

## 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 X350 Pretoria 0001 or hand deliver at Continental Building, (Cnr Visagie) and Bosman, street, Pretoria. For attention: Ms Cindy Mazibuko.
- : Centre: Gauteng Provincial Office. Please forward your applications quoting the relevant reference number to the 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: Mr S Nevhorwa (012) 392 1324.
- : Centre: Kimberly Please forward your application, quoting the post reference number, to: The Provincial Head: Northern Cape, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8301 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301. Persons with disabilities are encouraged to apply, For attention: Ms W Malope
- : Centre: Proto-CMA Upper Vaal, Potchefstroom Office The Area Office, Department Water and Sanitation, Private Bag X936, Potchefstroom, 2521. Hand delivers to Area Office, 126 Chris Hani Street, and Potchefstroom. 2521. for attention: Ms S.M. Mokgosi. Tel no: 018 294 9302
- : Centre: Hydrometry Office (Boskop Dam). The Department of Water and Sanitation, Private Bag X08, Noordbrug, 2522 or hand deliver at Department Water and Sanitation office, Boskop Dam. (On the R501 between Potchefstroom and Carletonville, 16 kilometres from Potchefstroom), For attention: Ms M. Buyskes, Tel no: (018) 298 9000.
- : Centre: NWRI Central Operations Free State Department of Water and Sanitation, NWRI: Central Operations, Private Bag 528, Bloemfontein, 9300 or Hand Deliver at Bloem Plaza, 2<sup>nd</sup> Floor Reception, Corner Charlotte Maxeke and East
- : Centre: Bloemfontein The Provincial Head. Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300, For attention: Ms. L Wymers.
- : Centre: NWRI: Central Operations (Pretoria) The Director, Department of Water and Sanitation, Private Bag X273, Pretoria, 0001. Hand deliver to 1<sup>st</sup> Floor, Praetor Forum Building, 267 Lilian Ngoyi, Pretoria, For Attention: The Human Resource Management
- : Centre: NWRI Central Operations (Tugela Vaal) The Area Manager, Department of Water Affairs, Private Bag x 1652, Bergville, 3350 or hand deliver to 01 Kiepersol Avenue, Jagersrust, 3354, For Attention: Human Resource Management
- : Centre: NWRI: Central Operations, Vanderkloof Dam Department of Water and Sanitation, NWRI Central Operations, Private Bag X01, Vanderkloof Dam, 8771, For Attention: Mr. J Wilson
- : Centre: NWRI: Central Operations (Standerton Area Office), Central Operations: Usutu Vaal (Grootdraai and Grootfontein Pump Station) The Area Manager: Department Of Water and Sanitation. Private Bag X2021, Standerton, 2430 or hand delivered in office number 1 Grootdraai Dam, Admin Building, Standerton, 2430, For Attention: Ms PN Myeni

**CLOSING DATE**

: 28 July 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 DPSSA 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 28/54** : **HEAD: PROGRAMME MANAGEMENT OFFICE (SPECIALIST ENGINEER) REF NO: 280717/01**

**SALARY** : R1 377 252 per annum (All-inclusive OSD salary package)

**CENTRE** : Pretoria

**REQUIREMENTS** : Master's Degree in Engineering or Built environment or equivalent. Ten (10) years experience as a professional Engineer in Water Infrastructure environment. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. Project management skills, principles and methodologies. Knowledge of Project and professional judgement. Practical knowledge in Computer aided engineering and project applications. Understanding of Project design and analysis. Sound knowledge of Project operational communication. Understanding Legal and operational compliance. Practical knowledge in Research and development. Strategic capability and leadership. Knowledge in financial, change and management. Excellent problem solving and analysis. Knowledge of people management and empowerment. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct.

**DUTIES** : Overall management of programmes and major projects. Perform final review and approvals or audits on project/programme designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Ensure programme monitoring and reporting. Monitor Programme and ensure project management efficiencies according to organizational goals to direct or redirect project services for the attainment of organizational objectives. Oversight of programme financial management. Ensure the application of funds to meet the MTEF objectives within the programme and project environment. Monitor the operational capital project portfolio to ensure effective resourcing. Ensure programme governance practices. Allocate, monitor and control resources. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. People management.

**ENQUIRIES** : Mr S Mahlangu, Tel no: (012) 336 8792

**POST 28/55** : **CHIEF ELECTRICAL ENGINEER (GRADE A) REF NO: 280717/02280717/02**  
Sub-Directorate: Electrical Engineering (NWRI)

**SALARY** : R935 172 per annum (All inclusive OSD salary package offer)

**CENTRE** : Pretoria

**REQUIREMENTS** : Engineering degree (B Eng/BSc (Eng) in Electrical Engineering or relevant qualification. Six (6) years post qualification experience required as a registered Professional Engineer. Compulsory registration with ECSA as Professional Engineer (proof of registration must be attached). Valid Driver's License. (Attached certified copy) Knowledge in engineering design and analysis. Knowledge in research and development. Computer proficiency (MS Word, MS Excel, MS Power Point, MS Outlook). Good verbal and written communication skills. Understanding of Public Service Regulations including PFMA. Must be able to work independently, self motivated, responsible and reliable.

**DUTIES** : Design and specification of electrical (Heavy Current) components and systems, e.g. Switchgears, Transformers, Motors, Low to Medium Voltage Power Reticulation Systems and Cables. Oversee installation, testing and commissioning of such components and systems. Manage multifaceted Electrical Design projects within the Directorate: Mechanical and Electrical Engineering. Provide support and development of Water and Sanitation Service's Infrastructure. Provide support in contract management and administration. Inspect and/or test infrastructure equipment, systems and installations including preparation of reports of the findings and recommendations. Compile, review and comment on contract documentation proposals and Bids. Communicate and negotiate with contractors, consultants and clients of the Directorate. Formulate policies and guidelines

relative to the Directorate's functions. Provide leadership and direction to the Directorate. Provide assistance to manage financial allocations to projects and programs. Provide guidance and mentorship to candidate engineers and technicians within the Directorate.

**ENQUIRIES** : Mr E. Manhimanzi, Tel no: (012) 336-8621.

**POST 28/56** : **CHIEF ENGINEER GRADE A REF NO: 280717/03**

**SALARY** : R935 172 per annum (All inclusive OSD salary package)  
**CENTRE** : NWRI: Central Operations, Free State  
**REQUIREMENTS** : Engineering degree (B Eng or BSC Eng) or relevant qualification. Six (6) years post-qualification experience required as a registered professional Engineer. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. (Attached certified copy). Maintenance skills and knowledge. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Technical consulting. Engineering and professional judgment and responsiveness. Good communication skills. Excellent computer skills. Planning and organising. People management and conflict management. Change management.

**DUTIES** : Manage the Area Office in the Central Operations Directorate. Implementation of Water Resource. Infrastructure operations, medium-to-long term plans to ensure continuation of service delivery. Short term plan to schedule tasks for efficient operations and maintenance. Effective dam safety practices and emergency Preparedness plans. Emergency plans for any emergency situation that may jeopardise lives and equipment in the Area Office. Maintenance and betterment plans, including general maintenance and related facilities. Provide leadership and directions as well as be responsible for facilities for financial management and corporate support in the Cluster Officer. Manage and control state-owned land and facilities related to water resource infrastructure. Ensure monitoring and evaluation of Cluster Office activities as well as reporting thereon. Manage administration and technical staff. Promote good stakeholder relations and ensure a customer-focused service delivery related to water resources.

