

DEPARTMENT OF WATER AND SANITATION

- CLOSING DATE** : 29 September 2017 Time: 16H00
- APPLICATIONS** : Pretoria, Roodeplaas Training Centre (RTC) 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 L Mabile
 Centre: NWRI: Central Operations (Tugela Vaal), Please forward your application quoting the reference number to: Department of Water and Sanitation, Private Bag x 1652, Bergville, 3350 or hand deliver to 01 Kiepersol Avenue, Jagersrust, 3354 For Attention: Human Resource Management
 Centre: NWRI Central Operations (Pretoria) The Area Manager Please forward your applications quoting the reference number to The Director, Department of Water and Sanitation, Private Bag X 273, Pretoria, 0001. Hand deliver to 1st Floor, Praetor Forum Building, 267 Lilian Ngoyi, Pretoria. For Attention: The Human Resource Management
 Centre: 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
 Centre: NWRI Eastern Operations (Midmar Dam, Howick, Ntshingwayo Dam, Newcastle): Please forward your applications quoting the relevant reference number to The Director, Department of Water and Sanitation, Private Bag X 24 Howick, 3290. Hand deliver to Midmar Area Office, Midmar Dam, Howick. For Attention: Mr AZG Bebola
 Centre: NWRI Southern Operations (Uitkeer, Worcester (Voelvie Dam) Please forward applications quoting the relevant reference number to The Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Building 3rd Avenue Walmer. For Attention: Mr S. Madyungu.
 Centre: NWRI: Central Operations (Standerton Area Office): Central Operations: Usutu Vaal Grootfontein and Grootdraai Pump Station) The Area Manager Please forward your applications quoting the reference number to: Department of Water and Sanitation, Private Bag X2021, Standerton, 2430 or hand delivered office number 1 Grootdraai Dam, Standerton, 2430.
- 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.
- Note for Internship:** Only applications for internships in the mentioned fields of study will be considered. Successful candidates will receive a monthly stipend as informed by the relevant departmental policy. To be eligible for an internship from

the Department for the mentioned study directions, applicants must satisfy the following conditions: Successfully completed theoretical studies. Unemployed, No relevant workplace experience. Between the age of 17 and 35, Candidates who previously participated in the Internship Programme will not be considered. Interested candidates should apply using the form Z83 (obtainable at any government office), and must include certified copies of the documents mentioned below. Failure to comply will automatically disqualify candidates: A certified copy of South African identity document, CV, a recent certified copy of the completed qualification and or Statement of results, if applicable; A comprehensive academic history on completed theoretical studies if candidates are still in need of the experiential training portion to complete the qualification. 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. 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).

MANAGEMENT ECHELON

POST 37/136 : **CHIEF DIRECTOR: WATER USE LICENCE AUTHORISATION REF NO: 290917/01**
(This is a re-advertisement and those who has previously applied are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS : R 1 127 334 per annum (All inclusive package), Level 14
: Pretoria
: B degree in Natural or Environmental Science or equivalent (NQF Level 7). Ten 10 years experience in Water resources management of which five (5) years must be at senior management level. Extensive knowledge and experience of integrated water use, waste and environment authorizations including policy and legislation governing these sectors. Good understanding of integrated water resources management and principles of decentralisation of water resource management. Knowledge of National Water Act (NWA), National Environmental Management Act (NEMA), and Disaster Management Use Act. Proven knowledge of Water Use Authorization business processes and systems used to manage Water Resources. Strategic Capability and leadership to manage the national water use authorisation. Programme and Project Management. Financial management. Change management.

DUTIES : Ensure smooth and effective implementation of the Water Use Authorisation business process ensuring transparency and accountability in the process. Developing a framework of effective, efficient and equitable allocation of water use. Administration and authorisation of water use for mining and industrial sectors and strategic water uses; Authorisation of water use abstraction and in stream use including Dam safety; the provision of business planning and general management for the Chief Directorate; Coordinate and facilitate inter departmental inputs, technical and system coordination and cooperative authorisation with Department of Mineral Resources, Department of Environment and Energy.

