

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, (Cnr Visagie) and Bosman, street, Pretoria. For attention: Ms Cindy Mazibuko
KwaZulu-Natal. Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor, Durban. For attention: HR Manager
Bloemfontein. Please forward your applications quoting the relevant reference number to The Provincial Head. Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300. For attention: Ms. L Wymers and Mr. J Mofokeng.
Limpopo: Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water Affairs, 49 Joubert Street, Corner Thabo Mbeki & Joubert Streets, AZMO PLACE Building (Registry Office 4rth floor). For attention: Mr M.P Makgakga, Tel 015 – 290 1388.
- CLOSING DATE** : 25 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 disadvantaged groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are highly encouraged to apply for the posts. "People who are not employed by the Public Service Departments are welcomed to apply for posts.

MANAGEMENT ECHELON

- POST 32/109** : **CHIEF ENGINEER GRADE A (CIVIL) 4 POSTS REF NO: 250817/01**
Sub-Directorate: Technical Engineering Support
- SALARY** : R935 172 per annum (all inclusive OSD salary package)
- CENTRE** : Polokwane Provincial Office.
- REQUIREMENTS** : Engineering degree (B. Eng / B.Sc. (Eng) in Civil or relevant qualification. Six (6) years post qualification experience as registered professional Engineer. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (proof of registration must be attached). A valid driver's license (Please attach a copy) and willingness to travel extensively. Experience in water services planning, program/project management and contracts management. Ability to relate with as sociated professional fields in a multi-disciplinary team and ability to train and develop young graduates Knowledge of the National Water Act, Water Services Act, the PFMA, Environmental and land legislation: Additional studies or experience in water resource management, hydrology, water quality, project management, engineering economics, project financing modelling, environmental engineering, assessments of projects,

- institutional aspects, computer proficiency. Good written, verbal communication and presentation skills.
- DUTIES** : The Chief Engineer will be responsible for water services planning and related duties in Limpopo; Co-ordination of all water services planning programs (water master plans, feasibility and implementation readiness studies. Assessment of provincial water needs and associated budgets. Co-ordinate the compilation of the Water Services development plans (WSDP) and incorporation into municipal IDP's. Evaluate Municipal Infrastructure Grant (MIG) technical reports. Perform reviews and approvals of all water services designs. Contribute to the development and maintenance of the DWA water services planning and design standards. Specifications and service levels. Promote integrated planning through the co-ordination and management of the water sector stakeholder planning. Participate in provincial intergovernmental (IGR) cluster committees. Report writing and presentation skills. Advise water users and water services authorities on appropriate technology applications. Co-ordination and processing of inputs from a wide range of disciplines. Comparative analysis, optimization and providing professional advice. Management of appointed professional service providers. Capacity building and mentoring of subordinate engineers and technicians.
- ENQUIRIES** : Mr LR Tloubatla, Tel no: (015) 290 1230
- POST 32/110** : **CHIEF ENGINEER GRADE A: OPTIONS ANALYSIS (OSD) 3 POSTS REF NO: 250817/02**
(This is a re-advertisement; those who previously applied are encouraged to re-apply)
Sub-Directorate: Options Analysis (North)
Sub-Directorate: National Water Resource Planning (South) and (East)
- SALARY** : R935 172 per annum (All inclusive OSD salary package, offer based on proven years of experience)
- CENTRE** : Pretoria
- REQUIREMENTS** : Engineering degree (B Eng/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 (proof of registration must be attached). A valid driver's license. Relevant experience in the field of Water Engineering or Integrated Water Resources Management (IWRM) or Integrated Environmental Management (IEM). Ability to relate to and work with associated professional fields in a multi-disciplinary team. Experience in planning and/or implementation of water projects. Good writing, communication, policy and strategy development skills.
- DUTIES** : Optimisation and planning of water resource utilisation and development in one of the Northern, Central, Eastern or Southern Planning Regions through the evaluation of various management/development options. Identification of available water resources and development needs through multidisciplinary studies at appropriate levels of detail. Involvement in the development of water management strategies. Conceptualisation of possible solutions to meet water requirements and evaluation of technical options and associated social, economic and environmental impacts. Coordination and processing of inputs from a wide range of disciplines. Capacity building and mentoring of young engineers. Liaison with other organisations and parties on projects/water resource related matters (at local, regional, national and international level). Analyses of and recommendations on financial, legal and institutional aspects for water resource projects. Ensure management of human resources. Provide leadership and ensure good management and administration
- ENQUIRIES** : Mr. LS Mabuda Tel no: (012) 336 8477
- POST 32/111** : **DIRECTOR: OPTIONS ANALYSIS REF NO: 250817/03**
(This is a re-advertisement; those who previously applied are encouraged to re-apply)
- SALARY** : R898 743 per annum (All inclusive salary package), Level 13
- CENTRE** : Pretoria
- REQUIREMENTS** : B-Degree (NQF level 7) qualification in Civil Engineering/Agricultural Engineering. Registration with ECSA as a Professional Engineer (Pr Eng). Six (6) – Ten (10) years experience in the field of Water Engineering or Integrated Water, Resources Management (IWRM) or Integrated Environmental Management (IEM). Five (5) years experience should be at Middle/Senior Managerial level. Must have knowledge of

