

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Pretoria, Free State, Durban KZN: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, (Cnr Visagie) and Bosman, street, Pretoria. For attention: Ms Cindy Mazibuko.
Centre Provincial Office Gauteng: Please forward your application quoting the reference number to: The Provincial Head:Gauteng, Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at 15th floor Reception, Bothongo Plaza East, 285 Francis Street, Pretoria, 0001.For attention: Mr. S Nevhorwa.
Centre: Mmabatho: Please forward your application, quoting the post reference number to, The Provincial Head: North West, Department of Water and Sanitation, Private Bag X5, Mmabatho 2735 or hand delivered at Mega City Shopping Centre, Cnr. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor. For Attention: Mr. Mothusi Ntwe.
- CLOSING DATE** : 02 JUNE 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 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. People who are not employed by the Public Service Departments are welcomed to apply for posts.

MANAGEMENT ECHELON

- POST 20/47** : **DIRECTOR: LEGISLATIVE DRAFTING AND LEGAL SUPPORT REF NO: 020617/01**
Directorate: Legal Services
- SALARY** : R 864 177 per annum (all inclusive package) level 13
CENTRE : Pretoria
REQUIREMENTS : Four (4) year Legal qualification (NQF level 7). Six (6) – ten (10) years management experience. Practical legal experience of which five (5) years should be at Middle/Senior Managerial level. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge of advanced law (general, constitutional, administrative law, law of contracts and legislation and international law). Knowledge of litigation management. Understanding of Public Service Act, Regulations PFMA, Promotion of Administrative Justice Act and Promotion of Access to Information Act. Must have good communication skills. Excellent Analytical thinking and development skills. Policy and Strategy development and Interpersonal skills.
- DUTIES** : Management of contracts and international agreements. Management of general legal advice and opinions. Maintain legislative development and review. Ensure

litigation management. Management of resources i.e financial and human resources.

ENQUIRIES : Mr. P. Loselo, Tel 012 – 336 7705.

OTHER POSTS

POST 20/48 : **DEPUTY DIRECTOR: MULTILATERAL RELATIONS (IWS) REF NO REF NO: 020617/02**

Directorate: Africa Multilaterals

SALARY : R 657 558 per annum (All inclusive package) (Level 11)

CENTRE : Pretoria

REQUIREMENTS : National Diploma or Degree in International Water/Management/Political Science/Public Administration. Six (6) years management experience in Multilateral relations/Management/Political Science/ international Relations/exposure water sector. Strategic capability and leadership, programme and project management. Knowledge in Financial Management and Change Management. Knowledge management. Manage Strategic Partnerships and stakeholders at Africa Multilateral forums and Water sector related forums. People management and empowerment skills. Good client orientation, customer focus and communication skills.

DUTIES : The co-ordination of DWS involvement in Water sector related initiative in NEPAD and AMCOW. The assurance of DWS's participation in ANBO, FOCAC, AU, NEPAD, AMCOW, G8-Africa Forum. The participation in relevant Africa multilateral Water Sector forums. Conduct research and report findings and recommendations that adverse the objectives of the Department.

ENQUIRIES : Ms. H.D Twayi, Tel 012 – 336 7118.

POST 20/49 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: 020617/03**

SALARY : R 657 558 per annum (All inclusive package) (Level 11)

CENTRE : Mmabatho

REQUIREMENTS : National. Diploma or Degree in Public Management, Business Management or Project Management. Three (3) to five (5) years experience (Integrated Water Resource Management). Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act and Regulations. Knowledge Public Finance Management Act. Knowledge Project Management. Problem solving and analysis.

DUTIES : The facilitation and reporting of programme performance and business planning. Provide input into strategic and business planning for component. Coordinate and analyse the performance on the programme performed for the component. Conducting of monitoring site visits, capturing, analyzing and reporting of monitoring data. Manage the relationship with other stakeholders on the implementation of policies. Compile budget for the component in relation to programme performed in the component.

ENQUIRIES : Dr. T. Ntili, Tel 018 - 387 9504.

POST 20/50 : **DEPUTY DIRECTOR: STRATEGIC SUPPORT REF NO: 020617/04**

SALARY : R 657 558 per annum (level 11)

CENTRE : Gauteng Provincial Office

REQUIREMENTS : Degree or National Diploma in Social Science. Three (3) to five (5) years' management experience in Administration. Good understanding of strategic and business planning processes. Understanding of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations is highly recommended. Knowledge and understanding of the public service and the general core business of the Department of Water and Sanitation will serve as an advantage. Knowledge of organizational performance management practices and procedures, the Government Planning Framework and administrative procedures. Project planning and management experience. Proven strategic management, leadership, strong analytical, interpersonal and financial management skills. Excellent administrative, organizational and management skills. Good writing and communication skills. Computer literacy (MS Word, Excel, PowerPoint and