ENQUIRIES : Ms T Sigwaza Tel no: (012) 336 6508

POST 37/137 : **CHIEF DIRECTOR: ECONOMIC REGULATION REF NO: 290917/02**
(This is a re-advertisement and those who has previously applied are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS : R 1 127 334 per annum (All inclusive package), Level 14
: Pretoria
: B Com Degree Economics or equivalent (NQF 7). Five (5) to ten (10) years management experience in a water / regulation environment of which five (5) years must be at senior management level. Good understanding of the water sector value chain pricing regime including tariff setting process, asset management and performance management. Extensive knowledge of relevant legislation, policies and practices nationally and International. Knowledge of financial management and

- understanding of PFMA. Knowledge of local government sector and knowledge of Public service act and Public Service regulations. Strategic Capability and leadership. Programme and Project Management. Financial management). Problem management and Empowerment. Client orientation and customer focus. Communication and accountability ethical conduct.
- DUTIES** : Enforce compliance with regulations, norms and standards on Raw water pricing, Bulk portable water pricing, Retail water pricing and Social regulation. To regulate the economic and social use of water. Development and implementation of regulatory instruments, tools, strategies, regulations, norms, standards and guidelines in the sector. Inform the development of enabling legislation. Ensure that tariffs throughout the value chain are equitable; affordable and sustainable. Ensure compliance with relevant legislation, policies; provide a regulatory view on institution's Business Plan Appraisals; oversee the tariff consultation process. Provide training and support to regulated Institutions, when required. Manage the development of Integrated Regulatory Information System. Ensure contract compliance to section 19(5) of the regulation. Research and development on tariff setting.
- ENQUIRIES** : Ms T. Sigwaza, Tel no: (012) 366 6508
- POST 37/138** : **CHIEF DIRECTOR: COMPLIANCE MONITORING AND ENFORCEMENT REF NO: 290917/03**
- SALARY CENTRE REQUIREMENTS** : R 1 127 334 per annum (All inclusive package), Level 14
: Pretoria
: B Degree in Natural or Environmental Science (NQF 7). Five (5) to ten (10) years experience in CME of NEMA and specific Environmental Management Acts preferably the National Water Act of which five (5) years must be at senior management level. Experience in Water Resources Management, Water Services and Regulation environment. Understanding of integrated water resources management. Knowledge of the National Environmental Management Act (NEMA) and SEMAs incl. NWA. Knowledge of the Disaster Management Act. Knowledge and understanding of South African Constitution. Knowledge of dam safety regulation. Strategic capability and leadership. Programme and project management. Financial management. Change management. . People management and empowerment. Client orientation and customer focus. Communication, accountability and ethical conduct.
- DUTIES** : The development of and implementation of CME regulatory strategies, regulations, norms, standards operating procedures and guidelines. Dam safety regulation. Ensure effective compliance monitoring of all water uses with legislation. The directing of enforcement of non compliance to National Water Act. The provision of systems, training and support to Regions, Water Management Institutions Water Services Institutions and EMI network.
- ENQUIRIES** : Ms T. Sigwaza, Tel no: (012) 366 6508
- POST 37/139** : **CHIEF DIRECTOR: WATER SERVICES AND LOCAL MANAGEMENT REF NO: 290917/04**
(This is a re-advertisement those who has previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R 1 127 334 per annum (All inclusive package), Level 14
: Pretoria
: B Degree in Engineer/Science/Economics or Social Science or equivalent. Five (5) to ten (10) years management experience in water environment of which five (5) years must be at senior management level. Should have prior experience in having managed the planning of provision of water. Sound knowledge of policies and developments in the water sector. Understanding of water services processes both at planning and implementation levels. Background in financial management is essential. Must have solid technical knowledge of the business of water such as water quality, distribution and funding. Knowledge of strategic capability, leadership and change management. Accountability and ethical conduct.
- DUTIES** : To provide strategic leadership to water services and local water management environment. Facilitate the development of local government plans for the

provisioning of sustainable adequate water services. To establish and maintain strong links between CoGTA and DWS functions. To facilitate planning activities for water and sanitation services infrastructure. Lead DWS key programmes that promote water conservation and water demand management in the country. Establish and maintain systems to monitor and report on the performance of Water Services Authorities and Water Services Providers. Establish and maintain reporting mechanisms for Government outcomes related to access to water services.

