

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : All applications must be forwarded to: the Directorate: Planning, Recruitment and Selection Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Streets, Pretoria.
- FOR ATTENTION** : Ms C Mazibuko
- CLOSING DATE** : 21 April 2017, time: 16H00
- 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 disadvantaged 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 the 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 certificate issued from the South African Qualification Authority (SAQA). People with disabilities are highly encouraged to apply for the posts. "People who are not employed by the Public Service Departments are welcomed to apply for posts.

OTHER POSTS

- POST 14/24** : **PRINCIPAL COMMUNICATION OFFICER REF NO: 210417/01**
Directorate: Communications Services
- SALARY** : R262 272 per annum, Level 08
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Degree in Communication Journalism, Communications, Public Relations or similar. At least one (1) years experience in Communication. Newsroom experience. Disciplinary knowledge in communication and media relations. Knowledge of communications principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity Management. Client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. Understanding and commitment to government objectives, policies and programmes.
- DUTIES** : Development of communication plans. Execute media products, issues publications, organise press briefing and media coverage in profiling the work of government. Develop or improve communication concepts, theories and standard operational methods. Disseminate knowledge relating to information on work organisation. Organise and implement publicity projects and events. Establish and maintain stakeholder relations with community and media.
- ENQUIRIES** : Ms M Motlhaolwa, Tel no: (012) 336 7957
- POST 14/25** : **SENIOR PROVISIONING ADMINISTRATION OFFICER: SUPPLY CHAIN PRACTITIONER REF NO: 210417/02**
Directorate: Supply Chain Management: (WTE)
- SALARY** : R262 272 per annum, Level 08
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Degree in Economics / Commerce / Business Economics / Purchasing / Logistics or equivalent. At least two (2) years experience in Supply Chain environment in particular Acquisition Management. Knowledge of procurement administrative procedure. Knowledge of financial legislation, BAS, SAP and GRAP. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge

of PFMA. Knowledge of Management, problem solving and analysis. People and Diversity Management. Must be client orientated and customer focus. Excellent communication, accountability and ethical conduct skills.

DUTIES : Provide secretariat services to Departmental Bid Adjudication Committee, perform other bid administration functions in terms of the National Treasury prescripts. Ensure compliance with Departmental SCM Policy, PPPFA, National Treasury Prescripts/Instruction notes as well as any legislation governing the procurement of goods and services. Provide regular feedback to end users regarding the outcome of the Departmental Bid Adjudication Committee meetings. Produce monthly procurement reports. Supervision and management of officials within the Acquisition Management sub-directorate. Ensure human resource management. Liaise with and support key stakeholders.

ENQUIRIES : Mr S. Mohale, Tel no: (012) 336 7413

POST 14/26 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICS AND INVENTORY MANAGEMENT REF NO: 210417/03**
Directorate: Supply Chain Management (WTE)

SALARY : R262 272 per annum, Level 08
CENTRE : Pretoria
REQUIREMENTS : National Diploma or Degree in Economics / Commerce / Business Economics / Purchasing / Logistics or equivalent. At least two (2) years experience in Supply Chain environment. Knowledge of procurement administrative procedure. Knowledge of financial legislation, SAP and GRAP. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Knowledge of Management, problem solving and analysis. People and Diversity Management. Must be client orientated and customer focus. Excellent communication, accountability and ethical conduct skills. Willing to work under pressure. Driver's license as an advantage. Willing to travel across the WTE offices to implement controls

DUTIES : Performing stores and warehousing functions. Compilation of monthly and quarterly reports on inventory management services. Administration of stock purchase orders, goods and services receipt, Ensure human resource management. Liaise with and support key stakeholders.

ENQUIRIES : Ms N Maluleka, Tel no: (012) 336 8563

POST 14/27 : **SENIOR STATE ACCOUNTANT (WTE) 3 POSTS REF NO: 210417/04**
Sub-Directorate: Salaries and Deductions 210417/04A
Sub-Directorate Salaries and Resignations 210417/04B
Sub-Directorate Reconciliations 210417/04C

SALARY : R262 272 per annum, Level 08
CENTRE : Pretoria
REQUIREMENTS : National Diploma or Degree in Financial Management. At least one (1) years experience in financial matters. Knowledge and understanding of financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such DORA and PFMA. Knowledge Treasury Regulations, PERSAL, Basic Accounting System (BAS) SAP system and Data Analysis. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Knowledge in Governmental financial systems. Knowledge of learning and technical procedures and techniques. Computer literacy (Word, Excel, PowerPoint). Framework for managing performance information.