		Outlook). Ability to work independently, long hours and under pressure. Valid driver's license and the willingness to travel where necessary. Good understanding of the risk management concept, principles and processes.
<u>DUTIES</u>	:	To provide administrative and strategic support to the Provincial Head and the entire Provincial Office. Be responsible for performance monitoring, evaluation and reporting within the Provincial Office. Co-ordinate and develop the office's strategic and business plans as well as ensure alignment thereof. Co-ordinate quarterly reports and develops Provincial Business Plans as well as ensures alignment with the office's Business Plan and Annual Performance Plan. Responsible for the development of the office's Annual Report. Communication with Directorates on matters relating to performance monitoring, evaluation, reporting and provide support and guidance to Directorates on performance monitoring and evaluation. Analyse performance reports of the provincial office and co-ordinate support to underperforming programmes. Co-ordinate outcomes reporting within the Provincial Office. Develop performance agreements for the Chief Director. Compilation of the Provincial Head's budget and submission of projections and monthly reports. Analysis of budget and expenditure reports. Liaison with relevant stakeholders and Corporate Planning. Co-ordinate governance structures and special projects within the provincial office. Risk management and ensuring compliance thereof. Co-ordination of parliamentary questions and referrals. Quality assurance of submissions and documents. NOTE: preference will be given to coloureds, Indians, Africans and Whites females
<u>ENQUIRIES</u>	:	Mr S Mthembu Tel, 012 392 1301
<u>POST 20/51</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC SUPPORT (FINANCE REF NO: 020617/05)</u> Branch: Office Of The Deputy Cfo Wte
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 657 558 per annum (All-inclusive package), (Level 11) Pretoria Degree or National Diploma in Social Science. Three (3) to five (5) years management experience in Administration. Knowledge of policy development and implementation. Knowledge of administration processes. Knowledge of HR information management. Knowledge of Disciplinary Processes. Knowledge of government legislation. Working Knowledge of Financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and project management. Knowledge of customer relationship management. Analytical, conceptual and problem solving skills. Client orientation and customer focus. Excellent Verbal, Written Communication as well as report writing skills. Accountability and ethical conduct. Knowledge of analytical procedures.
<u>DUTIES</u>	:	Managing Workflows and high level correspondence. Tracking of high level Ministerial and Accounting Officer dashboards and referrals. The consolidation, analysis and reporting of strategic management inputs and programmes. Ensure coordination and analysis of strategic inputs. Prepare component budgets and demand plans and ensure expenditure monitoring. Intermediate to Advanced level of business software (Microsoft Office Package) for the preparation of business plans quarterly reports and trend analysis. Ability to convert data to knowledge. Ensure the creation of coherence and synergy across all functional areas. Prepare high level presentations. Monitors and reports on the progress of flagship projects. Quality assure and language edit all internal and external correspondence. Attend meetings on behalf of Director and prepare reports. The ability to work after hours when required. Ability to work independently for maximum results. Please note that a technical skills test will be conducted as part of the selection process.
<u>ENQUIRIES</u>	:	Mr. V.M. Ramsing, Tel 012 - 336 6788.
<u>POST 20/52</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC SUPPORT REF NO: 020617/06</u> Chief Directorate: Regional Bulk Infrastructure Programme
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 657 558 per annum (All-inclusive package), (Level 11) Pretoria Degree or National Diploma in Social Science. Three (3) to five (5) years management experience in Administration. Knowledge of policy development and implementation. Knowledge of administration processes. Knowledge of HR

information. Understanding of government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Knowledge of programme and project management. Knowledge of relationship management. Problem solving and analysis. People and diversity management skills. Excellent communication skills. Accountability and ethical conduct. Knowledge of analytical procedures. A valid driver's licence. (Attached certified copy).

DUTIES : Analyse current policies and Departmental strategic objectives. Consolidate the Business Plan of the component and ensure that the business plan is developed. Implement administration policies and various disciplines. Recommend policy amendments. Develop implementation plan. Give inputs on the compilation of the budget. Brief managers on policy requirements. Monitor the budget expenditure is in line with the business plan. Compile monthly reports to managers. Develop interventions where challenges are experienced.

ENQUIRIES : Mr. T Meso, Tel 012 – 336 6523.

