

## DEPARTMENT OF WATER AND SANITATION

**APPLICATIONS**

- : Centre: Pretoria: 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 15<sup>th</sup> floor Reception, Bothongo Plaza East, 285 Francis Street, Pretoria, 0001. For attention: Mr. S Nevhorwa.
- Centre: Potchefstroom: Water Resource Management Office, Department of Water Affairs and Sanitation, Private Bag X936, Potchefstroom, 2520. For Attention: Ms. S.M. Mokgosi
- Centre: Proto-CMA Upper Vaal, Potchefstroom Office: Please forward your applications quoting the relevant reference number to the Area Manager, Water Resource Management Office, Department of Water and Sanitation, hand deliver to 126 Chris Hani Drive, Private Bag X936, Potchefstroom, 2520. For attention: Ms SM Mokgosi 018 294 9302.
- Centre: Vaal Proto-CMA (Gauteng Provincial Office): Please forward your applications quoting the relevant reference number to the Acting Chief Executive Officer: Gauteng Provincial Office, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, 15th floor Reception, Bothongo Plaza East, Pretoria. For attention: Ms G Skosana (012) 392 1312.
- Centre: Hartbeespoort Please forward your application quoting the reference number to The Director Northern Operations NWRI – Branch, P/Bag X352. Hartbeespoort, 0216. For attention: Mr. S Murunzi.
- Centre: NWRI Central Operations: Tugela Vaal (O&M Jagersrust) , Driel and Woodstock, Please forward your applications quoting the relevant reference number To the Department of Water and Sanitation The Area Manager, Private Bag 1652, Bergville, 3350, or hand deliver to Tugela Vaal, 1 Kiepersol Avenue, Jagesrust, 3354 For Attention: Ms N Nkabini

**CLOSING DATE**  
**NOTE**

- : 23 June 2017 Time: 16H00
- : 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

<b><u>POST 23/41</u></b>	:	<b><u>CHIEF DIRECTOR: INTERNAL AUDIT REF NO: 230617/01</u></b> Chief Directorate: Internal Audit
<b><u>SALARY</u></b>	:	R1 068 564 per annum (All inclusive packages), Level 14
<b><u>CENTRE</u></b>	:	Pretoria, Head Office
<b><u>REQUIREMENTS</u></b>	:	B-Degree (NQF level 7) in Economic Sciences, Accounting and Auditing as major subjects. Eight (8) to ten (10) years experience in Financial Management or Management Accounting or related discipline. A minimum of five (5) years experience should be at Senior Management level. Proven project management experience. Extensive experience and excellence understanding of the strategic role of internal audit and of the audit committee. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Understanding of the value chain and its impact on demand management. Knowledge of public service act and regulations. Sound knowledge of risk management, corporate governance and internal controls. Understanding of PFMA and applicable auditing standards. Knowledge of Treasury Regulations Act and Promotion of Access to Information Act. Development skills. Knowledge of Policy and Strategy development. Understanding of law enforcement agencies.
<b><u>DUTIES</u></b>	:	Ad hoc requests on Compliance and Performance audit, Forensic Investigations and Quality Assurance audits and Information Technology audit. Administration support to the audit committee. Development of three (3) year rolling plan. Financial and Human Resource management. Ensure strategic support. Development and implement electronic management system. Manage stakeholder management.
<b><u>ENQUIRIES</u></b>	:	Ms T. Mokhine, Tel 012 – 336 7346.
<b><u>POST 23/42</u></b>	:	<b><u>CHIEF ENGINEER (GRADE A) REF NO: 230617/02</u></b> Chief Directorate: Regional Bulk Infrastructure Programme
<b><u>SALARY</u></b>	:	R935 172 per annum (All inclusive OSD salary package)
<b><u>CENTRE</u></b>	:	Pretoria, Head Office
<b><u>REQUIREMENTS</u></b>	:	Engineering degree (B Eng/ BSC Eng) or relevant qualification. Six (6) years post qualification experience required as a registered Professional Engineer. Registration with ECSA as a Professional Engineer (proof of registration must be attached). Programme and project management. Engineering, legal and operational compliance, Process flow knowledge and skills. Engineering design and analysis knowledge, Research and development, Technical consulting, creating a high performance culture. Engineering and professional judgement. A valid driver's licence. Willingness to travel extensively and work extended hours. Programme and project management, Technical, Research and development, Strategic capability and leadership, problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising, Conflict management, Negotiation skills, Change management.
<b><u>DUTIES</u></b>	:	Review and evaluate the technical aspects of feasibility studies/ IRS and Business plans submitted in terms of the RBIG/ ACIP /WSIG policy documents. Offer technical advice during performance evaluation site visits and project inspections. Pioneering of new engineering services and management methods. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct and redirect engineering services for the attainment of organizational objectives. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services to regional offices and other stakeholders for the operation on engineering related matters to minimize possible engineering risks. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Management of the

development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success according to organisational needs and requirements. Manage subordinates key results areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES** : Mrs Kgadi Boikanyo, Tel no: (012) 336 7691

**POST 23/43** : **DIRECTOR: POLICY REF NO: 230617/03**  
Chief Directorate: Water Policy

**SALARY** : R898 743 per annum (all inclusive package), Level 13  
**CENTRE** : Pretoria  
**REQUIREMENTS** : B-Degree or NQF level 7 qualification in Policy Development/ Development Studies/ Political Sciences / Environmental Sciences / equivalent. Six (6) to ten (10) years experience in Policy Development/ Development Studies/ Political Sciences/ Environmental Sciences. Five (5) years should be at Middle/ Senior Managerial level. Extensive knowledge and experience of National Government Policy Frameworks and Strategic Policy Direction. Demonstrated experience in evidence informed Policy Development. Knowledge of Public sector functions. Demonstrated knowledge and experience in policy review, assessment and evaluation. Understanding strategic capability and leadership. Sound knowledge of programme and project management. Knowledge in financial and change management. Excellent client orientation, customer focus and communication skills. Knowledge and experience in the water and sanitation or related sector will be an advantage

**DUTIES** : Development and Co-ordination of water and sanitation sector policies and guidelines. Review policies for the sector. Conducting monitoring evaluation and reporting on the implementation of policies. Advise the Department on evidence informed policies in the water and sanitation and other related sectors. Coordinate with other Government Departments to ensure coherent and aligned policy development. Respond to Ministerial, Parliamentary and other enquiries. Advocacy and alignment of policies and guidelines to the sector.

**ENQUIRIES** : Mr A Singh, Tel no: (012) 336 7531

**POST 23/44** : **DIRECTOR: STRATEGY (WSR) REF NO: 230617/04**  
Chief Directorate: Water Policy

**SALARY** : R898 743 per annum (all inclusive package), Level 13  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor's Degree or NQF 7 qualification in Environmental Studies/Engineering Studies/ Policy Development/Development Studies/ Water Resource Management. Six (6) to ten (10) years experience in Environmental Studies/Engineering Studies/ Policy Development/Development Studies/ Water Resource Management. Five (5) years experience should be at Middle/Senior Managerial level. Knowledge and experience in policy and strategy development. Knowledge of Public Sector functions and strategic frameworks and plans. Knowledge of and experience in Water, Sanitation and related Sector legislation, policies and strategies. Analytical skills together with demonstrated experience in monitoring, reviewing and reporting on sector strategies. Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus .Communication. Accountability and Ethical Conduct.