scenario planning, Public Service Act and Regulations. Understanding of Policy, Strategy Development, Environmental management and Water Resource Assessment. Knowledge in Analysis of Water Requirements. Experience in Water Resource Systems Analysis and Water Quality Assessment. Understanding of Hydrology, Geohydrology, Dam Engineering and Hydropower. Knowledge and understanding of Engineering Economics and Water Resource Planning. Excellent knowledge of existing legislation affecting the work environment. Knowledge of contractual, legal requirements, business and management principles. Knowledge of strategic planning, resource allocation and human resources.

DUTIES : Investigate and develop plans on reconciliation options for bulk water supply needs throughout the country. Manage Production/Operations on Water Resource Development/ Management. To provide expert advice. Manage the Human Resources. To ensure leadership, management and administration.

ENQUIRIES : Mr. LS Mabuda, Tel 012 - 336 8477.

POST 32/112 : **DIRECTOR: MANAGEMENT SUPPORT REF NO: 250817/04**
Branch: Water Planning and Information Management

SALARY : R898 743 per annum, (All inclusive package), Level 13
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree (NQF level 7) qualification in Public Administration/ Management/ Project Management. Natural Science fields or Development Studies would be an added advantage. Three (3) to five (5) years exposure to strategic functions/project management. Five (5) years experience should be at Middle/Senior Management. Experience in the Development of Departmental Strategies and Annual Performance Plans. Experience in policy and procedure development as well as business mapping. Experience in the Water Sector would be an added advantage. Knowledge of Public Sector and experience in government legislation such as PFMA, Public Service Regulation, National Water Act, Water Services Act, National Sanitation Act and etc. Strong analytical skills. Good interpersonal relations and the ability to work effectively with officials across all levels within and outside the Department. Ability to organise and co-ordinate multiple and complex projects and programmes related to the Branch. Ability to analyse technical documents. Good communication and business writing skills. Ability to work independently, willingness to work under pressure and extensive hours. Strategic capability and leadership. Problem solving and analysis. Understanding people management and empowerment. Accountability and ethical conduct. Excellent client orientation and customer focus.

DUTIES : Provide strategic and technical support to the Branch, analysis of technical correspondence and portfolio of evidence as well as providing necessary advice thereof. Development of strategic, annual performance and business plans as well as ensuring alignment to the mandate of Branch and the MTSF. Co-ordinating performance information for monitoring, evaluation and reporting. Management of key projects and ensuring that project reports within the branch are consolidated and submitted on time. Coordination of Ministerial, Cab Memos, Parliamentary Questions and strategic projects. Stakeholder liaison, communication and management of relevant events. Generation and processing of submissions as well as ensuring quality assurance of strategic documents, reports, ministerial and parliamentary questions. Co-ordination of human resources and financial management for the Branch including Water and Sanitation Planning & Information Management in the Provincial Directorates.

ENQUIRIES : Ms. D Mochotlhi, Tel 012 – 336 7255.

OTHER POSTS

POST 32/113 : **SCIENTIFIC MANAGER (GRADE A) REF NO: 250817/05**

SALARY : R805 806 per annum (all inclusive salary OSD package)
CENTRE : Pretoria
REQUIREMENTS : MSc Degree or relevant qualification in Natural Sciences or Master Resource Management. Six (6) years post-qualification in Natural Scientific experience. Compulsory registration with the SACNASP as a Professional Natural Scientist (proof of registration must be attached). Proven extensive practical experience and skills in

hydrological modelling and flood frequency analysis. Excellent knowledge and practical experience in the application of models such as the Water Resource Simulation Model 2000 (WRSM 2000), Water Resource Yield Model (WRYM) and the CLASSR/PATCHR rainfall gap filling models. Demonstrable project management, team player and leadership skills. A valid driver's license and willingness to travel throughout South Africa for execution of some of the duties and working irregular hours. (Certified copy must be attached).