POST 20/53 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 020617/07**

SALARY : R 657 558 per annum (All inclusive package) (Level 11)

CENTRE : Mmabatho

REQUIREMENTS : A 3 year National Diploma, Degree or B Com in Financial Administration. Three (3) to five (5) years experience in Public Financial Administration. Knowledge of financial accounting. Knowledge and understanding of all applicable legislation, policies, practices and procedures. Knowledge of Public Finance Management Act (PMFA) and of understanding of Treasury Regulations. Knowledge of Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Understanding of Affirmative action guidelines and laws. Provide administrative and clerical procedures and systems. Knowledge of Departmental policies and procedures. Knowledge of Governmental financial systems. Understanding of principles and practice of financial accounting. SCOA. Be computer literate. Ability to compile reports and presentations. Knowledge of problem solving and analysis. People and Diversity Management. Client orientation and customer focus. Good communication skills.

DUTIES : Collate, coordinate, consolidate and analyse financial management information. Improve understanding and application of the DWA's policy, procedures and delegations. Provide professional expertise according to the financial requirements in head office and the regions. Prompt mobilisation of multi discipline team to attend to urgent and emergency issues at hand. Establish and maintain strong relationships with key stake holder. Establish effective and efficient methodologies and frameworks to strengthen financial services in the department. Build financial capacity, transfer of knowledge and empower financial staff. Conducting financial inspections.

ENQUIRIES : Dr. T. Ntli, Tel 018 - 387 9504.

POST 20/54 : **DEPUTY DIRECTOR FINANCIAL MANAGEMENT REF NO: 020617/08**

Sub-Directorate: Financial Management (Main Account)

SALARY : R 657 558 per annum (All inclusive package) (Level 11)

CENTRE : Gauteng Provincial Office

REQUIREMENTS : A three (3) year National Diploma, Degree or B.Com Financial Administration/Accounting. Three (3) to five (5) years management experience in Public Financial Administration. Relevant experience in a finance environment as an added advantage. Knowledge of financial accounting. Knowledge and understanding of all applicable legislation, policies, practices and procedures. Extensive knowledge in Public Finance Management Act (PFMA) and National Treasury Regulations. Knowledge of Public Service Anti-Corruption Strategies and anti-corruption and fraud prevention measures. Administrative and clerical procedures and systems. Departmental policies and procedures. Knowledge of Governmental financial systems. Principles and practice of financial accounting. Knowledge of SCOA. Ability to write reports and submissions. Ability to compile presentations. Knowledge of BAS, PERSAL, LOGIS and SAP. Good written and verbal communication skills. Excellent Computer literacy skills in MS Word, MS Excel and Outlook. A valid driver's license. (Attach a certified copy).

<u>DUTIES</u>	:	Provide strategic guidance in handling the financial management matters of the provincial office. Ensure that budget related matters are attendant to accordingly, including the observation of the DWS business process. Ensure that financial policies and regulations are properly implemented. Control the administration of accounts and follow up on the budget to ensure that is properly utilised. Handle audit and related queries. Be responsible for Supply Chain Management, Asset Management, Payroll Management and Management of personnel of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr S. Mthembu, Tel 012 – 392 1301.
<u>NOTE</u>	:	Preference will be given to coloureds, Indians, Africans and Whites females
<u>POST 20/55</u>	:	<u>DEPUTY DIRECTOR: DEMAND MANAGEMENT REF NO: 020617/09</u> Chief Directorate: Supply Chain Management (WTE)
<u>SALARY</u>	:	R 657 558 per annum (All inclusive package) (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	B Degree Supply Chain Management (SCM). Three (3) to five (5) years experience in Supply Chain Management. Knowledge of policy development and implementation. Knowledge of Financial Management and Systems. Knowledge of all Supply Chain Management (SCM) policies. Knowledge of the General Recognised Accounting Practice (GRAP). Practical knowledge of strategic sourcing. Technical public sector Supply Chain Management models and processes. Knowledge of National Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA act). Government of and experience of Enterprise Resource Planning e. g SAP. Knowledge of General accepted accounting practice (GAA). Sound knowledge of excel. Excellent computer literacy skills.
<u>DUTIES</u>	:	Monitoring and ensuring compliance to application regulatory framework (PFMA, PPPFA). Research, advice and monitor end-users of total cost of ownership in respect of their needs. Liaise and guide project managers on sourcing strategies. Monitor Supply Chain Management compliance. Coordinate internal and external audit within the S.C.M.
<u>ENQUIRIES</u>	:	Mr. M SHAI, Tel 012 - 336 7413.
<u>POST 20/56</u>	:	<u>DEPUTY DIRECTOR: SANITATION COORDINATION 2 POSTS</u> Sub-Directorate: Sanitation
<u>SALARY</u>	:	R657 558 per annum (All-inclusive package), (Level 11)
<u>CENTRE</u>	:	Free State, REF NO: 020617/10A Durban KZN, REF NO: 020617/10B
<u>REQUIREMENTS</u>	:	Degree or National Diploma in Construction Management/Environmental Science/ Engineering/Town and Regional Planning and or Water and Sanitation. Three (3) to five (5) years relevant technical experience in the water and sanitation sector. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act, Regulations and Public Finance Management Act. Sound knowledge of Project, Programme, Financial and Change Management.
<u>DUTIES</u>	:	The development and implementation of sanitation programmes. Support Provincial Operations and Co-ordinate and oversee Municipal sanitation activities through existing forums and bi-lateral relationships. Incorporate sector inputs into sanitation policies and strategies and strengthen sanitation co-ordination and alignment. Rollout and operationalise sanitation policies, regulations, strategies and guidelines. Co-ordinate and guide the development of National, Provincial and District level sanitation policies, strategies and programmes in line with National strategic objectives co-ordinate, operationalise and rollout sanitation policies, regulations, strategies and guidelines including support programmes (Clinics and school sanitation). Develop provincial sanitation progress reports to cabinets, National Sanitation Task Team. Develop provincial sanitation progress reports to cabinet, MITT, Portfolio Committee and other forums. Promote a culture of learning and exchange of information in the sanitation sector and facilitate sector advocacy. Ensure that cross cutting issues such as gender and disability are incorporated into sanitation initiatives. Manage, develop and co-ordinate sanitation planning in the province. Participate in the development of Integrated Development Plans (IDP)