**ENQUIRIES** : Ms N Ndumo Tel no: (012) 741 7302.

**POST 28/57** : **DIRECTOR: PLANNING AND INFORMATION**

**SALARY** : R898 743 per annum (All-inclusive package), Level 13  
**CENTRE** : Kimberley Ref No: 280717/04 A  
Gauteng Provincial Office Ref No: 280717/04 B  
**REQUIREMENTS** : B - Degree or NQF 7 qualification in Integrated Water Resources Management. Six (6) to Ten (10) years' experience in IWRM, Environment, Policy and Strategy Development, and Project Management of which five (5) years should be at Middle / Senior Managerial level. Good understanding of Hydrology and Geohydrology, Knowledge of yield calculations, Knowledge of Geographical Information Systems (GIS), Good Understanding of Information Management, Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem solving and Analysis, People Management and Empowerment, Client Orientation and Customer focus. Good communication skills. Accountability and Ethical Conduct. A valid driver's license.

**DUTIES** : Responsible for the development of strategic and business plan in protection of surface and ground water. Ensure the implementation of WRM policies. Ensure the implementation of business strategy for the component. Develops reconciliation strategies. Develops reconciliation strategies for the catchments system for the component. Ensures the maintenance of the Coastal and inland provincial management WRM strategies. Ensures the maintenance of the reconciliation strategies for all rivers. The development of Water Resource Management data information on surface and ground water. Develops reconciliation strategies for all other towns in the Central, East, North and South planning areas. Develop WRM data base for the component. Ensure that WR data is maintained. Ensure that relevant IT system is developed and maintain in storing data. Develop reconciliation and management strategies for various catchments. Develops water quality management strategy for the Catchments and rivers System. Ensures the maintenance of the water quality management strategies is developed for all Catchments. Manage flow of water in rivers and catchments accordingly. The management of various stakeholders within the sector. Ensures the application of

models for reconciliation is maintained. Ensures Models for reconciliation and allocation process in Catchments are implemented. Updates hydrology and yield analysis of the all Rivers catchments within the specific WRM boundaries. Manage Human Resources Promote transformation within the directorate. Implement HR policies and transformation imperatives. Manage budget and financial resources.

**ENQUIRIES** : Mr A M Abrahams, Tel no: 053-830 8800, Kimberly  
Mr S Mthembu Tel no: 012 - 392 1303, Gauteng Provincial Office

**NOTE** : The applications for this post of Director: Planning and Evaluation should be forwarded to the Department of Water and Sanitation, Private Bag X350 Pretoria 0001 or hand deliver at Continental Building, (Cnr Visagie) and Bosman, street, Pretoria. For attention: Ms Cindy Mazibuko.

**POST 28/58** : **DIRECTOR: AFRICA BILATERAL RELATIONS REF NO: 280717/05**  
This post is a re-advertisement those who has previously applied need to re-apply

**SALARY** : R898 743 per annum All inclusive salary package), Level 13  
**CENTRE** : Pretoria  
**REQUIREMENTS** : B Degree or NQF level 7 qualification in International Relations, Political Science, Public Administration, Economics. Six (6) to ten (10) years experience in management/International Relations, Political Science DIRCO experience and Project management/Economic Diplomacy of which five (5) years should be at Middle/Senior Managerial level. Strategic capacity and leadership. Programme and project management. Financial management. Change management. Knowledge management. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Good communication skills.

**DUTIES** : The promotion of bilateral relations between South Africa and African countries outside SADC. Manage bilateral agreement signed with bilateral countries outside SADC. The supporting of negotiation and meeting of DWS obligation in Africa. Identify opportunities and manage strategic partnership with stakeholders in Africa.

**ENQUIRIES** : Ms. D. Twayi, Tel no: (012) 336 7117/6605

#### OTHER POSTS

**POST 28/59** : **DEPUTY DIRECTOR: BUDGET CONTROL REF NO: 280717/06**

**SALARY** : R657 558 per annum, Level 11  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Three (3) year Degree in Finance. Management with at least three (3) to five (5) years experience in finance. Strategic and operational plan for the department. Policy implementation. Monitoring and evaluation principles. Determine due dates for activities to prepare MTEF submission to ensure timely submission. Populate draft MTEF and ENE inputs schedules. Analyse financial policies such as PFMA. Analyse DORA and Treasury Regulation. Good communication skills. Conflict management. Creativity and awareness. Manage gender and disability programmes. Project Management. Cultural awareness. Flexibility.

**DUTIES** : Monitoring of expenditure to ensure alignment with approved budget and cash flow projections – expenditure control. Coordination of budget adjustment which includes roll-over of funds, additional funding (Treasury Committee Memoranda). Corrections of misallocation of expenditure. Reporting expenditure performance on monthly basis to programme managers/budget managers and recommending corrective actions in cases where there is deviation from the approved budget. Prepare database of budget inputs received from programme managers/budget managers in accordance with National Treasury template.

**ENQUIRIES** : Mr J. Mogane, Tel no: (012) 336 8541

**POST 28/60** : **DEPUTY DIRECTOR: STRATEGIC SUPPORT REF NO: 280717/07**  
Chief Directorate: Office of the Chief Director

**SALARY** : R657 558 per annum, Level 11  
**CENTRE** : Kimberley  
**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 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. 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 (Attached certified copy). Willingness to travel where necessary. Good understanding of the risk management concept, principles and processes.

**DUTIES** : 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.

**ENQUIRIES** : Mr A M Abrahams, Tel no: (053) 830 8800.

**POST 28/61** : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY REF NO: 280717/08**

**SALARY** : R657 558 per annum, Level 11  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Degree or National Diploma in Information Technology. Six (6) to ten (10) years experience in Information Technology related functions. Certification in ITIL and COBIT 5 will serve as an added advantage. Knowledge and understanding of government policies. Knowledge of administrative processes and systems. Knowledge in Financial management and Public Finance Management Act (PFMA). Knowledge in research, design and methodology. Knowledge of equal opportunities and Affirmative action guidelines and laws. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Good communication skills. Client orientation and customer focus. Problem solving and analysis. People and diversity management. Programme and project management.

**DUTIES** : To render IT strategic leadership, administration, coordination and management. Manage IT procurement, including the establishment of Regional IT Committee. Perform Regional IT contract and SLA management. Ensure Regional compliance to IT Governance framework. Compile and management IT budget. Ensure proper facility management and implement security policies. Ensure reports and make recommendations. Ensure smooth linkages between operations and technical functions. Manage vendors and 3<sup>rd</sup> parties. Provision/coordination of technical support and ensure technical stability of application systems. Research on new systems development tools. Align systems to Departmental strategic directions. Ensure availability, integrity, access, storage and security of all data within the Department through the creation of an integrated knowledge management service and a business intelligence function. Manage the maintenance of LAN Communication infrastructure including videoconference/communication infrastructure and solutions. Supervise and render performance management to the Regional IT support team.

**ENQUIRIES** : Mr. R. Claassen, Tel 015 – 405 9000.

**POST 28/62** : **ENGINEER PRODUCTION (GRADE A) REF NO: 280717/09**  
 Directorate: National Water Resource planning

**SALARY** : R637 875 per annum (All-inclusive OSD salary package)  
**CENTRE** : Pretoria (Head Office)  
**REQUIREMENTS** : Engineering degree (BEng/BSC (Eng) in Civil, Agricultural or relevant qualification. Three (3) years post qualification engineering experience required. Valid driver's

licence. (Attached a certified copy).Compulsory registration with ECSA as a professional Engineer(Attach proof of registration).Relevant experience in the field of Water Resources Engineering or Integrated Water Resources Management (IWRM) or Integrated Environmental Management (IEM). Good written and verbal communication skills. Report writing and reviewing skills. Project, financial, time and interpersonal management skills. Knowledge of water resource assessment and planning, water requirements, systems analysis and water quality aspects. Knowledge of water resources management decision support systems. Knowledge of existing legislation affecting the work environment. Knowledge of contractual and legal requirements. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Strategic capabilities and leadership. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation (SDI).Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication, Accountability and ethical conduct.

