on a regular basis, serve as secretary during short-listing and interviews, compile and check submissions, check appointments/ promotions/ transfers and regret letters. Write monthly reports in terms of recruitment and selection. Administer service terminations and write monthly reports thereafter. Handle Pension and Injury on Duty cases. Approve leave, allowances, appointments, promotions, probations and transfers on Persal. Approve merit awards and long service awards on Persal. Give guidance to team members on how to deal with PILIR cases. Supervise staff. Deal with all HR related queries on a daily basis, in accordance with Batho Pele Principles.

**ENQUIRIES**

:

Ms K Melelo Tel,(021) 941 6040

**POST 20/101**

:

**STATE ACCOUNTANT REF NO: 030616/47**

**SALARY**

:

R211 194 per annum, Level 07

**CENTRE**

:

Pretoria

**REQUIREMENTS**

:

Degree or Diploma in Financial Management. 0 – 1 year experience in financial matters. Knowledge and understanding on financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA and PFMA. Knowledge of SAP system. Knowledge of BAS system. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administration and clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Knowledge of learning and teaching procedures and techniques. Frameworks for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Communication. Accountability and ethical conduct

**DUTIES**

:

Assist with the administration of entity maintenance on BAS and SAP. Assist with the control over the administration of accounts. Assist with the handling of audit queries. Ensure approval of payments. Drafting of letters to agape Attorneys third parties. Do enquiries on different financial matters

**ENQUIRIES**

:

Ms R Nkomo Tel, (012) 336 8760

**POST 20/102**

:

**ARTISAN (PRODUCTION) GRADE A-C: DRILLING SERVICE REF NO: 030616/60**

**SALARY**

:

R156 363 – R 268 824 per annum

**CENTRE**

:

Western Cape Regional Office: Worcester

**REQUIREMENTS**

:

Appropriate Trade Test Certificate. Valid driver's license (code 10. Certified copy must be attached).

**DUTIES**

:

Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.

**ENQUIRIES** : Mr. A Ralikhwatha Tel, (023) 348 5600

**POST 20/103** : **HUMAN RESOURCES CLERK: RECRUITMENT& SELECTION REF NO: 030616/49**

**SALARY** : R142 461 per annum, Level 05  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A grade 12 certificate or equivalent. No experience required. Knowledge of basic (PERSAL system). Basic knowledge and insight of Human prescripts. Knowledge of registry duties, practices as well as ability to capture data, and operate computer. Working knowledge and understanding of legislative framework governing the Public Services. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis.

**DUTIES** : Receiving and sorting of applications according to the advertised posts. Processing of detailed schedules of applications. Establishing and updating a detailed database of applications received. Assist with pre-screening, shortlisting and interviewing of candidates for the filling of posts. Verification of qualifications (SAQA, security clearance etc). Preparing schedules for interviews. Rendering human resource management support and advice.

**ENQUIRIES** : Ms L Mabile, tel (012) 336 8775

**POST 20/104** : **REGISTRY CLERK: HUMAN RESOURCE MANAGEMENT REF NO: 030616/61**

**SALARY** : R142 461 per annum, Level 05  
**CENTRE** : Western Cape regional Office: Bellville  
**REQUIREMENTS** : Grade 12 certificate. Knowledge of registry procedures, processes and applicable prescripts and Acts. Knowledge of file management. Basic Computer literacy Knowledge of filing. Knowledge of registered mail, priority mail and the sorting of mail. Computer literacy. Good interpersonal skills.

**DUTIES** : Efficient running of the registry office. Open post and parcels. Accurate filling of all correspondences on daily basis. Open and close files. Assist with execution of functions attached to the registry office. Maintain a register of documents received and delivered. Order stationary. Receiving and dispatching of courier items. Ensure that there is no backlog on documents to be filed. Ensure that there is no file that leaves registry without being recorded. Issue and collect files from the officials. Replace file covers and ensure that registry is efficient and effective. Deal with all registry related quires on daily basis, in accordance with Batho Pele Principles.