DUTIES : To provide strategic and technical leadership and effective management in the Sub-Directorate, Flood Studies and Management. Carry out site assessment to determine hydrological approach as well as survey flood sites and assist with hydraulic calibration of sites. Execute acquisition and verification of data for analyses plus deterministic, empirical and statistical analyses. Assisting with flood data collection (including flood surveys) during and after extreme flood events, as well as converting the flood data into useful flood information. Improve hydrological information quality through extension of ratings, filling of gaps in data. Assist with flood frequency estimation at all relevant flood sites. Assist with project management and co-ordination plus evaluation of consultants' reports when and where necessary. Rendering advice and support on flood hydrology evaluations to other units like National Water Resources Planning and Civil engineering in the Department. Mentoring and training of Candidate Scientists. Managing administrative, financial and personnel-related functions. Optimise the team's outputs.

ENQUIRIES : Mr TA Thobejane, Tel no: (012) 336 7869.

POST 32/114 : **REGIONAL DEPUTY DIRECTOR: WATER SUPPLY PROGRAMME REF NO: 250817/06**
Chief Directorate: Infrastructure Development and Maintenance

SALARY : R779 295 per annum (all inclusive package), Level 12
CENTRE : Bloemfontein
REQUIREMENTS : Degree or National Diploma in Social Sciences or Environmental Management. Three (3) to five (5) years relevant experience (Integrated Water Resource Management). Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge and understanding of Water Resource Management. Knowledge Public Service Act, Regulations and Public Finance Management Act. Project management and programme. Problem solving and analysis. Strategic capability and leadership. Financial management, change management and knowledge management. Service delivery innovation (SDI). Decision making. Capable to influence/interact with key stakeholders within the water sector. People management and empowerment. Client orientation and customer focus. Good communication, accountability and ethical conduct.

DUTIES : Fast track integrated regional bulk planning and implementation processes to ensure that implementation targets are met. Confirm the governance and intergovernmental structures for service delivery in the Province. Define and determine the roles and responsibilities of the different water sector role players within the Water Targets and Regional Bulk Programme implementation. Respond to queries by water services management and stakeholders. Ensure project implementation, financial management, coordination and planning. Ensure the finalization of project readiness studies. (Projects ready for implementation, priority projects not ready for implementation). Future project nomination and prioritization. Ensuring alignment with other programmes. Coordination of project specific feasibility studies and implantation planning. Compile monthly, quarterly and annual progress report on the implementation of regional bulk infrastructure projects.

ENQUIRIES : MJ Manyama, Te no: (051) 405 9266

POST 32/115 : **DEPUTY DIRECTOR: STRATEGIC SUPPORT REF NO: 250817/07**

SALARY : R657 558per annum, Level 11
CENTRE : Polokwane, Provincial Office
REQUIREMENTS : National Diploma or Degree in Social Science. Three (3) to (5) five years management experience in administration. Knowledge of policy development and implementation. Knowledge of administration process and HR information. Disciplinary knowledge in HR information. Understanding of government legislation, financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of

operations. Competency in programme and project management. Knowledge of relationship management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Knowledge of analytical procedures. Report writing skills. Computer literacy. Driver's licence. (Attached certified copy).

DUTIES

: Monitoring of strategic management inputs and programmes. Ensure the co-ordination and analysis of strategic inputs and budget planning. Ensure the creation of coherence and synergy across all functional areas. Ensure compilation of the budget and monitor expenditure. Monitor and reports in progress of flagship projects. Develop systems to co-ordinate the flow of correspondence between all relevant role players. Manage all incoming and outgoing strategic documents. Oversee the planning and preparations of meetings. Co-ordinate the support of external services required by the Chief Director. Ensure the development and maintenance of the Regional Operations Business Plans. Ensure effective management of all projects. Liaise with service providers to negotiate service level agreement. Analyse the entire operations. Provincial budget and expenditure report to provide the Chief Director with a summarized version of activities taking place that may require attention.