**DUTIES** : Assist in the strategic planning of water resources entailing development, review and updating of appropriate strategies to reconcile water availability with growing water requirements in any one of the Planning regions (North or Central or East or South). Assist to conceptualise possible interventions in a timely manner to ensure sustainable water availability in the various supply areas or systems. Provide efficient and effective management of water resources studies/ projects within the constraints of the available resources and time. Liaison with other organisational and parties on projects/ water resource related matters (at local, regional, national and international level). Provide technical and administrative support.

**ENQUIRIES** : Mr P Mlilo Tel no: (012) 336 8199.

**POST 28/63** : **CHIEF DEVELOPMENT EXPERT REF NO: 280717/02280717/10**  
Sub-Directorate: Water Sector Planning Support

**SALARY CENTRE REQUIREMENTS** : R417 552 per annum, Level 10  
: Gauteng, Provincial Office  
: National Diploma or Degree in Social Sciences or relevant qualification.. Three (3) to five (5) years Management experience in water sector environment. Knowledge and understanding on Human Resource Management legislation, policies, practices and procedures. Knowledge of Public Finance Management Act (PFMA). Knowledge of Project Management, problem solving and analysis. Knowledge of the Public Finance Management Act (PFMA).Knowledge of integrated water sector matters. Good communication skills. Accountability and ethical conduct. People and diversity management. Client orientation and customer focus. Valid driver's licence. (Attached certified copy). Ability to work under pressure.

**DUTIES** : Support meaningful engagement with municipalities and communities through events, project steering committees, forums and public participation activities. Ensure information dissemination on water and sanitation projects to identified municipalities and communities. Implement policies and water sector frame work that guide implementation of Water Services Development Plan (WSDP). Facilitate workshops on the implementation of WSDP. Identify water and sanitation projects to be executed according to developed WSDP and Integrated Development Plans. Liaise with municipalities on the implementation of water and sanitation projects. Support Department of Water and Sanitation on the implementation of projects. Participate in the development of Integrated Development Plan for various municipalities. Handle project management and conduct research on beneficiary communities. Support water sector and infrastructure programmes. Support the implementation of Water Conservation and Water Demand Management.

**ENQUIRIES** : Mr. P. Makhado, Tel no: (012) 392 1456.

**POST 28/64** : **CONTROL ENGINEERING TECHNICIAN GRADE A (MECHANICAL) REF NO: 280717/11**

**SALARY CENTRE REQUIREMENTS** : R396 375 per annum (All inclusive OSD salary package)  
: NWRI Central Operations (Pretoria)  
: National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as an Engineering Technician. A valid Code B (08) driver's license. (Attached certified copy). Experience in Technical Design and analysis. Experience in project management and computer-aided engineering applications

		will be advantageous. Good technical report writing and verbal communications skills. Supervisory, Presentation and Interpersonal relations skills. and be willing to travel regularly and be able to work independently. Budget management and knowledge of PFMA.
<b><u>DUTIES</u></b>	:	Provide input in the development of infrastructure maintenance strategy. Assist in the development, implementation and reporting of the Cluster Maintenance Plan. Manage and inspect the performance of contractors in accordance with DWS specifications and standards. Assist with the Infrastructure Asset verification process in relation to the condition and placement of assets.
<b><u>ENQUIRIES</u></b>	:	Mr A.M Sayed Tel no: (012) 741 7307.
<b><u>NOTE</u></b>	:	Candidates may be subjected to a skills and Knowledge test
<b><u>POST 28/65</u></b>	:	<b><u>ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION) REF NO: 280717/12</u></b>
<b><u>SALARY</u></b>	:	R357 150 per annum (All inclusive OSD salary package offer based on proven years of experience)
<b><u>CENTRE</u></b>	:	NWRI Central Operations (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A relevant honours Degree in Environmental or related field. Extensive knowledge of the National Water Act (No.36 of 1998) and the National Environmental Management Act (No.107 of 1998). Working knowledge of all other environmental legislature. Stakeholder engagement experience will be beneficial. Communication skill - computer literate. Drivers licences (Attach copy) and be willing to travel regularly. Basic Financial management and knowledge of PFMA.
<b><u>DUTIES</u></b>	:	The assistance and facilitation in the development and implementation of Resource Management Plans at state dams. Eenvironmental management of all construction activities undertaken by the cluster. The facilitation of the environmental authorization application process for the development and utilization of areas in terms of environmental legislation. Supervision of the Environmental Engineering section at the Central Cluster. To work closely with Land Matters Section and be able to work independently and in a team.
<b><u>ENQUIRIES</u></b>	:	Mr W Joxo, Tel no: (012) 741 7353
<b><u>NOTE</u></b>	:	Candidates may be subjected to a skills and Knowledge test. Persons with disabilities are encouraged to apply.
<b><u>POST 28/66</u></b>	:	<b><u>CHIEF ARTISAN GRADE A (CIVIL) REF NO: 280717/18</u></b>
<b><u>SALARY</u></b>	:	R343 329 per annum (All inclusive OSD salary package)
<b><u>CENTRE</u></b>	:	NWRI Central Operations: Standerton
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test certificate or relevant qualification. Ten (10) years post-qualification experience as an Artisan/Artisan Foreman: Civil. Appropriate Civil Orientated trade test in terms of the provisions of section 13[2][h] of the Manpower Act 1981, as amended. Valid driver's license. (Attached certified copy).Computer literacy (Word, Excel, Outlook). Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential. planning and organizing skills. Project management. Technical report writing skills. Conflict management. Proven experience in staff supervision.
<b><u>DUTIES</u></b>	:	Manage plumbers, carpenters, bricklayers and other related civil trades and construction workers. Undertake budget process and control thereof for Civil section. Planning and organizing of work according to the budget implementation. Conducting of estimated costs/ monitoring of expenditure. Perform Quality assurance during the performance and after completing the task to assure that prescribed standards are adhere to. Construction and Maintenance of civil structures on the scheme. Ensure compliance with Occupational Health and Safety Act. Evaluate and identify staff training needs and assist with training facilitation processes. Manage and evaluate staff performance on an on-going basis. Project Management.
<b><u>ENQUIRIES</u></b>	:	Mr JP Manyaka, Tel no: (017) 712 9400
<b><u>NOTE</u></b>	:	Candidates may be subjected to skills and Knowledge test.
<b><u>POST 28/67</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 280717/13</u></b> Sub-Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R334 545 per annum, Level 09
<b><u>CENTRE</u></b>	:	Kimberley