**ENQUIRIES** : Ms Z Mbovane Tel, (021) 941 6234

**POST 20/105** : **HUMAN RESOURCE OFFICER REF NO: 030616/62**

**SALARY** : R142 461 per annum, Level 05  
**CENTRE** : Western Cape Regional Office: Bellville  
**REQUIREMENTS** : Grade 12 certificate. Sound knowledge of the public service regulatory framework. Excellent written and verbal communication skills. Good interpersonal skills. Knowledge of PILIR process. Disciplinary knowledge in Human Resource Transactions and Information. Knowledge of Persal system. Knowledge of Recruitment and Selection and best practices. Knowledge of the public service regulatory framework. Excellent written and verbal communication skills. Computer literacy. Good interpersonal skills. Knowledge of implementation of applications related to transactions and procedures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Understanding of Social and Economic development issues. Programme and Project Management Knowledge Management. Problem solving and analysis. People and diversity management. Client Orientation and customer focus. Communication, accountability and ethical conduct.

**DUTIES** : Assist with advertising of posts. Serve as secretary during short-listing and interviews process. Write offer and regret letters. Process pension documents and IOD. Process leave gratuity. Capture all types of leave. Implementation of all HR transactions. Deal with all HR related queries on a daily basis in accordance with Batho Pele Principle. Drafting of submissions. Implement submissions received from clients. Provide management information for decision making. Facilitate submissions received for implementation. Liaise with clients internally and externally regarding the posts. Assist in HR planning. Establish database of

applications. Facilitate the submissions for approval. Supply statistics regarding Employment Equity. Provide management information for decision making. Implement approved submissions from managers. Keep statistics and maintain filing system. Give information to selected candidates. Make information available for managers. Implement approved cases.

**ENQUIRIES** : Ms Z Mbovane Tel, (021) 941 6234

**POST 20/106** : **ADMINISTRATION CLERK: PLANNING SUPPORT REF NO: 030616/63**

**SALARY** : R142 461 per annum, Level 05

**CENTRE** : Western Cape Regional Office: Bellville

**REQUIREMENTS** : Grade 12 certificate. The incumbent must have proven office administration skills; ability to organize events; ability to work independently and proactively; Computer literacy (Microsoft Office) is essential; Good communication skills (verbal and written). Knowledge of Water Services Act 1997(Act No 108 of 1997) and National Water Act 1998(Act No 36 of 1998) as well as related Policies, Strategies and Regulations. Knowledge of administrative procedures. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Accountability and Ethical Conduct.

**DUTIES** : Implement administrative procedures for the component. Implement policies. Implement action plan for the section. Regular follow-up of outstanding issues related to Planning Support; assist with management of Service Providers; assist officials in liaison with various stakeholders; Adhere to and coordinate the financial procedures in the section which includes completing relevant ordering forms, obtaining quotations and make submissions to Supply Chain Management and follow up on orders. Writing submission to source goods, verify the condition of delivered goods and communication with service provides. Facilitate travel arrangements and liaise with travel agencies & relevant internal Sections for Planning Support officials. Arrange catering, venues for external meetings. Compile monthly reports and present monthly reports to Managers. Advise management on good administrative practices. Organize meetings and taking of minutes at meetings, including stakeholder and community meetings. Provide administration support and coordination for the Water Services Regulation Programmes (Blue Drop, Green Drop, No Drop & RPMS). Serve as the main interface between the clients and other functions including the handling of enquiries from clients. Handle all aspects relating to secretariat services for the component including the filling and retrieval of documents. General office administration that includes managing staff leave register & movements, telephone accounts, manage incoming and outgoing documents. Coordinate maintenance of staff working facilities, e.g. photocopy, computers, available furniture, etc. Liaison with internal & external stakeholders regarding Planning Support functions. Serve in the departmental internal and external committees.