DUTIES : Timely payment of salaries, exit benefits and allowances to employees and 3rd parties, payment of the travel and subsistence advances and claims. Salary Administration: maintenance of the third party files and the pension data file. Maintenance of the payroll cut off dates, payroll legislation updates. Execute the interface between SAP and PERSAL expenditure costs. Update of the PERSAL costs codes and maintain of the salary users access. Maintenance of entities on PERSAL / SAP - WTE for the department. Performance of the 3rd party, General Ledger and Compensation of employees costs. Clearing, reconciliations and monitoring of the payroll salary related suspense accounts, Audit report and inputs related to payroll. Management of staff. Reconciliation and submission of the SARS tax returns,

ENQUIRIES : Ms L Baloyi, Tel no: (012) 336 8876

POST 14/28 : **SENIOR STATE ACCOUNTANT (WTE) 2 POSTS REF NO: 210417/05**
Sub-Directorate; Expenditure 210417/05A
Sub-Directorate Reconciliations 210417/05B

SALARY : R262 272 per annum, Level 08
CENTRE : Pretoria
REQUIREMENTS : National Diploma or Degree in Financial Management. At least one (1) years experience in financial matters. Knowledge and understanding of financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA and PFMA. Knowledge of Treasury Regulations, PERSAL, Basic Accounting System (BAS), SAP system and Data Analysis. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Knowledge in Governmental financial systems. Knowledge of learning and technical procedures and techniques. Computer literacy (Word, Excel, PowerPoint). Framework for managing performance information.

DUTIES : Maintain the Trade and Sundry vendor register. Authorize the trade vendor payments. Perform the vendor reconciliations and the VAT reconciliation and submission to SARS. Monitoring and reporting of the 30 days payments of the suppliers. Reconciliations and monitoring of the Trade vendors advances payments. Monthly reporting of the trade payables and inputs of the AFS and the interim management.

ENQUIRIES : Mr G Masango, Tel no: (012) 336 8930

POST 14/29 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: SUPPLY CHAIN PRACTITIONER (WTE) REF NO: 210417/06**
Directorate: Supply Chain Management

SALARY : R262 272 per annum, Level 08
CENTRE : Pretoria
REQUIREMENTS : National Diploma or Degree in Economics / Commerce / Business Economics / Purchasing/ Logistics or equivalent. At least Two (2) experiences in Supply Chain environment. Knowledge of procurement administrative procedure. Knowledge of financial legislation, SAP and GRAP. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Knowledge of Management, problem solving and analysis. People and Diversity Management. Must be client orientated and customer focus. Excellent communication, accountability and ethical conduct skills. Willing to work under pressure. A Valid Driver's license as an advantage (certified copy attached). Willing to travel across the WTE offices to implement controls

DUTIES : Performing stores and warehousing functions. Compilation of monthly and quarterly reports on inventory management services. Administration of stock purchase orders, goods and services receipt, Ensure human resource management. Liaise with and support key stakeholders.

ENQUIRIES : Ms N Maluleka Tel n: (012) 336 8486

POST 14/30 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICS AND INVENTORY MANAGEMENT REF NO: 210417/07(WTE)**
Directorate: Supply Chain Management

SALARY : R262 272 per annum, Level 08
CENTRE : Pretoria
REQUIREMENTS : National Diploma or Degree in Economics / Commerce / Business Economics/Purchasing/ Logistics or equivalent. At least Two (2) years experience in Supply Chain environment. Practical knowledge of procurement administrative procedure. Knowledge of financial legislation, SAP and GRAP. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Knowledge of Management, problem solving and analysis. People and Diversity Management. Must be client orientated and customer focus. Excellent communication,

accountability and ethical conduct skills. Willing to work under pressure. Driver's license as an advantage. (certified copy attached) Willing to travel across the WTE offices to implement controls

DUTIES : Performing stores and warehousing functions. Compilation of monthly and quarterly reports on inventory management services. Administration of stock purchase orders, goods and services receipt, Ensure human resource management. Liaise with and support key stakeholders.