ENQUIRIES

: Mr L.R Tloubatla, Tel 015 - 290 1230

POST 32/116

: **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 250817/08**
Sub-Directorate: Finance and Supply Chain Management

SALARY
CENTRE
REQUIREMENTS

: R657 558 per annum, Level 11
: Polokwane, Provincial Office
: A 3 year National Diploma or Degree B.Com in Financial Administration. Three (3) to (5) five years management experience in Public Financial Administration. Knowledge of accounting. Knowledge and understanding of all applicable legislations, policies, practices and procedures. Good interpretation of Public Finance Management Act (PFMA) and Treasury Regulations (TR). Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Affirmative action guidelines and laws. Administrative and clerical procedures and systems. Knowledge of Governmental financial systems. Principles and practice of financial accounting. Knowledge and understanding of SCOA and Computer literate. Ability to write reports and submissions. Ability to compile presentations. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Ability to ensure high level of quality. Driver's license. (Attached certified copy).

DUTIES

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

ENQUIRIES

: Mr L.R. Tloubatla, Tel no: (015) 290 1230.

POST 32/117

: **DEPUTY DIRECTOR: GENERAL LEDGER (WTE) REF NO: 250817/09**
Sub-Directorate: Bookkeeping

SALARY
CENTRE
REQUIREMENTS

: R657 558 per annum, Level 11
: Head Office, Pretoria
: A 3 year National Diploma or Degree B.Com in Financial Administration. Three (3) to (5) five years management experience in Public Financial Administration. Knowledge of accounting. Knowledge on functionality of the SAP ECC6.0 ERP system. Knowledge and understanding of all applicable legislation, policies, practices and procedures. Good interpretation of Public Finance Management Act (PFMA) and Treasury Regulations (TR). Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Affirmative action guidelines and laws. Administrative and clerical procedures and systems. Governmental financial systems. Principles and practice of financial accounting. Knowledge and understanding of SCOA and Computer literate. Ability to write reports and submissions. Ability to compile presentations. Problem

solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Ability to ensure high level of quality. Driver's license. (Attached certified copy).

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

ENQUIRIES : Ms. F. Moti, Tel no: (012) 336 7948.

POST 32/118 : **ENGINEER PRODUCTION GRADE A (CIVIL) REF NO: 250817/10**
 Sub-Directorate: Strategic Infrastructure Programmes

SALARY : R637 875 per annum (all inclusive OSD salary package- offer based in years of experience)

CENTRE REQUIREMENTS : Polokwane Provincial Office
 Engineering degree (B Eng/BSC Engineering) in Civil or relevant qualification. Three (3) years, post qualification engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as Professional Engineer (proof of registration must be attached). Valid Driver's licence (copy must be attached). A certificate in project management will serve as an added advantage. Knowledge of Financial management and water legislations. Knowledge of integrated water resource and water resource planning and management. Good communication (verbal and written) skill. Computer literacy, preferably MS Office software (Word, Excel, and Power Point). Good planning and organising skill. Computer aided engineering applications. Knowledge of legal compliance. Technical reporting.

DUTIES : Assist on support of all water sectors (Mining, industries, Energy, Agriculture, and Domestic) in the pre planning, planning and the implementation of projects. Ensure effective integrated water resource/water service planning in Limpopo. Evaluate projects design, technical drawings on MIG and RBIG Projects and recommend for approval. Co-ordinate the development and the evaluation of the feasibility and implementation readiness studies. Liaise with the Water Service Authority (WSAs) and consultants regarding the development of and technical reports. Develop and maintain a technical report database and process flow chart. Compile performance evaluation reports for all water sectors in the Region. Liaise with all the water sectors on infrastructures development program programmes. Recommend on MIG Projects and attend the IDP and water services planning meetings with WSA's. Produce analytical services water service planning reports. Update monthly, quarterly and annual progress reports as per the Regional Operation Plan. Manage, supervise and train Engineering technicians and Graduates Trainees.

ENQUIRIES : Mrs Matjuda, Tel 015 - 290 1384.