**ENQUIRIES** : Ms D Hene Tel, (021) 941 6000

**POST 20/107** : **ACCOUNTING CLERK MANAGEMENT ACCOUNTING REF NO: 030616/64**

**SALARY** : R142 461 per annum, Level 05

**CENTRE** : Western Cape Regional Office: Bellville

**REQUIREMENTS** : Grade 12 certificate. Good communication skills. A good understanding of the PFMA and Treasury Regulations. Knowledge of PERSAL and BAS. The ability to work under pressure. Willingness to travel as and when required. Computer literacy. Knowledge of General administration within the Public Service. Good interpersonal Relations. Ability to work under pressure.

**DUTIES** : Check and Capture transactions on PERSAL. Check and capture Sundry Payments, Receipts, Journals and Budget on BAS. Monitor outstanding S&T advances and Update Registers. Be responsible for Payroll administration. Distribution of Salary and supplementary pay slips to officials. Assist with accruals and commitment. Be a document controller for the section. Responsible of Cashier's office. Rectify Misallocation. Compilation of accruals. Secretary for section's meeting.

**ENQUIRIES** : Mr E Mahasela Tel,(021) 941 6091

**POST 20/108** : **ACCOUNTING CLERK: REVENUE MANAGEMENT REF NO: 030616/65**

**SALARY** : R142 461 per annum, Level 05  
**CENTRE** : Western Cape Regional Office: Bellville  
**REQUIREMENTS** : Grade 12 certificate. Computer literacy (MS Office). Knowledge of SAP. Knowledge and understanding of PFMA, DORA and Treasury Regulations. Knowledge of accrual accounting. Knowledge of general office administration within the public service.

**DUTIES** : Answering telephone customer queries, print invoices and statements as requested by our clients. Perform cashier functions. Assist walk-in clients with their queries. Do customer reconciliation to verify the correctness of the customer account. File documents and general administration duties. Assist in reminding clients with their outstanding amount.

**ENQUIRIES** : Ms L Rahman Tel, (021) 941 6156

**POST 20/109** : **ACCOUNTING CLERK: BOOKKEEPING REF NO: 030616/66**

**SALARY** : R142 461 per annum, Level 05  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 certificate or equivalent. No experience required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislation, procedures and treasury regulations (PFMA, DORA, PSA, PSR, PSR, PPPFA, Financial mutual). knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Communication. Accountability and ethical conduct

**DUTIES** : Receive invoices. Perform Salary administration support services. Perform bookkeeping support services.

**ENQUIRIES** : Ms R Nkomo Tel, (012) 336 8760

**POST 20/110** : **PROVISIONING ADMINISTRATION CLERK: TRADING ACCOUNT REF NO: 030616/67**

**SALARY** : R142 461 per annum, Level 05  
**CENTRE** : Western Cape Regional Office: Bellville  
**REQUIREMENTS** : Grade 12 certificate. Computer literacy. Knowledge of and understanding of the PFMA, PPPFA, Treasury Regulations and Supply Chain Management Procedures. Good communication and writing skills. Knowledge of procurement administrative procedures. Knowledge of Supply chain management systems.

**DUTIES** : Sending RFQs to suppliers. Receiving of quotes from Suppliers. Maintenance of RFQ register. Checking supplier's status on Supply Chain Management systems. Supplier selection. Creating Purchase Requisition and Purchase Orders. Compile recommendation form. Verify Vat registration. Verify company registration. Assist with the opening of the tender box. Asset administrator and inventory store controller.

**ENQUIRIES** : Mr. L Cwaba Tel, (021) 941 6017

**POST 20/111** : **PROVISIONING ADMINISTRATION CLERKS: MAIN ACCOUNT 3 POSTS REF: 030616/68**

**SALARY** : R142 461 per annum, Level 05  
**CENTRE** : Western Cape Regional Office: Bellville  
**REQUIREMENTS** : Grade 12 certificate. Computer literacy. Knowledge of and understanding of the PFMA, PPPFA, Treasury Regulations and Supply Chain Management Procedures. Good communication and writing skills. Knowledge of procurement administrative procedures. Knowledge of LOGIS.

**DUTIES** : Sending RFQs to suppliers. Receiving of quotations. Maintenance of RFQ registers. Checking supplier's status on Logis. Supplier selection. Compile recommendation form. Verify Vat registration. Verify company registration. Assist with the opening of the tender box.