and Water Services Development Plans (WSDP) and ensure alignment of National and Provincial priorities in such plans.

ENQUIRIES : Mr. A Van Der Walt, Tel 012 - 336 8811.

POST 20/57 : **SCIENTIST (PRODUCTION) GRADE A INFORMATION PROGRAMME**
MANAGEMENT REF NO: 020617/11
Branch: Planning And Information.

SALARY : R 549 639 per annum (All-inclusive OSD salary packages)
CENTRE : Pretoria
REQUIREMENTS : Science degree (BSc) (Hon) or equivalent qualification. Compulsory registration with the SACNASP as a professional Natural Scientist. Three (3) years post qualification natural scientific experience, in the field of Integrated Environmental Management or Integrated Water Resources Management. Experience in project management and the functioning of Project Support Office (PSO). Knowledge and experience of surface and groundwater occurrence. Understanding and experience of water monitoring and water legislation. Knowledge of the water sector stakeholder engagement. Good written and verbal communication skills. Project and financial management skills. Advanced level of computer literacy. Valid driver's licence (Code EB) (Attached a certified copy). Willingness to travel.

DUTIES : Lead in co-ordination and integration of monitoring programmes within the water sector. Develop procedures and protocols / guidelines for water monitoring governance. Provide scientific and technical support to stakeholders. Provide scientific input in reviewing water monitoring plan. Application of policies and procedures, and other project management tools and methodologies.

ENQUIRIES : Mrs T. B Nyamande Tel (012) 336-7521.

POST 20/58 : **SENIOR ADMINISTRATION OFFICER GRADE 6 (MR 6) REF NO: 020617/12**
Sub-Directorate: Legal Support B

SALARY : R 420 909 per annum (All-inclusive OSD salary package)
CENTRE : Pretoria
REQUIREMENTS : An LLB Degree. Eight (8) years appropriate post-qualification legal experience. Knowledge of and experience in government legal processes, legislation and contracts. Knowledge of PFMA, Public Service Regulations and Treasury Regulations. Good communication skills. Knowledge management. Problem solving and analysis. Strategic capability and leadership. Programme and project management. Financial Management and change management. Understanding service delivery innovation (SDI). Sound knowledge of people management and empowerment. Excellent communication skills.

DUTIES : Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcomes/result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation /justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Conduct an interview in order to determine the client's goal and objectives. Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions. Document interview and all advice given during legal consultation in writing. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client.

ENQUIRIES : Mr. P. Loselo, Tel 012 – 336 7705.

POST 20/59 : **ASSISTANT DIRECTOR: SADC REF NO: 020617/13**

SALARY : R 334 545 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : National Diploma or Degree in International Relations/Management/Political Science/Public Administration. Three (3) to four (4) years middle management experience in bilateral relations/ Management/ Political Science/International