ENQUIRIES : Ms N Maluleka, Tel no: (012) 336 8563

POST 14/31 : **STATE ACCOUNTANT (WTE) REF NO: 210417/08**
Sub-Directorate: Book-Keeping

SALARY : R211 194 per annum, Level 07
CENTRE : Pretoria
REQUIREMENTS : National Diploma or Degree qualification in Financial Management. At least one (1) year experience in the financial environment. Good knowledge of the PFMA, Treasury Regulations and other relevant legislation. Good knowledge and experience of BAS and Persal systems. High level of computer literacy. Good interpersonal and problem solving skills. Knowledge of accounting principles. Ability to work under pressure.

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

ENQUIRIES : Ms LK Baloyi, Tel no: (012) 336 8876

POST 14/32 : **ADMINISTRATION OFFICER: GLOBAL MULTILATERAL RELATIONS REF NO: 210417/09**
Sub-Directorate: Bilateral Relations

SALARY : R211 194 per annum, Level 07)
CENTRE : Pretoria
REQUIREMENTS : National Diploma or Degree in Human Sciences or Public Administration. At least one (1) experience in administrative matters. Knowledge of administrative procedures, procurement and supply chain management. Knowledge of dispute resolution process. Understanding of Social and Economic development issues. Excellent communication skills (verbal and written). Minutes taking and report writing skills. Basic financial management and knowledge of PFMA. Knowledge management, problem solving and analysis. Client Orientation and customer focus. Accountability and Ethical Conduct.

DUTIES : Provide administrative support to all personnel in the component. Assist with the execution of financial administration. Provide procurement services to the component. Maintain register of the component up to date. Prepare submissions for the component. Liaise with foreign embassies and high commissions

ENQUIRIES : Ms T Fiko, Tel no: (012) 336 8678

POST 14/33 : **PERSONAL ASSISTANT 3 POSTS REF NO: 210417/10**
Chief Directorate: Office of the Chief Information Officer 210417/10A
Chief Directorate: Sanitation Services 210417/10B
Chief Directorate: Financial Accounting (WTE) 210417/10C

SALARY : R211 194 per annum, Level 07
CENTRE : Pretoria
REQUIREMENTS : Grade 12 and Secretarial Diploma or equivalent qualification. At least Three (3) years experience in secretarial or personal assistant duties in rendering a support service to senior management. Knowledge of administration procedures. Practical knowledge in secretarial duties. Computer literacy. Sound organizational skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation. Self management and motivation. Knowledge of dispute resolution process. Understanding of social and economic development issues. Basic financial management and knowledge of PFMA. Knowledge management. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct.