- REQUIREMENTS** : National Diploma or Degree in Finance or Supply Chain Management. Three (3) to five (5) years' experience in Supply Chain Management. Knowledge of policy development and implementation. Knowledge of organizational and government structures. Understanding of Government legislation. Knowledge of Supply Chain Management Regulations, practice notes, circulars and policy frameworks. Knowledge of Broad Based Black Economic Empowerment Act 53 of 2003. Knowledge of contract management. Knowledge of strategic sourcing. Public sector supply chain management models and processes. Delegation authority. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and diversity management. Client orientation and customer focus. Communication. Accountability and ethical conduct. Knowledge of analytical procedures. A valid driver's licence. (Attach certified copy).
- DUTIES** : Manage Demand and Acquisition Management Units. Ensure full compliance to all acquisition and Demand Management Prescripts, Policies and Delegations of Authority. Coordinate inputs in the Demand Plan. Conduct Market and commodity research. Maintenance of Supplier and PSP Database. Ensure that procurement is in line with the approved demand plan. Ensure effective functioning of all Bid Committees. Assist with drafting of Specifications. Develop and implement internal control measures for procurement. Ensure that quotations and bids are managed effectively and efficiently according to National Treasury Prescripts and Departmental SCM Policy. Communicate SCM policies and procedures to all officials in the Regional Office. Ensure that documents submitted to Logistics for order creation are fully compliant with Acquisition Management prescripts. Provide regular feedback to database management on the performance of suppliers. Manage all contracts awarded by the Regional Office. Monthly reporting of procurement, irregular, fruitless, as well as unauthorized expenditures incurred by the Regional Office. Monthly reporting on procurement against Demand Plan. Management and supervision of team members.
- ENQUIRIES** : Mr S J Malan, Tel no: (053) 830 8800
- POST 28/68** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 280717/14**  
Sub-Directorate: Auxiliary Services
- SALARY CENTRE REQUIREMENTS** : R334 545 per annum, Level 09  
: Kimberley  
: A Degree or National Diploma in Social Science or relevant qualifications. Three (3) to five (5) years experience in administration. Knowledge of Public Finance Management Act and (PFMA) and Treasury regulations. Knowledge of administration and clerical procedures and systems. Departmental policies and procedures. Knowledge of Governmental financial systems. Committed to high level quality control. Problem solving and analysis. Report writing and computer skills. Good interpersonal relationship skills. Strong written and verbal communication skills. Management skills. Honesty and integrity and organising skills.
- DUTIES** : Manage the Transport Section which includes fleet management, travel management and provision of advice regarding travel management policies and activities. Manage the building lease agreements and contract management of accommodation requests. Provide records management for the Sub-Directorate by ensuring the provision of effective and efficient registry duties. Timeous handling of ongoing and outgoing mail. The maintenance of the departmental filling system. Provide office reception services for the Directorate. Manager. Cleaning and all telephone administration matter. Supervise staff and oversee the work of subordinates. Handle disciplinary actions as well as ensure training and development of subordinates. Handle general administrative support including the arrangement of secretarial services for the Sub-Directorate meetings for the effective and efficient functioning of the office. Draft routine correspondence and reports. Arrange workshops/ conferences. Process/check correctness of travel claims. form part in the budgeting process of the Sub-Directorate.
- ENQUIRIES** : Mr J Mashele, Tel no: (053) 830 8800



**POST 28/69** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (INSPECTION) REF NO: 280717/15**

This post is a re-advertisement those who has previously applied need to re-apply

**SALARY** : R334 545 per annum, Level 09  
**CENTRE** : Pretoria

**REQUIREMENTS** : Bachelor's Degree or National Diploma in Financial Accounting/Economics/Business Economics/Financial Management. Three (3) to five (5) years experience in financial administration. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative, clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity Management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct.

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

**ENQUIRIES** : Mrs R Nkomo, Tel no: (012) 336 8760

**POST 28/70** : **SENIOR SAFETY OFFICER (HEALTH AND SAFETY OFFICER) REF NO: 280717/19**

Sub: Directorate: Auxiliary Services

**SALARY** : R281 418 per annum, Level 08  
**CENTRE** : Kimberley

**REQUIREMENTS** : Degree or National Diploma in Occupational Safety Management or relevant qualification. Three (3) five (5) years relevant experience. Strategic and operational plan in Occupational Health and Safety Management. Policy implementation. Monitoring and evaluation principles. Knowledge of research procedures and techniques. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in Public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proof-reading. Understanding of Government legislation. Valid driver's license (certified copy must be attached). Knowledge of OHS Act and Regulations (Act 85 of 1993). Knowledge of the risk management theory and practical auditor's assessment. Computer literacy. Good written and verbal communication skills.

**DUTIES** : To manage and co-ordinate implementation of the OHS Act. To develop SHE management systems. Interpret and coordinate recommendations from internal and external auditors report. Manage implementation of the Hazard Identification Risk assessment. Investigate all fatalities and report to the Department of Labour and the person appointed in terms of section 16.2 (Chief Director /Director). Compile Occupational Health and Safety budget. Conduct regular site inspection. Develop monthly and quarterly reports on fatalities, serious injuries and all related issues described on the incident reporting matrix. Assist with implementation of the OHSA system. Manage Compensation for Occupational Injuries and Diseases Act (COIDA). Promote safety awareness in working environment. Ensure adequate support to team members. Ensure a culture of innovation and performance. Develop and implement a performance improvement suggestion scheme. Advise top management, as well as relevant sector bodies, on policies and strategies relevant to the section. Communicate effectively with stakeholders in the sector about the function of the section. Develop strategic plan for the section. Ensure that occupational health and safety rules are observed in a working environment. Distribution of emergency procedures and fire safety programs. Manage Human Resources within the section. Promote awareness safety programs. Liaise with fire Department regarding emergency procedures. Conduct safety inspections. Assist with the promotion of health and safety programs. Assist in the Basic Occupational Health and Safety policy implementation. Assist with the development of appropriate maintenance procedures through Best Practices. Assist in the

		organization and facilitation of workshops to create awareness on policies and guidelines.
<b><u>ENQUIRIES</u></b>	:	Mr J Mashele, Tel no: (053) 830 8800
<b><u>POST 28/71</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER REF NO: 280717/20</u></b> Sub-Directorate: Global Multilaterals
<b><u>SALARY</u></b>	:	R281 418 per annum, Level 08
<b><u>CENTRE</u></b>	:	Pretoria (Head Office)
<b><u>REQUIREMENTS</u></b>	:	National Diploma or Degree in Public Administration or Social Science. Three (3) to five (5) years experience in administration matters. Knowledge of administration procedures. 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. Good client orientation and customer focus. Excellent communication skills.
<b><u>DUTIES</u></b>	:	Provide administrative support to all personnel in the component. Assist with the execution of financial administration. Render administration of procurement of goods and services of the component. Maintain register of the component up to date. Render Human Resources Development and Management services.
<b><u>ENQUIRIES</u></b>	:	Ms. N Mokhonwana, Tel no: (012) 336 7356
<b><u>POST 28/72</u></b>	:	<b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A-C 2 POSTS REF NO: 280717/16</u></b> Directorate: Infrastructure Development
<b><u>SALARY</u></b>	:	R274 440 – R420 690 per annum (All inclusive OSD package, offer based on proven years of experience)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Mechanical Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with Engineering Council of South Africa (ECSA) as Engineering Technician (proof of registration must be attached) A valid driver's license (Certified copy attached). Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Problem solving and analysis. Decision making. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Change management.
<b><u>DUTIES</u></b>	:	Render technical services. Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Perform administrative and related functions: Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets.
<b><u>ENQUIRIES</u></b>	:	Mr K Kgarane, Tel no: (053) 830 8800
<b><u>POST 28/73</u></b>	:	<b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A- C REF NO: 280717/17</u></b> Chief Directorate: Regional Bulk Infrastructure Programme (RBIP)
<b><u>SALARY</u></b>	:	R274 440 – R420 690 per annum (All inclusive OSD package, offer based on proven years of experience)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Mechanical Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with Engineering Council of South Africa (ECSA) as Engineering Technician (proof of registration must be attached) A valid driver's license (Certified copy attached). Project Management, Technical design and analysis knowledge. Research and development. Computer aided engineering applications. Knowledge