**ENQUIRIES** : Mr. G Leak /V Fololo Tel, (021) 941 6007

**POST 20/112** : **ADMINISTRATION CLERK: WATER SECTOR DATA MANAGEMENT REF: 030616/69**

**SALARY** : R142 461 per annum, Level 05  
**CENTRE** : Western Cape Regional Office: Bellville

**REQUIREMENTS** : Grade 12 certificate. Be computer literate and have sound knowledge of Microsoft Office. Knowledge of Water Services Act and National Water Act 1998(Act No 36 of 1998). Knowledge of administrative procedures. Understanding of Social and Economic development issues. Basic Financial management and knowledge of the Public Finance Management Act . Knowledge Management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills. Accountability and Ethical Conduct.

**DUTIES** : Implement administrative procedures for the component. Implementation action plan for the section and adhere to the financial procedures in the section. Manage the Programme Manager's diary, reservations and flight bookings. Compile monthly reports and present it reports to RBIG managers. Assist management on good administrative practices. Provide feedback on identified administrative gaps. Serve as the main interface between the clients and other functions in the Regional Bulk Programme process including the handling of enquiries from clients. Handle all aspects relating to the filing and retrieval of Regional Bulk Programme files. Ensure the collation of relevant information and documents in a meeting file for Programme Manager when attending RBIG meetings. Record keeping of official kilometers travelled & compiling the travel log sheets for the Programme Manager. Take minutes for Infrastructure Development and Development (IDM) meetings and workshops. Secure a venue, parking and refreshments arrangements.

**ENQUIRIES** : Mr. S Mashicila Tel, (021) 941 6223

**POST 20/113** : **ADMINISTRATION CLERK: DRILLING REF NO: 030616/70**

**SALARY** : R142 461 per annum, Level 05  
**CENTRE** : Western Cape Regional Office: Worcester  
**REQUIREMENTS** : Grade 12 certificate. The incumbent must have proven office administration skills. Knowledge of administrative procedures. Disciplinary knowledge of labour law. Knowledge to dispute resolution process. Knowledge of labour relation policies. Understanding of Social and Economic development issues. Basic financial management and knowledge of PFMA Knowledge Management. Problem solving and Analysis. People and Diversity Management. Client orientation and Customer Focus .Communication. Accountability and Ethical Conduct. Valid driver's license (certified copy must be attached).

**DUTIES** : Implement administrative procedures for the component. Implement procurement for the section. Implement policies. Engage supplier regarding purchased materials. Implement action plan. Adhere to the financial procedures in the section. Compile monthly reports. Advise management on good administrative practices. Provide feedback on the identified administrative gaps. Deal with administrative issues. Secretarial duties. Assist with Human Resource administration. Assist with Human Resource Development administration. Assist with the completion of all Financial Administration. Assist with attaining of Goods and services via SCM. Assist with Health and Safety.

**ENQUIRIES** : Mr. A Ralikhwatha Tel, (023) 348 5600

**POST 20/114** : **DRIVER OPERATOR REF NO: 030616/71**

**SALARY** : R119 154 per annum, Level 04  
**CENTRE** : Western Cape Regional Office: Worcester  
**REQUIREMENTS** : Grade 10 certificate. Driver's License Code EC with valid PDP / Operator Experience for low bed, Fuel Tanker, Excavator, Front End Loader, Bulldozer, TLB, Grader, Truck Mounted Crane and Tractor. 1-3years' experience in Heavy Duty driver / operator services. Knowledge in driving services. Transport of Heavy equipment, Dangerous Goods, transport of people and operating heavy construction machines. Basic knowledge in technical services. (Knowledge of daily maintenance procedures on construction machines, trucks and low bed). Prepared to stay away from home for long periods - living in caravans on remote sites. Knowledge of procedures and processes. Physical fitness. Knowledge of National and Provincial Road Traffic Act and Regulations concerning Transporting of Heavy Equipment. Knowledge of basic rigging and fastening of