POST 32/119 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 250817/11**
 Sub Directorate: Technical Engineering and Support

SALARY : R396 375 per annum (all inclusive OSD salary package- offer based on proven years of experience)

CENTRE REQUIREMENTS : Polokwane Provincial Office
 National Diploma in Civil Engineering or relevant qualification. Six (6) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as an Engineering Technician (proof of registration must be attached). Valid Driver's licence (Certified copy must be attached). Project management skills. Technical design and analysis knowledge. Technical report writing skills. Knowledge of relevant legislation: the National Water Act, 1998 (Act 36 of 1998) and the Water Services Act, 1997 (Act 108 of 1997). Good communication (written and verbal) skills.

DUTIES : Planning and management of water infrastructure projects. Assist and support Water Services Authorities (WSAs) in the planning and rendering technical engineering support. Co-ordinate refurbishment and infrastructure support. Attend Water Services sector meetings. Liaison with other sector Departments on the infrastructure

development programme. Monitor and evaluate the implementation of water service projects. Produce analytical project progress reports. Evaluate water services sector technical reports.

ENQUIRIES : Mr. T H Mapengo Tel no: (015) 290 1359.

POST 32/120 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 250817/12**
Sub- Directorate: Monitoring and Compliance

SALARY : R396 375 per annum (all inclusive OSD salary package- offer based on proven years of experience)

CENTRE : Bloemfontein

REQUIREMENTS : National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as an Engineering Technician. (Proof of registration must be attached). Valid Driver's licence (Certified copy must be attached). Must have knowledge in Project Management. Technician design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing skills. Technical consulting. Must have problem solving and analysis skills. Decision making and team work. Creativity. Financial management. Customer focus and responsiveness. Good communication (written and verbal) and computer skills. Planning and organizing. People management.

DUTIES : Accept and record queries and complaints with regards to the possible unauthorised agricultural water use. Ensure that Compliance, Monitoring and Enforcement audits are conducted within the Agricultural sector. Ensure complete record of all reported cases, an updated CME Case Management System and accurate reports. Ensure adherence to license conditions relating to water uses described in Section 21 of the National Water Act and conditions of the National Water Services Act. Assist personnel with compliance of action plans addressing non-compliance. Non-compliance must be assessed and possible legal action initiated. Investigate and report on recorded queries and complaints with regards to possible unauthorised agricultural water use, conduct quarterly audits and addressing of backlog of non-compliance cases. Accept queries and complaints (OSS, telephonic, in person, etc). Manage comprehensive investigations and ensure reporting on all reported cases. Submit monthly progress reports. Prepare and submit a CME Case Management System report. Provide advice on Integrated Environmental Management plans. EIA's, IDP's and EMP's. Initiate action in terms of the National Water Act, 1998, (Act 36 of 1998) to rectify unauthorised agricultural water uses and monitor compliance by means of Compliance Monitoring and Enforcement audits conducted within the agricultural sector to eradicate unauthorised water uses in the Middle Vaal and Upper Orange Water Management Areas. Issue notices of intention to issue a directive, and directives. Sent out instructions or final warnings to comply with directives. Report on progress, provide information, and attend Water Tribunal Hearings and relevant court cases. Reply and investigate Ministerial and Ad Hoc requests. Manage performance and development of personnel. Manage leave. Management of Labour relations issues. Assist with the oversight of the budget to ensure that parameters are set and expenditure occurs within these parameters.

ENQUIRIES : Mr W. H .Grobler, Tel no: (051) 405 9000

POST 32/121 : **CONTROL ENGINEERING TECHNICIAN GRADE A CIVIL REF NO: 250817/13**
(Directorate: Hydrological Engineering – Gauging Weirs)

SALARY : R396 375 per annum (all inclusive salary OSD package)

CENTRE : Pretoria

REQUIREMENTS : A National Diploma in Civil Engineering or relevant qualification. Six (6) years post qualification technical engineering experience. Compulsory registration with ECSA as an Engineering Technician (proof of registration must be attached). Excellent knowledge of the National Water Act (NWA) and the National Environmental Management Act (NEMA) as well as understanding of all related policies, principles, guidelines, tools and procedures. Skills and experience in the management of human resources. Must have strong verbal and written communications skills. A valid driver's licence (Certified copy must be attached) and willingness to travel extensively all over the country. Undertake fieldwork and work irregular hours.