		Relations. Knowledge and understanding of international politics and difference between multilaterals and bilateral agreements. Knowledge of developing policies and its procedures. Knowledge of research and Public Finance Management (PFMA). Knowledge of multilateral management issues. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative, clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS.
<u>DUTIES</u>	:	Implement regional and international cooperation of bilateral agreements. Implement relevant programmes with reference to impact on Departmental priorities. Identify opportunities and manage strategic partnerships with local and international stakeholders. Implement funded and strategic programmes and projects for the department. Implement policies and strategic objectives of the component.
<u>ENQUIRIES</u>	:	Ms. H.D. Twayi, Tel 012 - 336 7118.
<u>POST 20/60</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 020617/14</u> Sub-Directorate Moveable Assets (WTE)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 334 545 per annum, (Level 09) Pretoria National Diploma or Degree in Finance or Supply Chain field. B-Tech will be added as an advantage. Three (3) to five (5) years experience in Supply Chain Management or Finance related field. Knowledge of the PFMA, GRAP Financial Reporting Framework, Asset Management Framework and Treasury Regulations. Practical knowledge of ERP Systems (SAP). Excellent computer literacy with sound knowledge of the MS Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Willingness to work cooperatively with others as a team and good communication skills.
<u>DUTIES</u>	:	Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Update new additions, movements, transfers and disposals. Reconcile SAP with the Asset Register on monthly basis. Monitor all entries made on the Asset Register as per minimum requirements. Retiring of all losses and disposed assets in the register. Update inventory lists. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the Department's asset requirements are included in the budget. Bi –annual physical verification of movable assets and reconcile against the Asset Register and Trial Balance. Implement and manage registers for Finance Leases. Verify the existence of Finance Leases and prepare monthly reconciliation between SAP and amortization tables versus the Finance Leases register. Ensure reconciling items are cleared. Ensure proper annual reporting and reconciliations. Quality assurance of asset management processes. Assist on preparing AFS for interim & final audit for both internal & external Auditors. Quarterly review performance of staff within Asset Management in line with the Human Resources Management guidelines.
<u>ENQUIRIES</u>	:	Mr. T Nevhutalu, Tel 012 – 336 8193.
<u>POST 20/61</u>	:	<u>ASSISTANT DIRECTOR: SALARIES AND DEDUCTION 2 POSTS (WTE) REF NO: 020617/15</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 334 545 per annum, (Level 09) Pretoria Degree or National Diploma in Finance Administration. Three (3) to five (5) years experience in Finance administration. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge of the PFMA, Framework and Treasury Regulations and other relevant legislation. Public Service Anti-corruption Strategy, anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Sound knowledge of Government financial systems, principles and practice of financial

		accounting. Framework for managing performance information. Understanding of business strategy transaction and alignment. Good client service orientation skills. Willingness to work cooperatively with others as a team and good communication skills.
<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 -Vendor master forms. Reconciliation and monitoring of the General Ledger and Compensation of employees costs. Clearing and monitoring of the payroll salary related suspense accounts. Reconciliation of the third parties expenditure and cash flow. Provide the inputs for the Annuals and Interim Financial statements, Management of staff.
<u>ENQUIRIES</u>	:	Ms L Baloyi, Tel 012 – 336 8876.
<u>POST 20/62</u>	:	<u>ASSISTANT DIRECTOR: INVENTORY (WTE) REF NO: 020617/16</u> Sub-Directorate: Logistics And Inventory Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 334 545 per annum (Level 09) Pretoria National Diploma or B Degree in Economics/Commerce/Business Economics/Purchasing/ Logistics or equivalent. Three (3) to five (5) years experience in supply chain management. Knowledge of policy development and implementation. Practical knowledge of Financial Management and Systems. Knowledge of all the supply chain management (SCM) policies. Sound knowledge of the Generally Recognised Accounting Practice (GRAP). Knowledge of strategic sourcing. Understanding of Public sector supply chain management models and processes. Basic knowledge of National Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA act). Government Supply Chain Management framework. Knowledge of and experience of Enterprise Resource Planning e.g SAP. Knowledge of Generally accepted accounting practice (GAAP). Excellent knowledge of excel and computer literacy skills. Knowledge of techniques and procedures for the planning and execution of operations. Understanding of programme and project management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity Management. Excellent client orientation and customer focus. Good communication skills.
<u>DUTIES</u>	:	Implement an effective and efficient inventory management system. Develop and implement effective solutions for the management and disposal stock. Support and guide management, Regions, Clusters and Construction sites with the relevant stock and disposal reports. Reconciliation and reporting of stock management. Ensure human resource management. Maintain disposal management. Coordinate internal and external audit within the WTE. Ability to work under pressure and to travel within the WTE to conduct SCM inspections.
<u>ENQUIRIES</u>	:	Ms P. Mathiso Tel 012 – 336-7093
<u>POST 20/63</u>	:	<u>ASSISTANT DIRECTOR: CONTRACT ADMINISTRATION (WTE) REF NO: 020617/17</u> Directorate: Supply Chain Management (WTE)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 334 545 per annum, (Level 09) Pretoria National Diploma or Degree in Finance/Supply Chain Management (SCM). Three (3) to five (5) years experience in supply chain management. Knowledge of policy development and implementation. Knowledge of organisational and government structures. Understanding of Government legislation. Knowledge of S.C.M Regulations, practice notes, circulars and policy frameworks. Knowledge of Broad Based Black Economic Empowerment Act 53 Of 2003. Knowledge of contract management and strategic sourcing. Understanding sector supply chain management models and processes. Delegation authority. Sound knowledge of financial management and PFMA. Knowledge of techniques and procedures for