		equipment with slings and chains. Communication and writing skills needed as well as ability to work in a team.
<b><u>DUTIES</u></b>	:	Responsible for operating transporting of heavy equipment and carrying out of daily maintenance and transport of personnel. Maintain equipment in working conditions. Responsible for cleaning pools with machines, doing maintenance on access roads and do excavations during construction. The delivery and collection of passengers. The maintenance of register regarding deliveries and pickups. Function in accordance with applicable legislative requirements. The routine maintenance of vehicles. The routine inspection for visible defects around the exterior of the vehicles. The monitoring of various fluid levels. Monitor the utilization of vehicles / operating machine. Attend to special requests. The recording of fuel and fluids levels. The recording of operations of the vehicles. The periodic checks on vehicles maintenance standards. Ensure that the place is clean where equipment is kept in order to avoid fire hazards. To ensure the safekeeping of vehicles.
<b><u>ENQUIRIES</u></b>	:	Mr. D C Oosthuizen Tel, (023 )3422671 (0828043529)
<b><u>POST 20/115</u></b>	:	<b><u>DRIVER/MESSENGER REF NO: 030616/73</u></b>
<b><u>SALARY</u></b>	:	R119 154 per annum, Level 04
<b><u>CENTRE</u></b>	:	Western Cape Regional Office: Bellville
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate. One (1) – three (3) year's experience in driver / messenger services. Knowledge in messenger services. Knowledge in tracing retrieving files. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Client Orientation and Customer Focus. Communication skills. A valid driver's license (certified copy must be attached).
<b><u>DUTIES</u></b>	:	Record incoming and outgoing files. Implement best practices of messenger services. Distribute files to managers. Deliver files to managers. Collecting and distribution of documents and mail on different floors/buildings. Take mail and postbag to post office in the morning and afternoon. Hand delivery of Courier documents. Collecting and taking away of registered mail. Sealing of all envelopes for posting. Distribution of newspapers. Maintain the code of confidentiality and access of information. Provide an efficient and excellent messenger service to the Department. Adhoc driving duties.
<b><u>ENQUIRIES</u></b>	:	Ms N Matiso Tel,( 021) 941 6098
<b><u>POST 20/116</u></b>	:	<b><u>GENERAL FOREMAN: GEORGE REF NO: 030616/74</u></b>
<b><u>SALARY</u></b>	:	R119 154 per annum, Level 04
<b><u>CENTRE</u></b>	:	Western Cape Regional Office: Worcester
<b><u>REQUIREMENTS</u></b>	:	Grade 8 certificate. One (1) – two (2) year relevant experience in Hydrometry. Willingness to travel. Good Interpersonal skills. Must be prepared to work away from the office and camp in the field for long periods of time. The successful candidate must be able to work under pressure and independently. A valid driver's license (certified copy must be attached).
<b><u>DUTIES</u></b>	:	Management of Maintenance and Refurbishment of gauging weirs and canals. Management of small construction works. Technical assistance and special tasks. Administration duties. Supervise personnel & equipment. Ensure compliance with Occupational Health and Safety Act.
<b><u>ENQUIRIES</u></b>	:	Mr. J Kriel Tel,(044) 802 2733
<b><u>POST 20/117</u></b>	:	<b><u>GENERAL WORKER: GEORGE REF NO: 030616/75</u></b>
<b><u>SALARY</u></b>	:	R84 096 per annum, Level 02
<b><u>CENTRE</u></b>	:	Western Cape Regional Office George
<b><u>REQUIREMENTS</u></b>	:	ABET certificate (be able to read and write). Knowledge of construction and maintenance work. Knowledge of Occupational health and safety. Knowledge of gardening equipment and appliances. Knowledge of power tools. Knowledge of carpentry / bricklaying / welding. Knowledge of daily maintenance procedures for effective machine / equipment performance.
<b><u>DUTIES</u></b>	:	General and structural maintenance of gauging sites. Refurbishment of gauging sites. Construction of gauging weirs and infrastructure. Technical assistance and special tasks.
<b><u>ENQUIRIES</u></b>	:	Mr. J Kriel Tel, (044) 802 2733