- of legal compliance. Technical report writing skills. Technical consulting. Problem solving and analysis. Decision making, creativity, customer focus and responsiveness. Good communication and computer skills. People management, planning and organising. Change management.
- DUTIES** : Assist Engineers and associates in field, workshop and technical office activities. Continuous professional development to keep up with technologies and procedres. Research studies on technical engineering technology to improve expertise. Provide inputs on the assessment of funding allocation and budgeting process of infrastructure projects. Compile and submit reports as required. Provide and consolidate inputs into the technical/engineering operational plan. Supervise and control technical and related personnel. Provide technical support to regional offices. Participate in Technical Committees for Regional Bulk Infrastructure Grant (RBIG) and Water Services Infrastructure projects (WSIG). Keep the Chief Director: RBIG abreast on infrastructure projects. Capacity building and mentoring young engineers and technicians. It will be expected from the incumbent to travel frequently. Note: Candidates may be subjected to a skills and knowledge test.
- ENQUIRIES** : Ms E Boikanyo, Tel no: (012) 336 7691
- POST 28/74** : **ENVIRONMENTAL OFFICER GRADE A-C: COMPLIANCE, MONITORING AND ENFORCEMENT 2 POSTS REF NO: 2180717/43**  
This post is a re-advertisement those who has previously applied need to re-apply
- SALARY CENTRE REQUIREMENTS** : R240 015- R420 690 per annum (All inclusive OSD salary package)  
: Gauteng Provincial Office  
: National Diploma in the Natural Science or Environmental Management qualification. A valid driver's license. Computer literacy. At least two years' experience in the environmental and water management field, waste management, industries, urban and mining would be an added advantage. A clear understanding of the department's role and policy with respect with water resource management. Knowledge of the National Water Act, 36 of 1998, National Water Services Act and related policies, strategies and guidelines. Understanding the principles if Integrated Water Resource Management and Compliance Monitoring and Enforcement Innovative thinking, negotiation and networking skills. Proven communication skills.
- DUTIES** : Implement and enforce the National Water Act (NWA), 36 of 1998, Water Services Act, 108 of 1997, National Environmental Management Act and DWA Policies and regulations. Assist in the development of policy and regulations. Conduct compliance Audit on water use authorisation conditions issued in terms of the NWA. Compile compliance audit report. Implement suspension and withdrawal of entitlement to water use authorisation in terms of the NWA. Conduct survey of all unlawful water uses in the region. Conduct routine inspection to ascertain compliance and noncompliance to NWA. Conduct investigations where non-compliance is suspected to verify available information and to gather admissible evidence in support of enforcement action. Implement enforcement action in the form of formal or informal warning, administrative enforcement such as statutory notices, compliance notices and directives and court applications to enforce notices and directives, and criminal enforcement through criminal prosecution. Water use efficiency through the issuance notices for unattended water leaks and unmetered raw water abstraction. Set a monitoring framework for compliance with International Agreements. Ensure cooperation and co-ordination between government institutions involved in Compliance Monitoring and Enforcement. Assess and monitor drinking water quality, wastewater quality and water resources, using policies, strategies and guidelines, particularly on urban development. Implement and enforce the National Water Act, 36 of 1998, Water Services Act, 108 of 1997 and policies and strategies on water quality management particularly regarding municipal water services. Implement the national Blue and Green Drop Programme within municipalities and enforce municipal compliance. Investigate and respond to water quality failures, sewer spillages and water resource pollution incidents. Perform general and audit inspections on water and waste water treatment area of responsibility. Note: Preference will be given to people with disabilities, Indians, Coloureds, Whites, African Males followed by African Female
- ENQUIRIES** : Mr L Nqelenga, Tel no: (012) 392 1505

<b><u>POST 28/75</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER REF NO: 280717/21</u></b>
<b><u>SALARY</u></b>	:	R226 611 per annum, Level 07
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	National Diploma or Degree in Administration. Two (2 to four (4) years experience required. Knowledge of human resources 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 of registry duties, practices as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Flexibility and teamwork. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. (verbal and written). Computer literacy. Planning and organising skills. Valid driver's license will be as an added advantage.
<b><u>DUTIES</u></b>	:	Supervise, plan and co-ordinate activities of Senior Human Resource Officers to contribute to the rendering of a professional human resource management service, e.g. personnel development, performance and discipline. Ensure quality work. Supervise the implementation and maintenance of human resource administration practices concerning service benefits and/or maintenance and provisioning of human resources in the Department to contribute to the rendering of a professional human resource management service. Administer conditions of services and service benefits (leave, housing, medical, injury on duty, terminations, long service recognition overtime, re-allocation, pension, allowances, etc). HR Provisioning (Recruitment and Selection, Appointments, Transfers, Verification of qualifications, secretarial functions, interviews, absorptions, probationary periods etc.). Performance management. Address human resource management enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advice the Department. Approve transactions on PERSAL according to delegations. (Authorisation should happen on a higher level preferably at AD or Control level 9). Prepare reports on human resource administration issues and statistics.
<b><u>ENQUIRIES</u></b>	:	Ms L Wymers, Tel no: (051) 405 9000
<b><u>POST 28/76</u></b>	:	<b><u>PERSONNEL PERSAL CONTROLLER REF NO: 280717/22</u></b> Directorate: Human Resource Administration
<b><u>SALARY</u></b>	:	R226 611 per annum, Level 07
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Human Resource Management. Three (3) to five (5) in Human Resource. Knowledge in Policy implementation. Monitoring and evaluation principles. Good computer literacy. Persal Training. Excellent communication skills. Good problem solving and analysis. Pay attention to detail. Confidentiality. Understand cultural awareness. Be flexible and initiative.
<b><u>DUTIES</u></b>	:	Manage User access rights and policy implementation. Respond to audit findings. Ensure Users/Terminals are registered with SITA. Register user ID, Reset ID, allocate functions in relation to users job and levels. Link User to revisor, restrict user to terminal and component group. Manage dormant and inactive Users. Issue reports on transactions awaiting approval and authorization for more than a month. Approve and disapprove HR establishment transactions. Provide Human Resource reports, downloading FTP from Persal and Vulindlela. Co-ordinating Persal Training and provide assistance to Persal users. Maintain the Persal staff establishment. Creating and abolishing components/posts in accordance with approved structure. Link responsibility and objective codes and link component groups. Create system generated ID's amend appointment dates. Filing of relevant documentation. Register SCC's (system change controls).
<b><u>ENQUIRIES</u></b>	:	Mr I Govender, Tel no: (012) 336 7683
<b><u>POST 28/77</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK: FACILITIES AND OFFICE SERVICES REF NO: 280717/23</u></b>
<b><u>SALARY</u></b>	:	R226 611 per annum, Level 07
<b><u>CENTRE</u></b>	:	NWRI: Central Operations (Pretoria)

**REQUIREMENTS** : 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. A valid driver's licence (original certified copies must be attached for requested documents). Willingness to travel and work after hours. Excellent report writing skills. Problem-solving, creativity and initiative skills. Planning, organizing, execution, reliability and administrative skills. Analytical thinking, good interpretation skills with ability to pay attention to details and handle confidential information. Accountability and ability to work in a team. Ability to multitask and work under pressure.