		the planning and execution of operations. Excellent relationship management knowledge. Good client orientation, customer focus and communication skills.
<u>DUTIES</u>	:	Develop and implement an effective and efficient contract management system within the WTE, Official SAP Super User. Arrange for training/access to SAP CM System. Follow up on monthly SAP Checklists. Management of stakeholder relationship. Provide guidance on contracts and performance related issues. Implement controls to mitigate short comings as identified by internal and external audits. Manage and report on contract performance, service provider progress report, non-performance reports and contract closeout reports. Human Resource management. Provide advice and support to line managers in relation to contract management. Release contracts on SAP Contract Management System and National Treasury Website. Controlling of payments on all contracts. Liaise with Line Function and Finance/Run Reports. Report to management.
<u>ENQUIRIES</u>	:	Mr. M SHAI, Tel 012 - 336 7413.
<u>POST 20/64</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ANALYST (ADMINISTRATION) REF NO: 020617/18</u> Chief Directorate: Regional Bulk Infrastructure Programme
<u>SALARY</u>	:	R 334 545 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Financial Management. Three (3) to five (5) years experience in financial administration. Knowledge and understanding on Human Resource Management Legislation, Knowledge of Public Financial Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of public service anti-corruption strategy. Knowledge of administration and clerical procedures. Knowledge of departmental procedures and governmental financial systems. Knowledge of framework for managing performance management. Excellent problem solving, people management, communication skills and analytical thinking. Accountability and ethical conduct. A valid driver's licence. (Attached certified copy). Willingness to work extended hours.
<u>DUTIES</u>	:	Check all S & T claims of the component are in line with the financial regulations. Prepare monthly expenditure reports for the component. Check if spending patterns are in line with approved budget. Ensure that line managers budget compilation is in accordance with the set standards. Consolidate various Directorates budget into one document. Track the spending patterns of Directorates in order to comply with the expenditure of the budget. Ensure budget allocations are captured in the system. Ensure that constraints, commitments and liabilities are accounted for.
<u>ENQUIRIES</u>	:	Mr. R. E MATHEKGA Tel 012 – 336 8955.
<u>POST 20/65</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICS REF NO: 020617/19</u> Directorate: Supply Chain Management (Finance)
<u>SALARY</u>	:	R 334 545 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Finance or Supply Chain Management (SCM). Three (3) to five (5) years experience in supply chain management. Knowledge of policy development and implementation. Practical knowledge of organisational and government structure. Understanding of Government Legislation. Knowledge of S.C.M Regulations, practice notes, circulars and policy frameworks. Knowledge of Broad based Black Economic Empowerment Act 53 of 2003. Knowledge of contract management, strategic sourcing, Public sector supply chain management models and processes. Delegation authority financial management and knowledge of PFMA. Understanding of techniques and procedures for the planning and execution of operations programmes and Project Management. Sound knowledge of relationship management, problem solving and analysis. People and diversity management. Excellent client orientation, customer focus and communication skills. Knowledge of analytical procedures.
<u>DUTIES</u>	:	Management of commitments. Processing of documents to Logistics for creation of purchase orders and warehouse. Provide regular feedback to Demand Management on the performance of suppliers. Distributions of goods and services. Update and maintain LOGIS. Determine stock level.

ENQUIRIES : Mr. J Hlakudi Tel 012 – 336 6681.

POST 20/66 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION (FREE BASIC WATER) REF NO: 020617/20**
Sub-Directorate: Water Sector Support

SALARY CENTRE REQUIREMENTS : R 334 545 per annum (Level 09)
: Gauteng Provincial Office
: Degree or National Diploma in Public Administration/Social Sciences/Development Studies. Three (3) to five (5) years management experience in financial administration with Monitoring and Evaluation as added advantage. Knowledge and understanding for strategic and annual plans. Knowledge of development of Business plans, reporting requirements and answering Risk management questions including addressing Audit queries. Knowledge and application of project management skills. Development of procedure for data collection within policing. Demonstrated previous experience of having conducted monitoring and evaluation and reporting. A valid driver's license is essential. Ability to work under pressure and deadline oriented. Skills and competence: Interpersonal, communications, report writing and presentation skills. Analytical thinking, honesty and integrity, innovative and creative, problem solving and decision making skills, high level proficiency in relevant computer applications.