**DUTIES** : The development of the strategic framework for Water and Sanitation sector as mandated by the National Water Act, Act 36 of 1998. The management and coordination of the sector strategic framework Conducting monitoring, evaluation and reporting on the implementation of the water and sanitation sector strategic framework. Review the strategic framework as required by legislation. Respond to Ministerial, Parliamentary and other enquiries. Liaise with stakeholders in relation to the implementation and development of the strategic framework for the water and sanitation sector. Coordinate disaster management in the Department,

**ENQUIRIES** : consolidate reports and represent the Department at the National Disaster Management Centre.  
Mr A Singh, Tel 012 – 336 7531.

**POST 23/45** : **DIRECTOR: WATER USE EFFICIENCY REF NO: 230617/05**  
Directorate: Policy and Regulation/Integrated Water Resource Planning

**SALARY** : R898 743 per annum (all inclusive package), Level 13  
**CENTRE** : Pretoria, Head Office  
**REQUIREMENTS** : B-Degree or NQF level 7 qualification in BSC/Engineering/ Science/ Environment field. Six (6) to ten (10) years experience in BSC Engineering/Engineering/ Science/ Environment field/ integrated water resources management (IWRM) of which five (5) years experience should be at Middle/ Senior Managerial level. Knowledge of relevant legislation in integrated water resource management. Knowledge of Water Conservation and Water Demand Management. Knowledge and understanding on natural resources management. Knowledge of relevant aspects relating to the fields of natural science (hydrology, geo-hydrology, ecology, geography, geology and social studies). Knowledge and use, application of decision- support tools (GIS, DSS) and other related supporting systems.

**DUTIES** : Lead and facilitate the implementation of Water Conservation and Demand Management programs by the agricultural water use sector to achieve efficient water use. Lead and facilitate the implementation of Water Conservation and Demand Management programs by the industrial, mining and power generation sector to achieve efficient use of water. Lead and facilitate the implementation of Water Conservation and Demand Management programs by the local government and water management institutions to achieve efficient use of water. Promote among all water use sectors and the general public, an understanding of water conservation and water demand management and communicate and educate them on the need for and importance of water conservation and water demand management as a means to management South Africa's scarce water resources. The development of policies, strategies, guidelines, procedures, conditions, standards and key performance indicators.

**ENQUIRIES** : Mr M Matlala, Tel no: (012) 336 7860

#### OTHER POSTS

**POST 23/46** : **SCIENTIST MANAGER (GRADE A) REF NO: 230617/06**  
Directorate: Compliance Monitoring SFRA

**SALARY** : R805 806 per annum (All inclusive OSD salary package)  
**CENTRE** : Head Office Pretoria  
**REQUIREMENTS** : MSc Degree or relevant qualification. Six (6) years post qualification natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist (proof of registration must be attached). Strategic capability and leadership. Knowledge of the National Water Act, 1998 (Act 36 of 1998) and other water related policies, regulations, principles, tools and practices. Knowledge of the National Environmental Management: Biodiversity Act 2004 (Act No. 10 of 2004) and the Alien and Invasive Species Regulations, 2014. Knowledge of the Forest Sector Transformation Charter. Knowledge of, and experience in Stream Flow Reduction Activities (SFRA), Compliance Monitoring Enforcement knowledge. Skills in Geographic Information Systems.-Programme and project management. Communication skills (verbal and writing). Conflict Management. Data and information management. Driver's license Code 08.

**DUTIES** : Provide technical guidance in the development and implementation of regulatory policies, guidelines for compliance monitoring of the forestry sector. Conduct compliance and coordinate SFRA within the Department and its institutions nationally. Liaise with enforcement unit to ensure that non-compliances are dealt with successfully. Promote and establish partnerships for effective compliance monitoring of SFRA water users. Develop and continuously improve Standard Operating Procedures for the SFRA and associated processing activities. Develop, implement and monitor forestry sector plans as part of the NWRS 2

implementation. Provisioning of training. Assist in management of the Sub-directorate. Data and information management. Mentoring of junior officials.

**ENQUIRIES** : Mr S Mkhalihi, Tel no: (012) 336 8048

**POST 23/47** : **DEPUTY DIRECTOR: DEMAND MANAGEMENT REF NO: 230617/07**  
 Chief Directorate: Supply Chain Management (WTE)  
 Kindly note this post is an advertisement and candidates who previously applied are encouraged to re-apply

**SALARY** : R657 558 per annum (All inclusive package), Level 11  
**CENTRE** : Pretoria  
**REQUIREMENTS** : B Degree or National Diploma in Contract Management/Supply Chain Management/ Financial Management/ Cost Management and Accounting. Three (3) to five (5) years experience in Supply Chain Management or Financial 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.

**DUTIES** : 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.

**ENQUIRIES** : Mr. M Shai, Tel no: (012) 336 7413

**POST 23/48** : **DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 230617/08**  
 Sub-Directorate: Forensic Investigation

**SALARY** : R657 558 per annum (All inclusive salary package), Level 11  
**CENTRE** : Pretoria, Head Office  
**REQUIREMENTS** : A recognised Three (3) year tertiary qualification in Forensic investigation or Auditing/ Internal Auditing/Auditing/Financial Accounting/ LLB Degree or equivalent. Qualification in Fraud Examination will be an added advantage. Registration and studying towards a relevant professional certification CFE, CIA or CA. A minimum of Four (4) to five (5) years experience in Internal/ External Auditing or forensic investigations. A valid driver's license. Sound knowledge of Auditing / Accounting and Forensic investigation. Strategic Planning. Sound knowledge of the Public Finance Management Act, Treasury Regulations and Generally Accepted Accounting Principles. SOUND knowledge of the Prevention Organised Crimes Act and Protection of Access to information Act (PAIA) Sound Knowledge of the Public Service Anti-Corruption Strategy and anti- corruption and fraud prevention measures. Skills in the application of audit methodology and execution of audit procedures in accordance with the approved audit programme. Administrative and clerical procedures and systems. Knowledge of governmental financial systems. Knowledge of principles and practice of financial accounting. Willingness and ability to travel. Computer Literacy.

**DUTIES** : Provide input and contribute to the development and implementation of the Department's Fraud Prevention and Anti-Corruption strategy. Conduct fraud awareness campaigns. Management of the forensic investigations teams. Conduct more complex forensic investigations and report the results accordingly. Represent the Department in disciplinary cases, criminal or civil recovery processes. Assist in the management of Financial and Human Resources.