**DUTIES** : Oversee facilities and office support services within the Directorate/Cluster. Ensure proper implementation and management of corporate travel, cellphones and landlines, cleaning and leased office equipments policies, directives and service level agreements. Manage and give support to the administration of flights and accommodations including processing of travel requests, administering travel cancellations, amendments, postponements and financial irregularities. Provide advice to travellers regarding travel requests and policy compliance. Manage leased office equipments, building lease, cleaning services and landlines contracts. Conduct building inspections and liaising with stakeholders regarding building maintenance. Manage cleaning services contract to ensure clean and hygienic environment. Compile quarterly contract performance reports. Administer cellphones applications, terminations and transfers. Managing and controlling of handsets and individual cellphones contracts. Maintain informative and accurate databases of key accounts. Administer office support and facilities services provider key accounts payments and provide monthly expenditure reports. Compile submissions, memoranda and submitting monthly operational reports. Supervision of subordinates including co-ordination of operational activities within the section/cluster.

**ENQUIRIES** : Ms L. Makhoana Tel no: (012) 741 7315

**POST 28/78** : **CHIEF ADMINISTRATION CLERK: ADMINISTRATIVE SUPPORT REF NO: 280717/24**

**SALARY CENTRE REQUIREMENTS** : R226 611 per annum, Level 07  
: NWRI: Central Operations, Vanderkloof Dam  
: A Grade 12 certificate or equivalent. Three (3) to five (5) years experience required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, PFMA and Treasury Regulations. Knowledge of basic financial operating systems (SAP, PERSAL, BAS, LOGIS etc). Must possess supervisory skills. Strong organisational, analytical and problem solving skills. Must be computer literate with experience in Microsoft office. A valid driver's license. (Attached certified copy). Must be able to work under pressure. Experience in people management. Good report writing skills and good communication, interpersonal and organizing skills.

**DUTIES** : Responsible to manage corporate services and financial divisions at Vanderkloof scheme. This will include supply chain management, Asset management, transport management, financial management, human resource management and office support services. All policies in terms of the above-mentioned services must be implemented and consistently applied. Supervise personnel and do performance evaluations. Should be able to work under pressure. Ensure that all reports are submitted with financial year closure. Coordinates training of all sections at Vanderkloof.

**ENQUIRIES** : Mr A Coetzee, Tel 053 – 664 9400

**POST 28/79** : **SENIOR REGISTRY CLERK: RECORDS MANAGEMENT REF NO: 280717/25**

**SALARY CENTRE** : R152 862 per annum, Level 05  
: NWRI: Central Operations (Pretoria)

<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent. A recognised certificate in Records Management/ Archiving will be an added advantage. Experience as Registry Clerk or working in registry environment and in the administration and management of telecommunication experience will serve as an added advantage. Valid driver's license. (Attached certified copy). Computer skills in MS Office package software. Sound knowledge and application of government records management policies, PFMA, Treasury Regulations, Public Service Act and Regulations. Clerical and administration skills. Customer focus. Multi-tasking. Problem solving. Interpersonal and communication (verbal and written) skills. Planning and organising. Must be able to work under pressure. Analytical thinking. Attention to detail. Accountability and ability to work in a team. Ability to administer and record large volumes of documentation.
<b><u>DUTIES</u></b>	:	Provide administrative support with regard to implementation and compliance of records management policies and procedures. Receipt of post, parcels and remittance items and general mail management. Opening, indexing, drawing and archiving files. Sorting, opening and handling of incoming and outgoing post. Handling enquiries, transfer and movement of files, disposal/archiving of files. Tracking and collection of files. Auditing of files. Management of courier services. Operation and maintenance of registry machinery and equipments including binding and laminating of documents. Keep and update applicable registers. Distribution of documents/ circulars. Overall document management. Render messenger services and perform other administration related duties as and when there is a need. Administration of landline and cellphones accounts. Management of the switchboard and photocopier machines. Printing, distribution, debt collection, verification and consolidation of monthly telephone bills. Administration of monthly cellphones invoices. Liaise with clients and service provider with regard to photocopier machines toners, cellphones, landlines and switchboard related issues. Attend to and respond to queries. Maintain an efficient filing and record keeping system.
<b><u>ENQUIRIES</u></b>	:	Ms L Makhoana, Tel no: (012) 741 7315
<b><u>POST 28/80</u></b>	:	<b><u>ACCOUNTING CLERK: SALARIES REF NO: 280717/26</u></b>
<b><u>SALARY</u></b>	:	R152 862 per annum, Level 05
<b><u>CENTRE</u></b>	:	NWRI: Central Operations (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 Certificate or equivalent qualification. One (1) to two (2) years experience in the accounting field will be an added advantage. Basic knowledge of financial functions, practices as well as 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, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (Persal, BAS, LOGIS,SAP etc) Good communication skills. The ability to work under pressure. Willingness to travel as and when required. Good computer literacy skills. Knowledge of General administration within the Public Service. Good interpersonal relations. Valid driver licence. (Attached certified copy).
<b><u>DUTIES</u></b>	:	Responsible for checking and capturing transaction on SAP E.g. S and T, overtime, standby and shift allowance and other payment on Persal. Distribute payslips to Officials. Deal with enquiries relating to salaries. Perform cashier duties when necessary. File all face value books and documents.
<b><u>ENQUIRIES</u></b>	:	P Mohlala, Tel no: (012) 741 7336
<b><u>POST 28/81</u></b>	:	<b><u>ADMINISTRATION CLERK: HR REF NO: 280717/27</u></b>
<b><u>SALARY</u></b>	:	R152 862 per annum, Level 05
<b><u>CENTRE</u></b>	:	NWRI: Central Operations (Tugela Vaal)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent qualification Appropriate experience in Human Resources Management will serve as an added advantage. Knowledge of the PERSAL system, database and spreadsheet application. Good communication skills (written and verbal). Ability to work under pressure. Knowledge of HR prescripts and willingness to travel. Must be a team player. A valid driver's license. (Attached certified copy).
<b><u>DUTIES</u></b>	:	Recruitment and Selection, HR Transactions, performance management and development system, Information management (Establishment). Typing and drafting of letters, memorandum and submissions. Rendering professional advice to line function on the effective and efficient interpretation and implementation of

the departmental HRM policies and other related prescripts. Handling of all HRM administration functions. Compile daily statistics and update databases.

**ENQUIRIES** : Mr P Motsepe, Tel no: (036) 438-6211

**POST 28/82** : **ADMINISTRATION CLERK REF NO: 280717/28**

**SALARY** : R152 862 per annum, Level 05  
**CENTRE** : NWRI: Central Operations (Standerton Area Office)  
**REQUIREMENTS** : Grade 12 Certificate or equivalent qualification. Basic knowledge in administration/HR as a generalist will be an added advantage. Knowledge of Human resource functions, practices as well as ability to capture data, operate computer and collate administrative statistics. Knowledge and experience in administering PERSAL. Knowledge of Public Service Regulatory Frameworks and HR prescripts. Computer literacy. General administration skills coupled with verbal and written skills. Be innovative and initiative. Good organizational skills. Ability to work under pressure and as part of a team. A valid driver's license will be an added advantage. (Attached certified copy).

**DUTIES** : Coordinate general administration of the office of the Area Manager. Coordinate area managers travelling arrangement and related logistics. Oversee planning and arrangements of Area Manager's visit, meetings, training and conferences. Perform secretarial, reception and clerical support functions. Act as liaison point for the office, the rest of the office and external stakeholders. Manage all resources in the office. Draft correspondence (i.e. submissions, internal memo, letters and reports). Filing, faxing, photocopying and tracing of documents. Handle confidential documents with utmost discretion. Manage and coordinate incoming and outgoing correspondence. Recruitment and Selection.HRD (Training and Development).PMDS and general admin duties related to the HR environment.