<u>DUTIES</u>	:	Provide a secretarial or personal assistant service to the manager. Render administrative or clerical support services to the manager. Provide support to manager regarding meetings. Support manager with administration of the manager's budget. Studies the relevant Public Services and departmental prescripts or policies and other documents. Ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Chief Directorate: Office of the Chief Information Officer 210417/10A: Ms. L Makhekhe-Mokhuane, Tel no: (012) 336 8701 Chief Directorate: Sanitation Services 210417/10B: Mr. A. Van der Walt, Tel 012-336 8811
<u>ENQUIRIES</u>	:	Chief Directorate: Financial Accountingc (WTE) 210417/10C: Mr G.Masango, Tel no: (012) 336 8930
<u>POST 14/34</u>	:	<u>CHIEF ACCOUNTING CLERK (WTE) REF NO: 210417/11</u> Sub-Directorate: Resignations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 194 per annum, Level 07 Pretoria Grade 12 or equivalent qualification. At least Three (3) years financial administration experience. Strong Accounting skills preferably in following: (accounts payable, salary administration and clearing of ledger accounts and suspense accounts), Working knowledge of the SAP and PERSAL System, Knowledge of PFMA, Treasury Regulations, and relevant public service financial prescripts. Proof of Computer literacy. Problem solving abilities, interpersonal and organizing skills. Good communication skills both verbal and written. Strong sense of responsibility, ability to work independently and in a team. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Timely payment of salaries, exit benefits and allowances to employees and 3rd parties, payment of the travel and subsistence advances and claims. Salary Administration: maintenance of the third party files and the pension data file. Maintenance of the payroll cut off dates, payroll legislation updates. Execute the interface between SAP and PERSAL expenditure costs. Update of the PERSAL costs codes and maintain of the salary users access. Maintenance of entities on PERSAL / SAP - WTE for the department. Performance of the 3rd party, General Ledger and Compensation of employees costs. Clearing and monitoring of the payroll salary related suspense accounts, Audit report and inputs related to payroll.
<u>ENQUIRIES</u>	:	Ms LK Baloyi, Tel no: (012) 336 8876
<u>POST 14/35</u>	:	<u>PROVISIONING ADMINISTRATION OFFICER: GOODS RECEIPTS AND INVENTORY MANAGEMENT (WTE) REF NO: 210417/12</u> Sub-Directorate: Logistics and Inventory
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 194 per annum, Level 07 Pretoria National Diploma or Degree in Accounting/ Financial Management / Economics / Business Economics / Purchasing / Logistics. At least one (1) year experience in Supply Chain Management. Knowledge in Financial, Logistics and Treasury Regulations. Preferential Procurement Policy Framework. Knowledge in Government Supply Chain Management framework. Knowledge of Enterprise Resource Planning system, e.g SAP. Sound knowledge of MS Office suite preferably Excel. Knowledge of dispute resolution process. Understanding of labour relations policies. Knowledge of Generally Recognised Accounting Practice (GRAP). Good computer literacy skills.
<u>DUTIES</u>	:	Administration of purchase requisitions for stock. Administration of goods receipt and goods issues. Verification of goods receipt and goods issues. Posting or capturing of goods and services receipt and issues on the SAP system. Compile and submit reports on stock.
<u>ENQUIRIES</u>	:	Mr N. Maluleka, Tel no: (012) 336 8563
<u>POST 14/36</u>	:	<u>SECRETARY 4 POSTS REF NO: 210417/13</u> Directorate: Communication Services, 210417/13A Directorate: Global Bilateral Relations 210417/13B Directorate: Management Accounting (WTE) 210417/13C Directorate: Logistics & Inventory Management (WTE) 210417/13D

<u>SALARY</u>	:	R142 461 per annum, Level 05
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 and Certificate in Secretariat Services. At least one (1) years experience in secretarial duties and general administration. Knowledge of administrative procedures. Practical knowledge in secretarial duties, computer literacy, sound organisational skills. Good people skills. Basic written communication skills Higher level of reliability. 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. Client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct.
<u>DUTIES</u>	:	Provides secretarial / receptionist and clerical support service to the manager. Receives telephone calls and messages for the manager and channels calls to relevant role players when necessary. Manages and coordinates the diary of the manager by recording appointments events. Do all required typing in the office of the manager. Operates office equipment like fax machines and photocopies. Liaise with travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the manager. Collect all relevant documents and information to enable the manager to prepare for meetings. Record minutes of the managers meetings when required. Process all travel and subsistence claims and all invoices that emanate from the activities of the work of the manager. Draft routine correspondence and reports. Administer matters like leave registers and telephone accounts. Receives records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationery, refreshments etc. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. Studies relevant Public Service and Departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with procedures and processes that apply in the office of the manager.
<u>ENQUIRIES</u>	:	Directorate: Communication Services, 210417/13A: Ms. M. Motlhaolwa, Tel (012) 336 7957 Global Bilateral Relations 210417/13B: Ms. T Fiko Tel no: (012) 336 8741 Directorate: Management Accounting (WTE) 210417/13C: Mr. D.J. Mcitwa, Tel no: (012) 336 8382 Logistics & Inventory Management (WTE) 210417/13D: Mr N. Maluleka, Tel no: (012) 336 8563
<u>POST 14/37</u>	:	<u>ACCOUNTING CLERK 3 POSTS REF NO: 210417/14</u> Sub Directorate: Salaries & Payroll 210417/14A Sub Directorate: Debt Management 210417/14B Sub Directorate: Resignations (WTE) 210417/14C
<u>SALARY</u>	:	R142 461 per annum, Level 05
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. 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 legislations, procedures and Treasury regulations (PFMA, DORA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge management. 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. Good communication skills.
<u>DUTIES</u>	:	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. Ensure that all filling is complete. Responsible for cashier's office. Rectify Misallocations. Compilation of accruals.
<u>ENQUIRIES</u>	:	Ms L K Baloyi, Tel no: (012) 336 8876