DUTIES : Ensure control over personnel who are performing the following functions: Design of gauging weirs and related structures. Design of meteorological stations. Calibration of gauging stations and registration of calibration plans. Construction site supervision and quality control. Evaluating, editing and authorising all designs, reports, engineering drawings and specifications. Providing professional and technical advice as well as civil engineering support services within the Directorate as well as to other directorates and organisations. Mentoring and training Candidate and Production Technicians. Managing administrative, financial and personnel-related functions.

ENQUIRIES : Mr TA Thobejane, Tel no: (012) 336 7869.

POST 32/122 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 250817/14**

SALARY : R334 545 per annum, Level 09
CENTRE : Kwa - Zulu Natal
REQUIREMENTS : National Diploma or Degree in Public Management/Business Management or Project Management. Three (3) to five (5) years management experience in monitoring and evaluation. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge of Developing tools of monitoring and evaluation. Development of procedure for data collection Knowledge of compiling reports. Knowledge of equal opportunities and Affirmative action guidelines and laws. Departmental policies and procedures. Governmental financial systems. Framework for managing performance information. Working under pressure of multiple deadlines. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication, accountability and ethical conduct. Valid driver's license is essential (Attached certified copy).

DUTIES : Active involvement in the development of Business Plans, demand and risk management plan. Collate and coordinate monthly and quarterly progress reporting. Assist in the development of monitoring and evaluation tools. Develop and implement and organisational performance. Monitoring and evaluation systems aligned to policies, strategies, guidelines, directives and procedures. Assist in the design of an impact evaluation plan. Conduct sport checks on progress of projects on a regular basis. Compile monitoring and evaluation reports. Conduct research to contribute to continuous improvement of organisational planning process of the Department. Analyse legislative prescripts policy documents and reports.

ENQUIRIES : Mr. D. Nyathi, Tel no: (031) 336 2700

POST 32/123 : **ASSISTANT DIRECTOR: COMPLIANCE AND OVERSIGHT REF NO: 250817/15**

SALARY : R334 545 per annum, Level 09
CENTRE : KwaZulu-Natal
REQUIREMENTS : Degree or National Diploma in Auditing/Financial Management. Three (3) to five (5) years experience in auditing or Financial Management. Ability to think strategically. Excellent communication skills. A sound understanding of Enterprise Risk Management (ERM) principles and philosophy. Sound understanding of Auditing principles and philosophy. Excellent facilitation skills. Able to organise and motivate others, who in many cases may be in senior position. Extensive knowledge of computerized, financial and business systems. Sound understanding of PFMA, Treasury Regulations and Corporate Governance issues. Sound understanding of the framework for strategic plan and annual performance plan. Computer literacy in Microsoft Office suite. Leadership skills. Sound understanding of investigation skills. Sound understanding of Anti-corruption strategy and fraud prevention measures. Leadership, project management, strategic support, capability, programme and project management skills. Financial management and change management. Service delivery innovation (SDI). Valid driver's license is essential. (Attached certified copy).

DUTIES : Perform enterprise risk management. Perform regular inspections on both Main and Trading account. Perform preliminary investigations. Co-ordination of internal and external audits on both Main and Trading account. People Management. Assess the control environment, risk management and governance processes of the department. Plan the audit projects. Develop adequate audit programmes. Document all findings on the standard audit working papers. Compile audit reports. Perform follow-up reviews to ensure that agreed action plans have been implemented. Identify risk and suggest corrective measures. Monitor expenditure against budget allocation. Maintain updated

signature specimens of authorised signatories. Build relationships with external auditors and other assurance providers. Special investigations, Inspection and audit co-ordination.

ENQUIRIES : Mr. D. Nyathi, Tel no: (031) 336 2700

POST 32/124 : **SENIOR STATE ACCOUNTANT: RECONCILIATION 2 POSTS REF NO: 250817/16**
Sub-Directorate: Reconciliation (WTE)

SALARY : R281 418 per annum, Level 08
CENTRE : Head Office, Pretoria

REQUIREMENTS : Degree or National Diploma in Financial Management. Two (2) to three (3) years experience in financial matters. Knowledge and understanding of financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such DORA and PFMA. Knowledge Treasury Regulations, PERSAL, Basic Accounting System (BAS) SAP system and Data Analysis. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Knowledge in Governmental financial systems. Knowledge of learning and technical procedures and techniques. Computer literacy (Word, Excel, PowerPoint). Framework for managing performance information.