**ENQUIRIES** : Ms PN Myeni, Tel no: (017) 712 9400

**POST 28/83** : **HUMAN RESOURCE CLERK: PRODUCTION REF NO: 280717/29**

**SALARY** : R152 862 per annum, Level 05  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification. Knowledge of human resources 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 of registry duties, practices as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of working procedures in terms of the working environment. Flexibility and teamwork. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. (verbal and written). Computer literacy. Planning and organising skills. Valid driver's license will be as an added advantage.

**DUTIES** : Facilitation of the following functions recruitment and selection process, transfers, verification of qualification, absorptions, probationary periods and serve as a secretariat during the shortlisting and interviews. Implementation of conditions or service) leave, relocation, pension. allowances, Pillir, etc). Keep filing system of HR personnel updated. Performance Management.

**ENQUIRIES** : Ms L Wymers, Tel no; (051) 405 9000

**POST 28/84** : **ADMINISTRATION CLERK: WATER SERVICES REGULATION REF NO: 280717/30**

**SALARY** : R152 862 per annum, Level 05  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Grade 12 Certificate or equivalent qualification. No previous experience required. Computer Literate (MS Word, Excel. Power Point and Outlook). Organizational and secretarial skills. Experience in data capturing and driver's license will serve as an added advantage. (Attach certified copy).

**DUTIES** : Render general clerical support services. Responsible for the administration support of the Water Services Regulation Sub-Directorate. Update of asset register, compilation of demand management plan. Make photocopies and receive or send facsimiles. Document management within the Sub-Directorate and

between the Deputy Director and the Director and provincial Heads Office. Data capturing. Record keeping of communication between the Sub-Directorate and Water Services Authorities. Management and collection of monthly and Quarterly reports and portfolio of evidence. General filing and record keeping of reported and investigated water quality incidents. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain weekly movements of personnel within the unit as well as leave. Arrange travelling and accommodation. Provide supply chain clerical support services. Liaise with internal and external stakeholders in relation to procurement of goods and services. Compilation and submission of requests for quotations. Prepare relevant documentation for orders to purchase. Stock control of office stationery.

**ENQUIRIES** : Mr J. Van Noordwyk, Tel no: (051) 405 9000

**POST 28/85** : **ADMINISTRATION CLERK: (WARMS) REF NO: 280717/31**

**SALARY CENTRE REQUIREMENTS** : R152 862 per annum, Level 05  
: Bloemfontein

: Grade 12 Certificate or equivalent qualification. One (1) to two (2) years experience data capturing experience will be an added advantage. Previous WARMS experience and knowledge of National Water Act, 1998 (Act No 36 of 1998) and other relevant legislation will serve as an added advantage. Computer Literate (MS Word, Excel, Power Point and Outlook). Organizational and secretarial skills. Proven organizational interpersonal, conflict resolution and problem solving skills.

**DUTIES** : Reporting to the Senior Administration Officer. Data capturing and general office administration for the registration of water use, in terms of the National Water Act. Undertake training. Handle enquiries by providing either verbal or written responses. Gathering, obtaining and processing information for the registration and licensing of water use applications. Filing, file maintenance systems and retrieval of various registration and licensing documentation.

**ENQUIRIES** : Ms. F. Lerata, Tel no: (051) 405 9000

**POST 28/86** : **ACCOUNTING CLERK 2 POSTS REF NO: 280717/32**  
Sub-Directorate: Management Accounting

**SALARY CENTRE REQUIREMENTS** : R152 862 per annum, Level 05  
: Kimberley  
: Grade 12 Certificate or equivalent. Good communication skills. A good understanding of the PFMA and Treasury Regulations. Knowledge of PERSAL and BAS. The ability to work under pressure. Willingness to travel as and when required. Computer literacy. Knowledge of General administration within the Public Service. Good interpersonal Relations. Ability to work under pressure.

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

**ENQUIRIES** : Ms C E Du Preez, Tel no: (053) 830 8800

**POST 28/87** : **ACCOUNTING CLERK REF NO: 280717/33**  
Sub-Directorate: Financial Accounting

**SALARY CENTRE REQUIREMENTS** : R152 862 per annum, Level 05  
: Kimberley  
: 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. The ability to work under pressure. Willingness to travel as and when required. 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 implementation and management of registers for leased assets. Assist in



		implementing and monitoring acquisitions, disposal and losses of assets. Ensure assets are bar.
<b><u>ENQUIRIES</u></b>	:	Mr C Shushu, Tel no: (053) 830 8800
<b><u>POST 28/88</u></b>	:	<b><u>RECEPTIONIST REF NO: 280717/34</u></b>
<b><u>SALARY</u></b>	:	R152 862 per annum, Level 05
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent. One (1) to two (2) years experience. Good written and verbal communication skills. Ability to learn the departmental service delivery components. Must be able to operate a switchboard. Must have computer and typing skills. Must be able to organise and prioritise work and have telephone etiquette. Must be able to communicate in English, Xhosa and Afrikaans. Ability to take initiative and work independently.
<b><u>DUTIES</u></b>	:	Operate the switchboard by answering incoming and making outgoing calls. Ensure that customers are referred to promptly and correctly. Take messages and administer the correct distribution thereof. Supply basic information to customers regarding the departmental services. Keep the reception area clean and tidy at all times. Receive and or visitors update and distribute the internal telephone directory and keep a database of other important contract numbers. Operate the fax machine, responsible for reporting faults on the telephone system to the service provider.
<b><u>ENQUIRIES</u></b>	:	Ms N Gool, Tel no: (053) 830 8800
<b><u>POST 28/89</u></b>	:	<b><u>DRIVER/OPERATOR REF NO: 280717/35</u></b>
<b><u>SALARY</u></b>	:	R127 851 per annum, Level 04
<b><u>CENTRE</u></b>	:	Hydrometry Office (Boskop Dam)
<b><u>REQUIREMENTS</u></b>	:	Grade 10. One (1) to three (3) years experience in driver/ operator services. Driver's License/Operator License. (Attached certified copy) Knowledge in driving services. Knowledge in operating services. Knowledge of organisational policies and procedures. Knowledge of process flow. Basic knowledge in technical services. Knowledge of organisational and government structures. Knowledge of procedures and processes. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Delegation authority. Financial management and knowledge of PFMA. Good verbal communication, literacy and numeracy skills. Must be able to work away from the office for long periods and stay at camp sites near place of work. Knowledge of library science.
<b><u>DUTIES</u></b>	:	Routine first line maintenance on vehicles, machinery and equipment. Garaging and storage of vehicles, machinery and equipment. Transportation of goods and personnel from and to place of work. Operate vehicles up to and including code EC. Operate and monitor field machinery and equipment. Maintain and administrate vehicle and machinery log books. Assist foreman with field tasks as set out in a Performance Agreement. This involves: cleaning of gauging stations, remove of debris, light maintenance tasks and utilisation of hand tools.
<b><u>ENQUIRIES</u></b>	:	Mr P.D. Geldenhuys, Tel no. (018) 298 9000.
<b><u>POST 28/90</u></b>	:	<b><u>GENERAL FOREMAN REF NO: 280717/36</u></b> Sub-Directorate: Technical Management
<b><u>SALARY</u></b>	:	R127 51 per annum, Level 04
<b><u>CENTRE</u></b>	:	Proto-CMA Upper Vaal, Potchefstroom Office
<b><u>REQUIREMENTS</u></b>	:	Grade 8. One (1) to two (2) years experience. Basic knowledge in controlling and managing bulk water supply maintenance on equipments. Basic knowledge in policy implementation. Basic knowledge in routine inspection of equipments. 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 understanding of Government legislation.
<b><u>DUTIES</u></b>	:	Maintenance of mechanical bulk water infrastructure and construction equipment. Conduct general routine inspection. Perform routine maintenance tasks for bulk water supply. Do maintenance of canals. (keep structures clean and their surroundings, keep canals in good condition, holes on canals must be reported). Ensure that the correct mixer of concrete are used to repair canal system. Ensure that stagnant water on the canals must be reported. Ensure that maintained plan is in place for uninterrupted service. Keep records of repaired equipment. Keep job cards up to date. Repair minor equipment, etc cut grass, trees and herbicides

application. Ensure that reparation of all fencing as well as installation of new fencing is according to standard. Handling of conflicts in section and identify training on a continuous basis. Ensure health and safety adhered to by sub ordinates. Ensure that sub ordinates performance agreement and quarterly reviews are up to standard.