DUTIES : Active involvement in the development of Business Plans; Demand and risk management plan. Collate and coordinate monthly, quarterly and annual reporting progress. Submit the report and portfolio of evidence to Strategic Support section on time before deadline. Assist in the development of Monitoring and Evaluation tools. Develop and implement an organizational performance, Monitoring and Evaluation systems aligned to policies, strategies, guidelines, directives and procedures. Assist in the design of an impact evaluation plan. Conduct spot checks on progress of projects on a regular basis. Conduct research to contribute to continuous improvement of organizational planning process of the department. Analyze legislative prescription policy documents and reports. NOTE: preference will be given to coloureds, Indians, Africans and Whites females

ENQUIRIES : Ms. S Rikhotso, Tel 012 – 392 1566.

POST 20/67 : **ASSISTANT DIRECTOR: WATER SECTOR (SKILLS SECTOR DEVELOPMENT) REF NO: 020617/21**
Sub-Directorate: Water Sector Planning Support

SALARY CENTRE REQUIREMENTS : R 334 545 per annum, (Level 09)
: Gauteng Provincial Office
: Degree or National Diploma in Social Sciences. Qualification in Water and Sanitation/Educational/ Environmental Science will be an added advantage. Three (3) to five (5) years relevant experience in (Integrated Water Resource Management). Experience in Water Sector /alternatively Water and Sanitation Education Programmes as added advantage. Knowledge and understanding of the strategic and business plan processes. Good understanding of government financial legislation and policies. Ability to interact and liaise with Department of Education, municipalities and all relevant stakeholders in the water sector. Excellent presentation, analyzing, research, communication and report writing skills. Project and programme management skills. Excellent computer literacy. A valid driver's license and willingness to travel as well as working irregular hours.

DUTIES : Coordination of DWS school-based 2020Vision for Water and Sanitation Education Programme. Development of water and sanitation education programme strategic business plan and annual operation plans. Coordinate water and sanitation educational awareness campaigns. Coordinate the distribution and implementation of curriculum support in schools in the entire province and capacitate educators to be able to utilize the resource materials. Ability to mobilize schools to participate in 2020Vision school competitions and also organize the audition and competitions at the district and provincial level. Participate in exhibitions and educational campaigns in order to promote water sector careers to learners. Promote the involvement of learners and schools in the department's water resources management, water conservation and better sanitation. Ensure effective communication and interface between the province and national office by attending

		quarterly meetings, submitting monthly, quarterly and annual reports with Portfolio of Evidence on time before the deadline. Involvement in the departmental special programmes such as National Water Week, Sanitation Month, World Toilet Day etc. Manage the budget and expenditure of Water and Sanitation Education Programme. Manage subordinates. NOTE: preference will be given to coloureds, Indians, Africans and Whites females
<u>ENQUIRIES</u>	:	Ms. S Rikhotso, Tel 012 – 392 1566.
<u>POST 20/68</u>	:	<u>ASSISTANT DIRECTOR: FLEET AND TRAVEL SERVICES REF NO: 020617/22</u>
<u>SALARY</u>	:	R 334 545 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Degree or National Diploma in Administration. Three (3) to five (5) years experience in administration. Knowledge of financial legislation. Knowledge of BAS, SAP and GAAP. 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 Management, Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Excellent communication skills. Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Ensure effective provisioning of transport, flights and accommodation reservations. Ensure effective and efficient control of fleet and travel services. Manages and supervises Human Resources. Render administrative support of departmental vehicles utilise by Ministry. Render administration on maintenance, fuel, remunerations and financial payments to service providers.
<u>ENQUIRIES</u>	:	Mr. T J Kleu, Tel 012 – 336 7571.
<u>POST 20/69</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A 2 POSTS REF NO: 020617/23</u> Sub-Directorate: Compliance Monitoring
<u>SALARY</u>	:	R 223 686 per annum (Offer based on OSD with proven years of experience)
<u>CENTRE</u>	:	Gauteng Provincial Office
<u>REQUIREMENTS</u>	:	National Diploma in Environmental Management or Natural Sciences. Practical knowledge in research and development. Knowledge and experience in Project and Programme Management. Understanding of Social and Economic development issues. Knowledge in technical report writing. Ensure professional judgement and data analysis. Understanding of Policy development and analysis. Excellent presentation skills and mentoring.
<u>DUTIES</u>	:	Promotion of environmental awareness in order to maintain water quality policies, legislation, protocols, regulations and guidelines. The processing of small to medium environmental authorisation applications for development and utilisation of areas in terms of environmental legislations. Ensure responsible management of water quality within specific catchments areas. Co-ordinate the promotion of strategies for cleaner production technologies. Ensure enforcement of statutory obligations regarding water quality. NOTE: preference will be given to coloureds, Indians, Africans and Whites females
<u>ENQUIRIES</u>	:	Mr. N Mabe, Tel 012 – 392 1399.
<u>POST 20/70</u>	:	<u>SENIOR STATE ACCOUNTANT AUTHORISATION: REF NO: 020617/24</u> Sub-Directorate: Financial Systems
<u>SALARY</u>	:	R281418 per annum, (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Degree or Diploma in Information Technology or Financial Information systems. Two (2) to three (3) years experience / SAP Authorisations related matters. Knowledge and understanding on financial Legislation, policies, practices and procedures. Knowledge and understanding of information Technology related frameworks. Knowledge of SAP Authorisations and Governance Risk and Compliance systems. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Knowledge of learning and teaching procedures and techniques. Framework 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 : Manage creation of user profiles in line with SAP authorisations procedure. Ensure maintenance of existing user master records. Create roles on the system in line with SAP authorisations procedure. Resolve issues emanating from risk analysis. Handle authorisations related queries. Ensure timeous implementation of month end procedures.

