

**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: 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, Jagersrust, 3354 For Attention: Ms N Nkabini
- CLOSING DATE** : 18 August 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 disadvantage groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are highly encouraged to apply for the posts. "People who are not employed by the Public Service Departments are welcomed to apply for posts.

**MANAGEMENT ECHELON**

**POST 31/62** : **HEAD: INTERGOVERNMENTAL COORDINATION AND COMMUNICATIONS**  
**REF NO: 180817/01**

**SALARY** : R1 299 501 per annum (all inclusive salary package), Level 15

**CENTRE** : Pretoria

**REQUIREMENTS** : Undergraduate qualification (NQF 7) and a post graduate degree as recognized by SAQA (NQF 8) in Public Administration, Developmental Studies, Communications or related qualification. Eight (8) to ten (10) years experience at a Senior Management level. Experience in communications, development field in government and/or with stakeholders as well as programme and project management experience within the public sector environment will serve as an added advantage. Knowledge and understanding of process facilitation and/or stakeholder engagement. Appreciation for the value of collaborative decision making e.g. drawing agreements. Understanding of e-collaboration and networking.

**DUTIES** : Provide direction in the management of communications, strategic political and administrative engagements at national, provincial and local government levels. Manage the Water Sector Leadership Group and strategic partnership in the South African water sector. Provide direction in the facilitation of strategic engagements with parliament and FOSAD cluster. Provide direction, leadership and management of communication strategic services and ensure public education and awareness, manage all media contacts, DWS's brand identify and core values through

advertising and marketing and develop internal communications plans and oversee implementation.

**ENQUIRIES** : Mr S Mahlangu, Tel 012-336 8792

#### **OTHER POSTS**

**POST 31/** : **CHIEF ARTISAN GRADE A REF NO: 230617/10**  
Kindly note this post is a re-advertisement and applicants who previously applied will not need to re-apply

**SALARY** : R343 329 per annum (OSD)  
**CENTRE** : NWRI Central Operations: Tugela Vaal (O&M Jagersrust)  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

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

**POST 31/63** : **CHIEF WATER PLANT SUPERINTENDENT REF NO: 230617/20**  
Kindly note this post is a re-advertisement and applicants who previously applied will not need to re-apply

**SALARY** : R281 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: (036) 438 6211

**POST 31/64** : **PRINCIPAL WATER PLANT SUPERINTENDENT REF NO: 230617/27**  
Kindly note this post is a re-advertisement and applicants who previously applied will not need to re-apply

**SALARY** : R226 611 per annum, Level 07  
**CENTRE** : NWRI Central Operations: Tugela Vaal (O&M Jagersrust)  
**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: (036) 438 6211
- POST 31/65** : **PRINCIPAL WATER PLANT SUPERINTENDENT REF NO: 230617/28**  
Kindly note this post is a re-advertisement and applicants who previously applied will not need to re-apply
- SALARY** : R226 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: (036) 438 6211
- POST 31/66** : **WATER PLANT SUPERINTENDENT 2 POSTS REF NO: 230617/38**  
Kindly note this post is a re-advertisement and applicants who previously applied will not need to re-apply
- SALARY** : R152 862 per annum, Level 05  
**CENTRE** : NWRI Central Operations: Tugela Vaal (Driel Pump)  
**REQUIREMENTS** : Grade 10. Certificate No working experience is required. Working with large pumps and motors. A valid driver's license. 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: (036) 438-6211
- POST 31/67** : **WATER PLANT SUPERINTENDENT REF NO: 230617/39**  
Kindly note this post is a re-advertisement and applicants who previously applied will not need to re-apply
- SALARY** : R152 862 per annum, Level 05  
**CENTRE** : NWRI: Central Operations, Tugela Vaal (Woodstock)  
**REQUIREMENTS** : 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.

**DUTIES** : Disciplinary knowledge in Public administration. Knowledge in support water utilisation and water resource strategy. Understanding of Government legislation. 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: 036 438-6211

**POST 31/68** : **WATER PLANT SUPERINTENDENT REF NO: 230617/40**  
Kindly note this post is a re-advertisement and applicants who previously applied will not need to re-apply

**SALARY** : R152 862 per annum, Level 05  
**CENTRE** : NWRI Central Operations: Tugela Vaal (O&M Jagersrust)  
**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: (036) 438 6211

**POST 31/69** : **ADMINISTRATION CLERK: HR REF NO: 280717/27**  
Kindly note this post is a re-advertisement and applicants who previously applied will not need to re-apply

**SALARY** : R152 862 per annum, Level 05  
**CENTRE** : NWRI: Central Operations (Tugela Vaal)  
**REQUIREMENTS** : 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).

**DUTIES** : 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 31/70** : **DRIVER/MESSENGER REF NO: 230617/41**  
Kindly note this post is a re-advertisement and applicants who previously applied will not need to re-apply

**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 drive/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 out going files. Place correspondence on the files.

**ENQUIRIES** : Mr P Motsepe, Tel 036 438-6211

**POST 31/71** : **DRIVER / OPERATOR REF NO: 230617/42**  
Kindly note this post is a re-advertisement and applicants who previously applied will not need to re-apply

**SALARY** : R127 851 per annum, Level 04  
**CENTRE** : NWRI Central Operations: Tugela Vaal  
**REQUIREMENTS** : A grade 10 report and driver's 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, practices 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: (036) 438 6211

**POST 31/72** : **TRADESMAN AID 6 POSTS REF NO: 230617/43**  
Kindly note this post is a re-advertisement and applicants who previously applied will not need to re-apply

**SALARY** : R107 886 per annum, Level 03  
**CENTRE** : NWRI Central Operations: Tugela Vaal (O&M Jagersrust, 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: (036) 438 6211

**POST 31/73** : **MESSANGER REF NO: 230617/44**  
Kindly note this post is a re-advertisement and applicants who previously applied will not need 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: (036) 438 6211

**POST 31/74** : **CLEANER 2 POSTS REF NO: 230617/45**  
Kindly note this post is a re-advertisement and applicants who previously applied will not need to re-apply

**SALARY** : R90 234 per annum, Level 02  
**CENTRE** : NWRI: Central Operations, Tugela Vaal 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: (036) 438-6211

**POST 31/75** : **GENERAL WORKER 2 POSTS REF NO: 230617/46**  
Kindly note this post is a re-advertisement and applicants who previously applied will not need 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 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: (036) 438 6211

**POST 31/76** : **GROUNDSMAN 5 POSTS REF NO: 230617/48**  
Kindly note this post is a re-advertisement and applicants who previously applied will not need 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 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: (036) 438 6211