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

**POST 28/91** : **DRIVER LMW REF NO: 280717/37**

**SALARY** : R107 - 886 per annum, Level 03  
**CENTRE** : Usutu-Vaal GWS (Standerton)  
**REQUIREMENTS** : ABET Grade (10). A valid driver's License 10 (C1) with PDP. (Attach a certified copy). One (1) to three (3) years experience in driver/messenger services. Knowledge in driving and operating the equipment. Basic knowledge of organisational policies and procedures.. Basic knowledge of literacy (read and write). Good interpretation of organisational and government structures. Understanding of procedures and processes. Knowledge of government regulations, practices notes, circulars, and policy frameworks. Basic knowledge of language skills. Basic knowledge of delegation authority. Basic knowledge of financial management and PFMA. Interpersonal relations. Client orientation and customer be focus. Good communication skills. Knowledge of analytical procedures. Ability to work independently, in a team, under supervision and under pressure. Willingness to work travel and work irregular hours. Knowledge of OHS Act.

**DUTIES** : Transport equipments and officials between Area Offices. Deliver and collects official documents when requested. Take vehicle for service/repairs. Keep record of oil, fuel receipt and other admin documents. Assist with loading and offloading of goods. Transport school children to and from school. Collect and deliver post and parcel on daily basis. Drive and keep vehicles in good condition.

**ENQUIRIES** : Ms PN Myeni, Tel no: (017) 712 9400

**POST 28/92** : **TRADESMAN AID II: MECHANICAL 3 POSTS REF NO: 280717/38**

**SALARY** : R107 886 per annum, Level 03  
**CENTRE** : NWRI, Central Operations (Vanderkloof)  
**REQUIREMENTS** : ABET (be able to read and write). One (1) to two (2) years mechanical maintenance experience. Performing of welding tasks. Handling of power tools and servicing of construction machinery and equipment. Person must also be in good physical condition to perform tasks assigned. Knowledge of the Occupational Health and Safety Act.

**DUTIES** : To provide a support service to the handyman in performing maintenance to mechanical equipment. Maintenance to construction equipment and performing smaller welding tasks. Working conditions will mostly be field service type of maintained work. Assist in cleaning of the workshop, give support to other divisions and report any defaults. All Occupational Health & Safety regulations should be adhered to and protective equipment used appropriately

**ENQUIRIES** : Mr. GA Coetzee, Tel no: (053) 664 9400

**POST 28/93** : **CLEANER REF NO: REF NO: 280717/39**

Sub-Directorate: Auxiliary Services

**SALARY** : R90 234 per annum, Level 02  
**CENTRE** : Kimberley  
**REQUIREMENTS** : ABET qualification. Three (3) years experience working as a Cleaner will be an added advantage. Basic knowledge of cleaning principles. Basic knowledge of chemical use (dilution/mix). Basic knowledge of cleaning equipment used. Basic knowledge of health and safety requirements. Basic knowledge of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Be able to read and write.

**DUTIES** : Cleans above the floor surfaces according to surface type and best cleaning practice. Clean hard and resilient floors according to the surface type and best cleaning practice. Clean textile surfaces according to the surface type and best cleaning practice. Cleans ablution facilities toilets, urinals, baths, showers and basins, fixtures and fittings accordingly. To surface type and best fittings according. To surface type and best cleaning practice. Cleans kitchens, kitchen items, 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.
<b><u>ENQUIRIES</u></b>	:	Ms N Gool, Tel no: (053) 830 8800
<b><u>POST 28/94</u></b>	:	<b><u>GENERAL WORKER REF NO: 280717/40</u></b>
<b><u>SALARY</u></b>	:	R90 234 per annum, Level 02
<b><u>CENTRE</u></b>	:	Hydrometry Office (Boskop Dam)
<b><u>REQUIREMENTS</u></b>	:	ABET qualification. One (1) to two (2) years' experience in performing manual work will be a added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of the pruning and trimming process and techniques. Basic knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge daily maintenance procedures for efficient machine/equipment performance. Basic in supporting water utilisation and water resource strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Communication skills and ability to work in a team. Must be punctual, productive and loyal. Must be able to work away from the office for long periods and stay at camp sites near place of work. Must be able to work in or near rivers and dams.
<b><u>DUTIES</u></b>	:	Performing of general maintenance and light construction work at gauging stations. Performing of general maintenance at the office complex and terrain. Maintain and take care of machinery, equipment, tools and goods .Apply occupational health and safety to ensure safe working environment and conditions.
<b><u>ENQUIRIES</u></b>	:	Mr PD Geldenhuys, Tel no: (018) 298 9000
<b><u>POST 28/95</u></b>	:	<b><u>GENERAL WORKER REF NO: 280717/41</u></b>
<b><u>SALARY</u></b>	:	R90 234 per annum, Level 02
<b><u>CENTRE</u></b>	:	NWRI: Central Operations: Usutu-Vaal GWS (Grootfontein Pump Station)
<b><u>REQUIREMENTS</u></b>	:	ABET qualifications. One (1) to two (2) years experience as a General Worker will be a added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of the pruning and trimming process and techniques. Basic knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge daily maintenance procedures for efficient machine/equipment performance. Basic in supporting water utilisation and water resource strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Knowledge of using a bush cutter, Submersible pumps, chain blocks and overhead cranes. Good communication skills. Ability to work under supervision and in a team. Must be punctual, productive and loyal.
<b><u>DUTIES</u></b>	:	Key Result Area: Digging trenches, hoe around valve chambers on pipelines, fencing, weed control, garden maintenance, painting, spraying with round-up (chemicals), cleaning canals screens, loading and off loading of equipments, unblock drains. Adhere to OHS Act and extinguish veldt fires. Assist with other duties as and when requested.
<b><u>ENQUIRIES</u></b>	:	Mr CL Nkosi, Tel no: (017) 712 9400
<b><u>POST 28/96</u></b>	:	<b><u>GROUNDSMAN REF NO: 280717/42</u></b>
<b><u>SALARY</u></b>	:	R90 234 per annum, Level 02
<b><u>CENTRE</u></b>	:	NWRI: Central Operations: Usutu Vaal (Grootdraai and Grootfontein Pump Station)
<b><u>REQUIREMENTS</u></b>	:	ABET qualifications. Zero (0) to one (1) years 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. Basic understanding of Government Legislation. Knowledge of using mobile machines. Ability to work under supervision independently and in a team. Ability to communicate.
<b><u>DUTIES</u></b>	:	Key Result Areas; Fencing, weed control. Garden maintenance. Cleaning of dams premises and canal housekeeping at the pump station. Loading and off loading.

**ENQUIRIES**

: Loading of equipment. Unblock drains. Adhere to all OHS Acts. Operate lawn mower/ Tractor. Prune trees, cut grass and water plants. Digging trenches.  
Mr CL Nkosi, Tel no: (017) 712 9400