ENQUIRIES : Ms I Moloto, Tel 012- 336 7435

POST 20/71 : **SENIOR STATE ACCOUNTANT SAP BASIS ADMINISTRATION: REF NO: 020617/25**
Sub-Directorate: Financial Systems

SALARY : R281 418 per annum, (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Degree or Diploma in Information Technology or Financial Information systems. Two (2) to three (3) years experience in SAP Basis related matters. Knowledge and understanding on financial Legislation, policies, practices and procedures. Knowledge and understanding of information Technology related frameworks. Knowledge of SAP Basis and Governance Risk and Compliance systems. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Knowledge of learning and teaching procedures and techniques. Framework 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 : Ensure daily technical monitoring of the system. Implement change requests in line with SAP change control procedure. Monitor early watch alerts and ensure issues are resolved. Create new printers in SAP system and provide end users support. Handle basis administration related queries. Ensure timeous implementation of month end procedures

ENQUIRIES : Ms I Moloto, Tel 012- 336 7435

POST 20/72 : **STATE ACCOUNTANT AUTHORISATION 2 POSTS REF NO: 020617/26**
Sub-Directorate: Financial Systems

SALARY : R 226 611 per annum, (Level 07)
CENTRE : Head Office
REQUIREMENTS : Bachelor's Degree/National Diploma in Financial Management or Financial Information Systems. Zero (0) to one (1) year experience in SAP Authorisations related matters. Knowledge and understanding on financial Legislation, policies, practices and procedures. Knowledge and understanding of information Technology related frameworks. Knowledge of SAP Authorisations and Governance Risk and Compliance system. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Knowledge of learning and teaching procedures and techniques. Framework 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 : Create user profiles in line with the SAP authorisations procedure. Maintain existing user master records. Assign roles to users and ensure segregation of duties is maintained on user profiles. Run risk analysis on user profiles and analyse the reports. Handle authorisations related queries. Ensure timeous implementation of month end procedures.

ENQUIRIES : Ms I Moloto, Tel 012 – 336 7435

POST 20/73 : **ADMINISTRATION CLERK REF NO: 020617/27**
Directorate: COMMUNICATION

SALARY : R152 862 per annum, (Level 05)

CENTRE REQUIREMENTS : Pretoria
: Grade 12 certificate or equivalent. No previous experience required. One 1 year previous experience will be an added advantage. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of working environment. Interpersonal relations. Flexibility. Team work. Basic knowledge of problem solving and analysis. Client orientation and Customer focus. Ability to work, think independently and take initiative. Good written and verbal communication skills. Computer Literacy with sound knowledge of the Ms Office Suite. Planning and organising.

DUTIES : Render general clerical support services. Provide supply chain management support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Ms O. Manyana, Tel 012- 336 7804

POST 20/74 : **ADMINISTRATION CLERK: ASSET MANAGEMENT REF NO: 020617/28**
Directorate: Finance And Supply Chain

SALARY CENTRE REQUIREMENTS : R152 862 per annum, (Level 05)
: Durban KZN
: Grade 12 certificate or equivalent. One (1) year experience in Asset Management environment will be an added advantage. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of Basic Accounting System (BAS), GRAP and Logis. Computer Literacy with sound knowledge of the Ms Office Suite preferably Excel. Good written and verbal communication skills.

DUTIES : Verify the existence of assets. Ensure that all movements of assets are updated. Ensure that the Asset Register is regularly updated. Update inventory lists. Assist in the implementation and management of registers for leased assets. Assist in implementing and monitoring acquisitions, disposal and losses of assets. Ensure assets are bar coded and perform other activities as required to achieve the goals of Department of Water and Sanitation.11

ENQUIRIES APPLICATIONS : Ms V. Mkhize, 031 336 2926
: The Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P.O. Box 1018, Durban, 4000

FOR ATTENTION : The Manager (Human Resources)