**ENQUIRIES** : Ms T. Mokhine, Tel no: (012) 336 7346

**POST 23/49** : **CHIEF ARTISAN GRADE A CIVIL REF NO: 230617/09**

**SALARY** : R343 329 per annum (All-inclusive OSD salary package)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Proto-CMA Upper Vaal, Potchefstroom Office
	:	Trade Test Certificate Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's license. (Attach certified copy). Supervisory, planning and analytical skills. Project management and technical report writing skills. Knowledge of Occupational Health and Safety Act and maintenance management systems. Knowledge of PMDS and PFMA. Ability to work independently as well as in a team. Computer literacy skills. Good communication skills and ability to work long hours and perform well under pressure. Technical analysis and problem solving skills. Willingness to travel. Candidates may be required to complete a practical and theoretical test.
<b><u>DUTIES</u></b>	:	Maintenance of bulk raw water infrastructure (dams, reservoirs, pump stations and pipelines) and machinery. Manage plumbers, carpenters, painters, electricians, building and construction workers. Planning and organising of work according to the budget implementation. Construction and maintenance of civil structures on the scheme. Manage the electrical/mechanical artisans/artisan foremen. Condition monitoring of equipment and interpretation of data and reports. Manage maintenance backlogs, planned maintenance and breakdowns. Ensure compliance with Occupational Health and Safety Act and PFMA. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into budgeting process, compile and submit reports as required. Manage and supervise artisans and related personnel. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Standby and after hours services.
<b><u>ENQUIRIES</u></b>	:	Mr. M Mokgwabone Tel no: (012) 392 1305.
<b><u>POST 23/50</u></b>	:	<b><u>CHIEF ARTISAN GRADE A REF NO: 230617/10</u></b> Kindly note this post is an advertisement and candidates who previously applied are encouraged to re-apply
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R 343 329 per annum (OSD)
	:	NWRI Central Operations: Tugela Vaal (O&M Jagersrust)
	:	Appropriate Trade Test Certificate in electrical. Ten (10) years post experience required as an Artisan/ Artisan Foreman (Electrical). Managerial, planning and organizing skills. Project management. Technical report writing skills. Conflict management. Knowledge of OHS Act, PMDS and PFMA. Computer Literacy. Good communication skills. Ability to work independently, as a team and under pressure. Customer focus and responsiveness. Financial Management. A valid driver's license.
<b><u>DUTIES</u></b>	:	Maintenance of machinery and infrastructure through optimizing of resources and budgets. Manage backlogs, planned work and breakdowns. Condition monitoring of equipment and interpretation of data and reports. Ensure compliance with Occupational Health and Safety Act. Management of inventory and ensuring quality control and timely availability of tools and spares used in the organization. A leader in a maintenance team driving to achieve organizational goals.
<b><u>ENQUIRIES</u></b>	:	Mr P Motsepe, Tel no: (012) 336 6861
<b><u>POST 23/51</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 230617/11</u></b> Sub-Directorate: Management Accounting
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R 334 545 per annum, Level 09
	:	Vaal Proto-CMA (Gauteng Provincial Office)
	:	National Diploma or Degree in Financial Administration. Three (3) to (5) five years experience in financial administration. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Good interpretation of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-corruption strategy and anti-corruption and fraud prevention measures. Knowledge and understanding of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Understanding of Departmental policies and

procedures and 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. Client orientation and customer focus. Good communication, Accountability and ethical conduct.

**DUTIES** : Prepare of budget expenditure report as prescribe by National Treasury. Ensure that budget for Vaal Proto CMA is correctly allocated on Financial System (SAP). Preparation of budget request submission with management accounting. Reallocation of expenditure to the correct functional area. Identify over/under expenditure on Cost Centres and advice managers accordingly. Provide financial guidance to line function managers. Prepare presentation of budget and expenditure report. Render a support to managers and interact with sub directorates in respect of budget related matters. Handle audit queries and budget related matters. Attend the PMDS for personnel within the section. Provide a support to DD: Financial Management for any budget related matters.

**ENQUIRIES** : Ms. G.S. Skosana, Tel no: (012) 392 1312

**POST 23/52** : **ASSISTANT DIRECTOR: FORENSIC AUDIT (INVESTIGATION) REF NO: 230617/12**

Sub-Directorate: Forensic Investigation

**SALARY** : R 334 545 per annum, Level 09  
**CENTRE** : Pretoria, Head Office  
**REQUIREMENTS** : B Degree or Diploma in Auditing/LLB Degree (Fraud Examination). Three (3) to five (5) years experience in Forensic Auditing. Public Service Act and regulations, investigations procedures/methodologies. Prevention of organised crimes act. Protection of access to information act ( PAIA).PFMA and Treasury. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Understanding of the value chain and its impact on demand management. Knowledge of scenario planning, infrastructure, including development, operations and maintenance. Knowledge and understanding of Socio-economic issues. Public Service Act and Regulations.

**DUTIES** : Develop and implement department's fraud prevention and anti-corruption strategy. Promote fraud awareness campaign. Conduct forensic audits. Develop and implement quality assurance programme within the department. Management of Financial and Human Resources. Develop annual plans for audit committee approvals as per treasury regulation.

**ENQUIRIES** : Ms T. Mokhine, Tel no: (012) 336 7346

**POST 23/53** : **ASSISTANT DIRECTOR: MINISTERIAL ENQUIRIES REF NO: 230617/13**

Directorate: Executive Support In The Office Of The Director General

**SALARY** : R 334 545 per annum (Level 09)  
**CENTRE** : Pretoria, Head Office  
**REQUIREMENTS** : Degree or National Diploma in Administration. Management with at least three (3) to five (5) years experience in administration especially document management preferably in the office of the Director-General. Knowledge of administration processes. Working knowledge of Financial Management and PFMA. Sound knowledge of government policies. Must be computer literate with sound knowledge of MS office suite. Must have good written and verbal communication skills. Be action orientated. Be flexible and work under pressure. Client orientation and customer focus. Accountability and ethical conduct.

**DUTIES** : The successful candidate will be responsible to administer all incoming and outgoing correspondence in the office of the Director-General by tracking them on the tracking system. Handle all document Management related enquires by attending to the Central Point helpdesk. Prepare the Directorate's budget and demand plans and ensure expenditure monitoring. Ability to quality assure language, edit submissions and letters. Organise and take minutes of the Directorate meetings. Manage the filing system in the Director-General's office. Supervise staff.

**ENQUIRIES** : Ms C Molope, Tel no: (012) 336 8749

<b><u>POST 23/54</u></b>	:	<b><u>LANGUAGE PRACTITIONER REF NO: 230617/14</u></b> Directorate: Executive Support in the Office of the Director General
<b><u>SALARY</u></b>	:	R334 545 per annum, Level 09
<b><u>CENTRE</u></b>	:	Pretoria, Head Office
<b><u>REQUIREMENTS</u></b>	:	B-Degree or Diploma in Public Management/ Communication. Three (3) to five (5) years experience in Public Management/ Communication. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge and understanding of written communication specialising in English. Knowledge of education and training quality assurance processes and procedures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and 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. Problem solving and analysis.
<b><u>DUTIES</u></b>	:	Provide key strategic support with regard to language editing, style and formatting of submissions, letters, Parliamentary responses and cabinet Memoranda that are for the attention of the Director- General, Deputy Minister and the Minister in accordance with the Departmental manual on written communication. Advise Departmental officials on the correct usage of English. Ensure that the Department's manual on written communication is updated as and when the information changes and communicated changes to all Departmental officials. Liaise with officials within the Department regarding the promotion of proper usage of formats and templates by conducting workshops and presentations.
<b><u>ENQUIRIES</u></b>	:	Ms C Molohe, Tel no: (012) 336 8749.
<b><u>POST 23/55</u></b>	:	<b><u>CONTROL WATER CONTROL OFFICER: REF NO: 230617/15</u></b>
<b><u>SALARY</u></b>	:	R281 418 per annum, Level 08
<b><u>CENTRE</u></b>	:	Proto-CMA Upper Vaal, Potchefstroom Office
<b><u>REQUIREMENTS</u></b>	:	Degree or National Diploma in Water Quality Management/Productions Operation Management. Three (3) to five (5) year experience. Knowledge in controlling and managing the water distribution for all Government Water Schemes, State Dams, Irrigation Boards, Water Use Associations, Canals and Rivers within the provincial management operations and clusters. Knowledge in water related Policy implementations. Knowledge of in financial management act and human resources. Knowledge and implementations in OHS act. Monitoring and evaluation principles. Knowledge in supporting water utilisation and water resource strategy. Knowledge of drought and flood management. Understanding of Government legislation. Knowledge of grievance and disciplinary procedures. Knowledge in monitoring and reporting water pollution and alien vegetation. Knowledge in basic civil, mechanical and electrical maintenance.
<b><u>DUTIES</u></b>	:	Development of operational roaster/ schedule and manage the distribution of water to users. Evaluate the distribution of water supply to water users in order to promote higher productivity and cost effectiveness. Manage the water supply and abstraction and investigation problems thereof and initiate remedial steps. Ensure that routine dam safety inspections and dam management are performed in line with dam safety regulations. Compile and manage the budget of the component with regard to water supply function.
<b><u>ENQUIRIES</u></b>	:	Mr. M Mokgwabone Tel no: (012) 392 1305
<b><u>POST 23/56</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER (WTE) 2 POSTS REF NO: 230617/16</u></b> Sub-Directorate: Financial Management
<b><u>SALARY</u></b>	:	R 281 418 per annum, Level 08
<b><u>CENTRE</u></b>	:	Vaal Proto-CMA (Gauteng Provincial Office)
<b><u>REQUIREMENTS</u></b>	:	National Diploma or Degree in Supply Chain Management/Logistics/Purchasing Management qualification. Three (3) to five (5) years experience in Supply Chain Management administration environment. Knowledge of procurement administrative procedures. Knowledge of financial legislation. Knowledge of BAS,