DUTIES : Manage creation of user profiles in line with SAP authorisation procedure. Ensure maintenance of existing user master records. Create roles on the system in line with SAP authorisations procedure. Resolve issues emanating from risk analysis. Handle authorisations related queries. Ensure timeous implementation of month end procedures.

ENQUIRIES : Ms. F. Moti, Tel 012 – 336 7948.

POST 32/125 : **STATE ACCOUNTANT 2 POSTS (WTE) REF NO: 250817/17**
Sub-Directorate: Bookkeeping
Sub-Directorate: Reconciliation

SALARY : R226 611 per annum, Level 07
CENTRE : Pretoria

REQUIREMENTS : National Diploma or Degree in Financial Management. Zero (0) to one (1) year experience in the financial environment. Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such DORA and PFMA. Knowledge of SAP and BAS systems. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administration and clerical procedures and systems. Departmental policies and procedures. Governmental financial systems Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Ability to follow a proactive and creative problem solving approach. People and diversity management. Good client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct. Ability to work under pressure.

DUTIES : Verify processing of invoices. Approve and authorize transactions for payments, journals, allowances, deductions, and debts (disallowances) on the systems (SAP and PERSAL). Perform payroll management function. Clear suspense account and reconcile creditors accounts. Safe keep all financial records and face-value documents by maintaining efficient filing system. Supervision of staff.

ENQUIRIES : Ms. F. Moti, Tel no: (012) 336 7948

POST 32/126 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING (BUDGET) REF NO: 250817/18**
Sub-Directorate Financial Accounting (Main Account)

SALARY : R226 611 per annum, Level 07
CENTRE : Free State Regional Office (Bloemfontein)

REQUIREMENTS : National Diploma or Degree in Financial Management. Zero (0) to one (1) year experience in the financial environment. Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such DORA and PFMA. Knowledge of SAP and BAS systems.

Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administration and clerical procedures and systems. Departmental policies and procedures. Governmental financial systems Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Ability to follow a proactive and creative problem solving approach. People and diversity management. Good client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. Good planning and reporting skills.

DUTIES : Render a budget support service. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Compiling of In Year Monitoring (IYM) report. Supervise the distribution of documents with regard to the budget. Supervise the filing of all documents. Supervise human resources/staff. Allocate and ensure quality of work. Ensure personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. P. Matsau, Tel no: (051) 405 9283

POST 32/127 : **ADMINISTRATIVE OFFICER: CONTRACT ADMINISTRATION) REF NO: 250817/19**
A POST: ADMINISTRATIVE OFFICER: LAND ADMINISTRATION) REF NO: 250817/19 B
 Chief Directorate: Integrated Water Resource Planning
 Sub-Directorate: Land Administration

SALARY CENTRE REQUIREMENTS : R226 611 per annum, Level 07
 : Pretoria
 : National Diploma or Degree in Public Management/Administration/Business Management. Three (3) to five years experience in administration/clerical. Knowledge of administrative 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. Must have outstanding writing and communication skills. Ability to work under pressure and meet prescribed deadlines. Computer literacy. Valid code 08 driver's license. (Attached certified copy). NOTE: No license required for the Land administration post.

DUTIES : Provide administration support to all personnel in the component. Assist with the execution of financial administration. Provide procurement services to the component. Maintain register of the component up to date. Prepare submissions for the component.

ENQUIRIES : Ms Caroline Khunou, Tel no: (012) 336 8852. (Integrated Water Resource Planning)
 Mr B Fouche, Tel no: (012) 336 8633 (Land Administration)

POST 32/128 : **HUMAN RESOURCE CLERK: PRODUCTION 2 POSTS REF NO: 250817/20**
 Directorate: Human Resource Development

SALARY CENTRE REQUIREMENTS : R152 862 per annum, Level 05
 : Pretoria
 : 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. Computer literacy. Planning and organising. Language good verbal and written communication skills.

DUTIES : Implement human resource administration practices. Performance Management. Address human resource administration enquiries. Provide HR registry services.

ENQUIRIES : Ms. N Myeni, Tel no: (012) 336 7753

POST 32/129 : **ACCOUNTING CLERK (WTE) REF NO: 250817/21**
Sub-Directorate: Expenditure 2 Posts
Sub-Directorate: Bookkeeping 2 Posts

SALARY : R152 862 per annum, Level 05
CENTRE : Pretoria
REQUIREMENTS : 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. F. Moti, Tel no: (012) 336 7948