		SAP and GRAAP. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic knowledge in financial management, PFMA and Management. Problem solving and analysis. People and diversity management. Client orientation and customer Focus. Good communication skills. Accountability and ethical conduct.
<b><u>DUTIES</u></b>	:	Render demand and acquisition support. Provide effective provisioning of logistics support services. Administer the provision of tender services and contract management. Record all bid documents received. Forward relevant records to bid committee for processing. Keep register of bid documents. Manages Asset Disposal. Do capturing of all payments in the BAS/SAP system. Keep records of assets to be disposed. Maintain Asset register. Compile monthly reports. Administer the payment process for the goods and services acquired.
<b><u>ENQUIRIES</u></b>	:	Ms. G.M. Skosana, Tel no: (012) 392 1312
<b><u>POST 23/57</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 230617/17</u></b> Sub-Directorate: Supply Chain Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R 281 418 per annum, Level 08 Head Office, Pretoria National Diploma or Degree in Supply Chain Management/Logistics/Purchasing Management qualification. Three (3) to five (5) years experience in Supply Chain Management administration environment. Knowledge of procurement administrative procedures. Knowledge of financial legislation. Knowledge of BAS, SAP and GRAAP. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic knowledge in financial management, PFMA and Management. Problem solving and analysis. People and diversity management. Client orientation and customer Focus. Good communication skills. Accountability and ethical conduct.
<b><u>DUTIES</u></b>	:	Administration of contracts: coordinate the drafting, vetting and signing of contracts. Ensuring that the contract register and transversal contract register are always updated. Ensure that all contracts are filed and scanned on the system. Approval of contracts on NT system; assisting during audit period. Administration of variations/amendments. Liaise with NT for renewal/amendments of transversal contracts. Checking and drafting of contract forms SBD 7.1/2. Reporting on a monthly and quarterly basis within prescribed period. Liaise with legal services on vetting of contracts. Liaise with Project Managers on contract related matters. Provide advice to end users on contract related matters. Supervision of officials.
<b><u>ENQUIRIES</u></b>	:	Ms. T. Mmola, Tel no: (012) 336 7334
<b><u>POST 23/58</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER: ASSET MANAGEMENT 2 POSTS REF NO: 230617/18</u></b> Directorate: Asset Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R 281 418 per annum, Level 08 Head Office, Pretoria National Diploma or B Degree in Economics/Business Economics/Financial Management/ Accounting. One (1) to three (3) years experience in Asset Management. Knowledge of Asset Management Framework. Knowledge of PFMA, BAS and LOGIS. Knowledge of Ms Office suite preferably Excel. Knowledge of dispute resolution process. Knowledge of labour relations policies. Knowledge Management. Problem solving and analysis. People, diversity management and client orientation and customer focus. Good communication skills. Excellent accountability and ethical conduct.
<b><u>DUTIES</u></b>	:	Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Monitor all entries made on the Asset Register as per minimum requirements. Retiring of all losses and disposed assets in the register. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Implement and manage registers for Finance Leases. Ensure reconciling items are cleared. Assist on preparing AFS for interim & final audit for both internal & external Auditors.

**ENQUIRIES** : Mr MC Madzhe, Tel no: (012) 336 8717

**POST 23/59** : **SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: 230617/19**

**SALARY** : R281 418 per annum, Level 08  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Degree or National Diploma in Financial Management. Two (2) to three (3) 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** : Provide financial administration of entity maintenance on BAS and SAP. Handling of audit queries. Handle payments in suspension account and do follow up on bad debts. Do enquiries on different financial matters. Compile monthly and quarterly management accounts reports.

**ENQUIRIES** : Mr. D.J. Mcitwa, Tel no: (012) 336 6702

**POST 23/60** : **CHIEF WATER PLANT SUPERINTENDENT REF NO: 230617/20**  
Kindly note this post is an advertisement and candidates who previously applied are encouraged to re-apply

**SALARY** : R 281 418 per annum, Level 08  
**CENTRE** : Tugela Vaal (O&M Jagersrust)  
**REQUIREMENTS** : Grade 12 and Certificate in Water Plant Operations. Three (3) to five (5) years' experience Water Plant Operations. Valid driver's licence. Skills and competencies: Knowledge in controlling and managing the water distribution for all Government Waterworks within the Area Office's jurisdiction. Policy implementation. Monitoring and evaluation principles. Knowledge in managing human resources. Knowledge of flood controlling. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in Public administration. Knowledge in support water utilisation and water resource strategy. Understanding of Government legislation.

**DUTIES** : Operate plant machinery and installations and ensure those high operational standards are maintained. Maintain stock levels required for operational purposes and monitor the consumption of chemicals. Ensure the safety of water plant installation and report faults. Monitor the standard of water supply and sampling of water from plants and raw water sources. Enforce compliance to OHS Act in the work place. Evaluate work performance of human resources and provide the job training.

**ENQUIRIES** : Mr P Motsepe, Tel no: (012) 336 6861

**POST 23/61** : **SUPPLY CHAIN CLERK (SUPERVISOR) REF NO: 230617/21**  
Sub-Directorate: Supply Chain Management

**SALARY** : R 226 611 per annum, Level 07  
**CENTRE** : Head Office Pretoria  
**REQUIREMENTS** : Grade 12 Certificate or equivalent qualification. Three (3) to five (5) years experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Flexibility and team work. Basic knowledge of problem solving and analysis. People and Diversity Management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Excellent computer literacy skills. Planning and Organising. Good verbal and written communication skills.

<b><u>DUTIES</u></b>	:	Administration of contracts: coordinate the drafting, vetting and signing of contracts. Update the contract register and transversal contract register. Follow up on outstanding contracts. Making copies and filling of contracts. Capturing of contracts on NT system. Assisting during audit period. Administration of variations/ amendments. Liaise with NT for renewal/amendments of transversal contracts. Checking and drafting of contract forms SBD 7.1/2 Reporting on a monthly and quarterly basis. Liaising with Legal services on vetting of contracts.
<b><u>ENQUIRIES</u></b>	:	Ms. T. Mmola, Tel no: (012) 336 7334
<b><u>POST 23/62</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK REF NO: 230617/22</u></b> Directorate: Corporate Travel Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R 226 611 per annum, Level 07 Head Office, Pretoria Grade 12 certificate or equivalent. Three (3) to five (5) years experience required. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Knowledge and insight of Human Resource prescripts. Knowledge of working procedures in terms of the working environment. Knowledge of financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge and understanding of the legislative framework governing the Public Service. Interpersonal relations. Must be able to work in a team and be flexible. Good computer literacy, planning and organising skills. Excellent verbal, language and written communication skills. Basic knowledge of problem solving and analysis.
<b><u>DUTIES</u></b>	:	Supervise and provide travel reservation clerical support services within the component. Liaise with the service provider on related queries. Ensure effective and efficient control for Travel reservation services. Supervise and provide administration support services in the component. Supervise human resources/staff.
<b><u>ENQUIRIES</u></b>	:	Ms E Maredi, Tel no: (012) 336 8953
<b><u>POST 23/63</u></b>	:	<b><u>PERSONAL ASSISTANT REF NO: 230617/23</u></b> Office of the DDG: IWS
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R 226 611 per annum, Level 07 Head Office , Pretoria Secretarial Diploma or equivalent qualification. Three (3) to five (5) years experience in secretarial duties in rendering a support service to senior management. Knowledge of administration procedures. Knowledge in secretarial duties. Excellent computer literacy skills. Sound organizational skills. Good people 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 skills. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms P. Mahlangu, Tel no: (012) 336 8287
<b><u>POST 23/64</u></b>	:	<b><u>STATE ACCOUNTANT 3 POSTS (WTE) REF NO: 230617/24</u></b> Sub-Directorate: Management Accounting
<b><u>SALARY CENTRE</u></b>	:	R226 611 per annum, Level 07 Vaal Proto-CMA (Gauteng Provincial Offices)

<b><u>REQUIREMENTS</u></b>	:	National Diploma or Degree qualification in Financial Management. Zero (0) to one (1) year experience in the financial environment. Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such DORA and PFMA. Knowledge of SAP and BAS systems. 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. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and diversity management. Good client orientation and customer Focus. Excellent communication skills. Accountability and ethical conduct.
<b><u>DUTIES</u></b>	:	Assist with the administration of entry 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. Inspection of financial documentation within Financial Management. Ensure unqualified audit report within the provincial office. Responsible for the administration of the financial operations within Financial Management unit. Monitor alignment of the budget with demand plans of the unit. Writing Reports for the Division and do presentations for meetings. Attend to Audit Queries. Facilitating and monitoring the Audit Action Plan. Taking minutes during financial management meetings. Filing of financial documents. Do enquiries on different financial management.
<b><u>ENQUIRIES</u></b>	:	Ms. G.M. Skosana, Tel no: (012) 392 1312
<b><u>POST 23/65</u></b>	:	<b><u>PROVISIONING ADMINISTRATION OFFICER: ASSET MANAGEMENT REF NO: 230617/25</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R226 611 per annum, Level 07 Head Office , Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma or B Degree in Economics/Business Economics/Financial Management/ Accounting. Zero (0) to one (1) years experience in Asset Management. Knowledge of Asset Management Framework. Knowledge of PFMA, BAS and LOGIS. Knowledge of Ms Office suite preferably Excel. Knowledge of dispute resolution process. Knowledge of labour relations policies. Knowledge Management. Problem solving and analysis. People, diversity management and client orientation and customer focus. Good communication skills. Excellent accountability and ethical conduct.
<b><u>DUTIES</u></b>	:	Assist with performing monthly asset reconciliation. Assist with the updating of the asset register. Manages assets disposal & losses. Conduct Bi-annual physical asset verification.
<b><u>ENQUIRIES</u></b>	:	Mr MC Madzhe, Tel no: (012) 336 8717
<b><u>POST 23/66</u></b>	:	<b><u>CHIEF SECURITY OFFICER REF NO: 230617/26</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R226 611 per annum, Level 07 Northern Operations (NWRI), Mokolo Pump Station. Haartebees
<b><u>REQUIREMENTS</u></b>	:	Grade A PSIRA registered Security Certificate. Matric (Grade 12) Certificate. Studying towards National Diploma or Degree in Security related field will be an added advantage. National Key Point Training certificate. SAPS Competency certificate.(Rifle, Shotgun and Pistol). Three (3) to five (5) years experience in the Security preferably in NKP environment. Appointment will be subject to positive screening results ,Knowledge in the implementation of security policies. Knowledge on the analysis of security plans. Knowledge in identifying risk and threats in security environment. Interpersonal relationship. Knowledge of relevant legislation. Problem solving and analysis. Knowledge of security Code of conduct. Registration with PSIRA. Firearm Competency. Good computer literacy skills. Good listening skills. Driver's licence.(Attached certified copy).
<b><u>DUTIES</u></b>	:	The implementation of security and administration policies and procedures. The management of Physical Information Security and Resources at National Key Point. Ensure proper protection of Properties, Information. Liaise with security Clusters regarding implementation of security measures. Management and development of staff. Ensure implementation and compliance to Security Policies

and Procedures. Security presentation during Join Planning Committee (JPC) and Security Officers. Liaison Forum Meeting (SOLF). Conduct Security evaluations and appreciations. Conduct Security Awareness Sessions. Conduct Security Investigations.

**ENQUIRIES** : Mr JJ Pretorius, Tel no: (012) 200 9001/9002/9010

**POST 23/67** : **PRINCIPAL WATER PLANT SUPERINTENDENT REF NO: 230617/27**  
 Kindly note this post is are-advertisement and candidates who previously applied are encouraged to re-apply

**SALARY** : R 226 611 per annum, Level 07  
**CENTRE** : NWRI Central Operations: Tugela Vaal (O&MJagersrust)  
**REQUIREMENTS** : Grade 12 and Certificate in Water Plant Operations. Two (2) to three (3) years' experience Water Plant Operations. Valid driver's licence. Skills and Competencies: Knowledge in controlling and managing the water distribution for all Government Waterworks within the Area Office's jurisdiction. Policy implementation. Monitoring and evaluation principles. Knowledge in managing human resources. Knowledge of flood controlling. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in Public administration. Knowledge in support water utilisation and water resource strategy. Understanding of Government legislation.

**DUTIES** : Operate pumps and equipment in the pump stations. Report faults in the working environment. Comply with OHS Act requirements in the working environment. Compile shift rosters for officials working on the Pump stations. Monitor, analyse and record all relevant readings. Evaluate work performance of human resources and provide the job training.

**ENQUIRIES** : Mr P Motsepe, Tel no: (012) 336-6861

**POST 23/68** : **PRINCIPAL WATER PLANT SUPERINTENDENT REF NO: 230617/28**  
 Kindly note this post is are-advertisement and candidates who previously applied are encouraged to re-apply

**SALARY** : R 226 611 per annum, Level 07  
**CENTRE** : NWRI Central Operations: Tugela Vaal (Driel Pump)  
**REQUIREMENTS** : Grade 12 and Certificate in Water Plant Operations. Two (2) to three (3) years' experience Water Plant Operations. Valid driver's licence Skills and Competencies: Knowledge in controlling and managing the water distribution for all Government Waterworks within the Area Office's jurisdiction. Policy implementation. Monitoring and evaluation principles. Knowledge in managing human resources. Knowledge of flood controlling. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in Public administration. Knowledge in support water utilisation and water resource strategy. Understanding of Government legislation.

**DUTIES** : Operate pumps and equipment in the pump stations. Report faults in the working environment. Comply with OHS Act requirements in the working environment. Compile shift rosters for officials working on the Pump stations. Monitor, analyse and record all relevant readings. Evaluate work performance of human resources and provide the job training.

**ENQUIRIES** : Mr P Motsepe, Tel no: (012) 336-6861

**POST 23/69** : **SENIOR SECURITY OFFICER 2 POSTS REF NO: 230617/29**

**SALARY** : R183 558 per annum, Level 06  
**CENTRE** : Northern Operations (NWRI), Mokolo Pump Station  
**REQUIREMENTS** : Matric (Grade 12) Certificate. Two (2) to three (3) years supervisory level in Security preferably in NKP environment. Grade B PSIRA Certificate. National Key Point Certificate. SAPS issued firearm competency certificate (Rifle, Shotgun and Pistol). Appointment will be subject to positive screening results Knowledge of relevant legislation especially the National Key Point Act and Directive. Understanding and knowledge in the training of security personnel. Knowledge in facilitating processes with other stakeholders. Interpersonal relationship. Problem solving and analysis.. Registration with PSIRA. Firearm Competency. Good computer literacy skills. Good listening skills. Driver's license. (Attached certified copy).

**DUTIES** : Control and management of the shifts. Enforce access control of all the vehicles, people visiting and leaving the National Key Point areas. Ensure that the National Key Point areas are guarded and patrolled all the time. Ensure compliance with Firearm Control Act and other legislations. Ensure prohibition of unauthorised entry and removal of equipment's. Conduct searching. Responding to alarms. Conduct investigations where incidents occurred. Render supervision on personnel at National Key Point areas.

**ENQUIRIES** : Mr JJ Pretorius, Tel: 012-200 9001/9002/9010

**POST 23/70** : **ADMINISTRATION CLERK REF NO: 230617/30**  
Sub-Directorate: Water Tribunal  
Directorate: Litigation

**SALARY** : R152 862 per annum, Level 05  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Grade 12 Certificate or equivalent. One (1) year relevant experience in general office administration 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. Good written and verbal communication skills. Computer Literacy with sound knowledge of the Ms Office Suite. Planning and organizing.

**DUTIES** : Assist in rendering administrative support to the Water Tribunal. Assist in the preparation of Water Tribunal and Mediation cases. Assist in the provision of proper record keeping of all Water Tribunal appeals, and Mediation. Assist in the provision of logistical support to the Water Tribunal including the recording, transcription of proceedings of Water Tribunal, and mediation. Provide supply chain management support services within the component. Provide financial administration support services in the component.

**ENQUIRIES** : Mr. Ren Mabe: Tel no: (012) 336 7034

**POST 23/71** : **ADMINISTRATION CLERK (WTE) REF NO: 230617/31**  
Sub-Directorate: Administrative Support

**SALARY** : R152 862 per annum, Level 05  
**CENTRE** : Vaal Proto-CMA (Gauteng Provincial Office)  
**REQUIREMENTS** : Grade 12 Certificate or equivalent. One (1) year experience in Human Resource Administration 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 Resources 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 the working environment. Interpersonal relations. Flexibility and team work. Basic knowledge of problem solving and analysis. Sound computer literacy skills. Good written and verbal communication skills.

**DUTIES** : Update databases on vacant and filled posts. Complete staff requisitions forms. Co-ordinate draft adverts. Serve as secretary during short-listing and interviews. Compile appointment submissions. Update progress reports in terms of recruitment and selection. Administer transfers and service terminations. Complete Pension documents, PILLIR documents and Injury on Duty forms. Capture leave and prepare leave register, S&T, overtime, appointments, promotions, probations and transfers on Persal. Responsible for HR Registry. Prove of Persal training must be attached.

**ENQUIRIES** : Ms SM Mokgosi Tel no: (018) 294 9302

**POST 23/72** : **ADMIN CLERK: REVENUE MANAGEMENT REF NO: 230617/32**  
Sub-Directorate: Revenue Management

**SALARY CENTRE REQUIREMENTS** : R152 862 per annum, Level 05  
: Vaal Proto-CMA (Gauteng Provincial Office)  
: Grade 12 Certificate or equivalent qualification. One (1) year relevant experience will be an added advantage. 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 skills. Knowledge of general administration within the Public Service. Good interpersonal relations. Good communication skills.

**DUTIES** : Assist with accruals and commitment. Ensure billing of water users. Filing of correspondence. Responsible for cashier's office. Rectify misallocations. Reconcile revenue reports. Provide support during the tariff settings process. Coordinate stakeholder meetings and taking minutes. Update information of water users on the billing system database. Attend to stakeholder's enquiries revenue.

**ENQUIRIES** : Ms. R Koshane, Tel 012 – 392 1317.

**POST 23/73** : **ADMINISTRATION CLERK (WTE) REF NO: 230617/33**  
Sub-Directorate: Supply Chain Asset Management Transit

**SALARY CENTRE REQUIREMENTS** : R152 862 per annum, Level 05  
: Vaal Proto-CMA (Gauteng Provincial Office)  
: 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.

**ENQUIRIES** : Ms. G.M. Skosana, Tel no: (012) 336 7536

**POST 23/74** : **ADMINISTRATION CLERK 2 POSTS**  
Sub-Directorate: Administrative Support  
Sub-Directorate: Office Support (DIR SAM)

**SALARY CENTRE REQUIREMENTS** : R152 862 per annum, Level 05  
: Head Office, Pretoria REF NO: 230617/34 A  
: NWRI Central Operations (Pretoria) REF NO: 230617/34 B  
: Grade 12 Certificate or equivalent. Basic knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. One (1) year relevant experience will be an added advantage. Basic knowledge and insight of Human Resources 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 the working environment. Interpersonal relations. Flexibility and team work. Basic knowledge of problem solving and analysis. Sound computer literacy skills. Good written and verbal communication skills.

**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** : Mr M Madzhe, Tel no: (012) 336 8717. (Pretoria) (230617/34 A)  
Ms P. Muneka, Tel 012 - 336 7629. (NWRI Central Operations) (Pretoria) (230617/34 B)

**POST 23/75** : **SECURITY OFFICER 15 POSTS REF NO: 230617/35**

**SALARY** : R152 862 per annum, Level 05  
**CENTRE** : Northern Operations (NWRI), Mokolo Pump Station.  
**REQUIREMENTS** : Matric (Grade 12) Certificate. One (1) to (2) years in the security industry, preferably in NKP environment. Grade C PSIRA Registration National Key Point Certificate. SAPS Firearm issued competency certificate (Rifle, Shotgun and Pistol) Appointment will be subject to positive screening results. Interpersonal relationship. Knowledge of relevant legislation. Problem solving and analysis. Knowledge of security Code of conduct. Registration with PSIRA. Firearm Competency. Good listening skills. Driver's license. (Attached certified copy).

**DUTIES** : Conduct guarding, patrolling and escorting at the National Key Point. Ensure that the premises are properly secured. Conduct investigations where incidents occurred. Ensure prohibition of unauthorised entry and removal of equipments. Searching, responding to alarms. Recording of all incidents are recorded in the occurrence books/registers.

**ENQUIRIES** : Mr JJ Pretorius, Tel: 012-200 9001/9002/9010.

**POST 23/76** : **SUPPLY CHAIN CLERK REF NO: 230617/36**  
Sub-Directorate: Supply Chain Management

**SALARY** : R 152 862 per annum, Level 05  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Grade 12 Certificate or equivalent qualification. One (1) to three (3) years experience in Contract Management or Supply Chain Management will be an added advantage. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics Basic knowledge of work procedures in terms of the working environment. Working knowledge and understanding of the legislative framework governing the Public Service. Flexibility and team work. Basic knowledge of problem solving and analysis. People and Diversity Management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Good computer literacy skills. Planning and organising. Good verbal and written communication skills.

**DUTIES** : Administration of contracts. Coordinate the drafting, vetting and signing of contracts. Update the contract register and transversal contract register. Follow up on outstanding contracts. Making copies and filling of contracts. Capturing of contracts on NT system. Assisting during audit period. Administration of variations/amendments. Liaise with NT for renewal/amendments of transversal contracts. Checking and drafting of contract forms SBD 7.1/2.

**ENQUIRIES** : Ms. T. Mmola, Tel no: (012) 336-7334.

**POST 23/77** : **SECRETARY 3 POSTS**  
Directorate: Forensic Investigation Ref No: 230617/37 A  
Directorate: Intergove Relations & Sector Collaboration Ref No: 230617/37 B  
Directorate: Customer Relations (WTE) Ref No: 230617/37 C

**SALARY** : R 152 862 per annum, Level 05  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Grade 12 and Certificate in Secretarial Services. One (1) to two (2) years experience in Secretarial duties and General Administration. Knowledge of Administrative Procedures. Knowledge in secretarial duties. Computer literacy and good typing skills. Sound organisational skills. Good people skills. High level of reliability. Ability to work under pressure. 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 Management.



- DUTIES** : 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 stationary, 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.
- ENQUIRIES** : Ms. T. Mokhine, Tel no: (012) 336 7346. (230617/37 A)  
Ms. O. Manyana, Tel no: (012) 336 7804. (230617/37 B)  
Mr M Mothebe, Tel no: (012) 336 8954 (230617/37 C)
- POST 23/78** : **WATER PLANT SUPERINTENDENT 2 POSTS REF NO: 230617/38**  
Kindly note this post is are-advertisement and candidates who previously applied are encouraged to re-apply
- SALARY CENTRE REQUIREMENTS** : R 152 862 per annum, Level 05  
: NWRI Central Operations: Tugela Vaal (Driel Pump)  
: Grade 10. Certificate No working experience is required. Working with large pumps and motors. A valid driver's license, DWS Pump Station certificate, knowledge of Water and Waste treatment and Safety certificate will be an advantage. Skills and Competencies: Knowledge in controlling and managing the water distribution for all Government Waterworks within the Area Office's jurisdiction. Policy implementation. Monitoring and evaluation principles. Knowledge in managing human resources. Knowledge of flood controlling. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in Public administration. Knowledge in support water utilisation and water resource strategy. Understanding of Government legislation.
- DUTIES** : Setting machinery for supplying water according to required quantities and standards. Check machinery and report faults. Monitor pumping temperature and stop machine when necessary.
- ENQUIRIES** : Mr P Motsepe, Tel no: (012) 336-6861
- POST 23/79** : **WATER PLANT SUPERINTENDENT REF NO: 230617/39**  
Kindly note this post is are-advertisement and candidates who previously applied are encouraged to re-apply
- SALARY CENTRE REQUIREMENTS** : R 152 862 per annum (Level 5)  
: NWRI: Central Operations, Tugela Vaal (Woodstock)  
: Grade 10. Certificate No working experience is required. Valid driver's licence. Knowledge in controlling and managing the water distribution for all Government Waterworks within the Area Office's jurisdiction. Policy implementation. Monitoring and evaluation principles. Knowledge in managing human resources. Knowledge of flood controlling. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in Public administration. Knowledge in support water utilisation and water resource strategy. Understanding of Government legislation.
- DUTIES** : Operate pumps and equipment in the pump stations. Report faults in the working environment. Comply with OHS Act requirements in the working environment. Compile shift rosters for officials working on the Pump stations. Monitor, analyse and record all relevant readings. Evaluate work performance of human resources and provide the job training.

**ENQUIRIES** : Mr P Motsepe, Tel 012 336-6861

**POST 23/80** : **WATER PLANT SUPERINTENDENT REF NO: 230617/40**  
 Kindly note this post is an advertisement and candidates who previously applied are encouraged to re-apply

**SALARY** : R 152 862 per annum, Level 05  
**CENTRE** : NWRI Central Operations: Tugela Vaal (O&MJagersrust)  
**REQUIREMENTS** : Grade 10. No working experience required. Working with large pumps and motors, a valid driver's license, DWS Pump Station certificate, knowledge of Water and Waste treatment and Safety certificate will be an advantage. Skills and Competencies: Knowledge in controlling and managing the water distribution for all Government Waterworks within the Area Office's jurisdiction. Policy implementation. Monitoring and evaluation principles. Knowledge in managing human resources. Knowledge of flood controlling. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in Public administration. Knowledge in support water utilisation and water resource strategy. Understanding of Government legislation.

**DUTIES** : Effective operation of pump station. Obtain and achieve maximum and efficient pumping rates. Carry out flood control. Carry out plant down work.

**ENQUIRIES** : Mr P Motsepe, Tel no: (012) 336-6861

**POST 23/81** : **DRIVER/MESSENGER REF NO: 230617/41**

**SALARY** : R127 851 per annum, Level 04  
**CENTRE** : NWRI Central Operations:Tugela Vaal  
**REQUIREMENTS** : A grade 10 report. Driver License with (PDP) (Attach a certified copy). One (1) to three (3) years experience in driver/messenger services. Sound knowledge in messenger services. Knowledge of organisational policies procedures and structures. Basic knowledge of government regulations, practice notes, circulars and policy frameworks. Knowledge of process flow and tracing retrieving files. Knowledge of internal sorting and distribution matrix. Practical knowledge of organisations record keeping practices/system. Client orientation and be customer focus. Excellent communication skills. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes

**DUTIES** : Retrieve files and deliver them to the offices where they are being utilised. Receives files and verifies delivery items, messages, mail, documents for correctness. Tracking, searching and placement of correspondence in files. Transporting and retrieving of files to various locations. Check and record outgoing files. Place correspondence on the files.

**ENQUIRIES** : Mr P Motsepe, Tel no: (012) 336 6861

**POST 23/82** : **DRIVER / OPERATOR REF NO: 230617/42**

**SALARY** : R 127 851 per annum, Level 04  
**CENTRE** : NWRI Central Operations: Tugela Vaal  
**REQUIREMENTS** : A grade 10 report and drivers license/operator license with (PDP) (Attach a certified copy). One (1) to three (3) years experience in driver/operator services. Knowledge in driving and operating services. Knowledge of organisational policies and procedures. Knowledge and understanding of process flow. Basic knowledge in technical services. Good interpretation of organisational and government structures. Understanding of procedures and processes. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Delegation authority, financial management and knowledge of PFMA. Client orientation and customer be focus. Good communication skills. Knowledge of analytical procedures. Knowledge of library science.

**DUTIES** : The operation of all heavy/light equipment in a safe and efficient way according to all relevant legislation, policies and procedures. Perform daily safety and maintenance checks. The cleaning of equipment as schedule. Ensure equipments are safely secured and stored.

**ENQUIRIES** : Mr P Motsepe, Tel no: (012) 336-6861

- POST 23/83** : **TRADESMAN AID 6 POSTS REF NO: 230617/43**  
 Kindly note this post is are-advertisement and candidates who previously applied are encouraged to re-apply
- SALARY** : R 107 886 per annum, Level 03  
**CENTRE** : NWRI Central Operations: Tugela Vaal (O & MJagersrust, Mechanical)  
**REQUIREMENTS** : ABET (be able to read and write). One (1) to two (2) years' experience in maintenance. Maintenance of mechanical equipment in the dam wall and workshop. Do maintenance in the Departmental houses. Assist with the maintenance on lifts in the dam wall. Adhere to all occupational Health and Safety regulations and ensure that protective equipment is used appropriately. Safe keeping of equipment and property. Knowledge of administration in relation to the correct completion of forms
- DUTIES** : Basic knowledge in maintenance of structures and managing the water distribution for all Government Waterworks within the Area Office's jurisdiction. Basic knowledge in policy implementation. Basic knowledge in monitoring and evaluation principles. Basic disciplinary knowledge in Occupational Health and Safety. Basic disciplinary knowledge in Public administration. Basic Knowledge in supporting water utilisation and water resource strategy. Basic Knowledge of flood controlling. Basic Understanding of Government legislation.
- ENQUIRIES** : Mr P Motsepe, Tel no: (012) 336 6861
- POST 23/84** : **MESSENGER REF NO: 230617/44**  
 Kindly note this post is are-advertisement and candidates who previously applied are encouraged to re-apply
- SALARY** : R90 234 per annum, Level 02  
**CENTRE** : NWRI: Central Operations, Tugela Vaal (Administrative Support))  
**REQUIREMENTS** : ABET/Grade 10. One (1) to three (3) years' experience in messenger services. Knowledge in messenger services. Knowledge of organisational policies and procedures. Knowledge of process flow. Knowledge in tracing retrieving files. Knowledge of organisational and government structures. Knowledge of procedures and processes. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Knowledge of internal sorting and distribution matrix. Knowledge of organisations record keeping practices / system. Delegation authority. Financial management and knowledge of PFMA.
- DUTIES** : The delivering of mail and other articles. The collection of mail and other articles.  
**ENQUIRIES** : Mr P Motsepe, Tel no: (012) 336-6861
- POST 23/85** : **CLEANER 2 POSTS REF NO: 230617/45**  
 Kindly note this post is are-advertisement and candidates who previously applied are encouraged to re-apply
- SALARY** : R90 234 per annum, Level 02  
**CENTRE** : NWRI: Central Operations, 1x Driel and 1x Woodstock  
**REQUIREMENTS** : ABET certificate. No experience required. Knowledge of cleaning principles. Knowledge of chemical use (dilution / mix) Knowledge of cleaning equipment used. Knowledge of health and safety requirements. Knowledge of basic record keeping. Understanding of Water Sector legislation financial management and knowledge of PFMA Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly.
- DUTIES** : Cleans above the floor surfaces according to surface type and best cleaning practice. Cleans hard and resilient floors according to the surface type and best cleaning practice. Cleans textile surfaces according to the surface type and best cleaning practice. Cleans ablution facilities toilets, urinals, baths, showers and basins, fixtures and fittings according to surface type and best cleaning practice. Cleans kitchens, kitchen items and surface systematically in accordance with the surface type, cleaning specification, worksite procedures and basic cleaning principles. Cleans building surrounds systematically in accordance with the area, surface type, cleaning specification, worksite procedures and basic cleaning principles.

**ENQUIRIES** : Mr P Motsepe, Tel no: (012) 336 6861

**POST 23/86** : **GENERAL WORKER 2 POSTS REF NO: 230617/46**  
 Kindly note this post is are-advertisement and candidates who previously applied are encouraged to re-apply

**SALARY** : R90 234 per annum, Level 02  
**CENTRE** : NWRI: Central Operations, Tugela Vaal (O&M Jagersrust)  
**REQUIREMENTS** : ABET certificate. No experience required. Knowledge of gardening equipment and appliances. Knowledge of lawn care process. Knowledge of the pruning and trimming process and techniques. Knowledge of chemical use (dilution / mix) chemical product knowledge. Knowledge of daily maintenance procedures for efficient machine / equipment performance. Basic Knowledge in supporting water utilisation and water resource strategy. Knowledge of health and safety procedures. Knowledge of garden maintenance and planting practices. Basic Understanding of Government legislation

**DUTIES** : Clean and maintain grounds and repair tools and structures such buildings, fences and benches using hand and power tools. Mix spray or spread fertilisers, herbicides or insecticides onto grass, shrubs and trees using hand or automic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other grounds features. Maintain existing grounds /gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, grounds, and clean buildings by sweeping, washing floors and cleaning windows.

**ENQUIRIES** : Mr P Motsepe, Tel no: (012) 336 6861

**POST 23/87** : **GENERAL WORKER: (STORE ASSISTANT) REF NO: 230617/47**

**SALARY** : R90 234 per annum, Level 02  
**CENTRE** : Proto-CMA Upper Vaal, Potchefstroom Office  
**REQUIREMENTS** : ABET qualification. No experience required. Knowledge of store equipment and appliances. Knowledge of receiving and issuing materials. Knowledge of tracking order of status. Knowledge of updating stores procedures. Knowledge of updating stores procedures. Knowledge of chemical use (dilusion/mix chemical product knowledge. Knowledge of daily maintenance procedures for efficient machine/equipment performance. Basic knowledge in supporting water utilisation and water resource strategy. Knowledge of health and safety procedures. Knowledge of stores maintenance and issuing practices. Basic understanding of Government legislation.

**DUTIES** : Ensure that stock and material are received and issued in the stores. Received and distribute non stores goods to correct components or officials. Ensure that stocks control and economic levels are maintained. Arrange logistics of materials to sites which are purchased by various components. Updating of materials on the stock collating material requisition. Creation of request memo. Assisting with asset verification and updating of inventory sheets.

**ENQUIRIES** : Ms. Ms EM Ackerman, Tel no: (018) 294 9312.

**POST 23/88** : **GROUNDSMAN 5 POSTS REF NO: 230617/48**  
 Kindly note this post is are-advertisement and candidates who previously applied are encouraged to re-apply

**SALARY** : R90 234 per annum, Level 02  
**CENTRE** : NWRI Central Operations: Tugela Vaal (x3 O&M Jagerstrust, x1 Driel, & x1 Sterkfontein)  
**REQUIREMENTS** : ABET. Zero (0) to one (1) year experience. Knowledge of gardening equipment and appliances. Knowledge of lawn care process. Knowledge of the pruning and trimming process and techniques. Knowledge of chemical use (dilution / mix) chemical product knowledge. Knowledge of daily maintenance procedures for efficient machine / equipment water performance. Basic Knowledge in supporting water utilisation and water resource strategy. Knowledge of health and safety procedures. Knowledge of garden maintenance and planting practices. Basic Understanding of Government legislation.

**DUTIES** : Clean and maintain grounds and repair tools and structures such buildings, fences and benches using hand and power tools. Mix spray or spread fertilisers, herbicides or insecticides onto grass, shrubs and trees using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other grounds features. Maintain existing grounds /gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, grounds, and clean buildings by sweeping, washing floors and cleaning windows.

**ENQUIRIES** : Mr P Motsepe, Tel no: (012) 336 6861

**POST 23/89** : **GROUNDSMAN: REF NO: 230617/49**  
Sub-Directorate: Technical Support

**SALARY** : R90 234 per annum, Level 02  
**CENTRE** : Proto-CMA Upper Vaal, Potchefstroom Office  
**REQUIREMENTS** : ABET qualifications. Zero (0) to one (1) year experience. Knowledge of gardening and equipment and appliances. Knowledge of lawn care process. Knowledge of the pruning and trimming process and techniques. Knowledge of chemical use (dilution / mix) chemical product knowledge. Knowledge of daily maintenance procedures for efficient machine/ equipment performance. Basic knowledge of in supporting water utilisation and water resource strategy. Knowledge of health and safety procedures. Knowledge of gardens maintenance and planting practices. Basic understanding of Government Legislation.

**DUTIES** : Clean and maintain grounds. Repair tools and structures such buildings, fences and benches using hand and power tools. Mix spray or spread fertiliser, herbicides or insecticides onto grass, shrubs and tree using hand or automatic sprayer or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other ground features. Maintain existing grounds/gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, grounds and clean buildings by sweeping, washing floors and cleaning windows.

**ENQUIRIES** : Mr. M. Mokgwabone, Tel no: (012) 392 1305.