ENQUIRIES : Ms Deborah Mochotlhi, Tel no: (012) 336 7255

POST 37/140 : **DIRECTOR: PLANNING AND INFORMATION**

SALARY CENTRE : R948 174 per annum (All-inclusive salary package), Level 13
: North West Provincial Office Ref No: 290917/05 A
: King William's Town Ref No: 290917/05 B, this is a re-advertisement those who has previously applied are encouraged to re-apply)

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 must 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. (Attach certified copy).

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 : Dr T Ntili, Tel mo: (051) 405- 9281 (North West)
: Ms P. Makhanya, Tel no: (043) 6045406. (Eastern Cape)

FOR ATTENTION NOTE : Ms L Mabile.
: Applications for the posts of Director: Planning and Information must be forwarded 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.

POST 37/141 : **DIRECTOR HUMAN RESOURCE PLANNING, RECRUITMENT AND SELECTION REF NO: 290917/25**
: Chief Directorate: Human Resource Management

SALARY CENTRE : R948 174 per annum (All-inclusive salary package), Level 13
: Pretoria

- REQUIREMENTS** : At least an NQF level 7 qualification in Human Resource Management or related field as recognised by SAQA. Six (6) to ten (10) years experience in Human Resources Management of which five (5) years must be at middle/senior management level. Knowledge of HR policies, recruitment and selection processes, legislation governing HR within the Public Service, Labour Relations Act, Employment Equity Act and the SMS handbook. Knowledge of Persal, records management and business processes and HR transactions. People Management and empowerment, strategic capability and leadership, programme-, project-and change management, knowledge management, service delivery innovation, good problem solving and analytical skills, client orientation and customer service, excellent communication skills, accountability and ethical conduct. The successful candidate must have an ability to manage administrative processes and at the same time provide strategic support.
- DUTIES** : As the Head of the Directorate, the incumbent of this position will be responsible for oversight and accountability in respect of departmental HR planning, recruitment and selection. Ensuring and overseeing key business strategies by planning and implementing relevant initiatives. The management of sourcing and placement of staff within DWS. The development of departmental Integrated Human Resource Plan and Employment Equity Plan, implementation of targets and monitoring of the results. The management of human resources and budgeting for the Directorate.
- ENQUIRIES** : Mr C. Greve, Tel no: (012) 336 8402
- NOTE** : Applications for the post of Director: Human Resource Planning, Recruitment and Selection must be forwarded to 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 Tel no: (012) 392 1324.

OTHER POSTS

- POST 37/142** : **DEPUTY DIRECTOR: STRATEGIC SUPPORT REF NO: 290917/06**
(This is a re-advertisement those who has previously applied are encouraged to re-apply)
Directorate: WTE
- SALARY** : R 657 558 annum (All-inclusive salary package), Level 11
- CENTRE** : Pretoria
- REQUIREMENTS** : B-Degree or national Diploma in Business Administration/Finance. Three (3) years experience in Business Administration/ Finance. Knowledge of policy development and implementation. Experience in Administration processes within a Finance environment at Branch level. Knowledge of HR information. Knowledge disciplinary processes. Understanding of Government legislation. 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 analysis procedures.
- DUTIES** : The monitoring of strategic management inputs and programmes. Ensure co-ordination and analysis of strategic inputs, budgets and demand planning. Quality assurance of operational plans. Preparation of power-point presentations for various stakeholders. Administration of inputs for all Parliamentary, National Treasury and external stakeholder meetings. Co-ordination and consolidation of internal and external audit processes. Ensure the creation of coherence and synergy across all functional areas. Management of Branch workflows. Quality assurance of submissions and correspondence. Preparation of statistical reports through data management tools. Ensure compilation of the budget and monitoring of components expenditure. Monitors and reports in progress of flagship projects. Drafting of submissions, memorandums and reports.
- ENQUIRIES** : Mr M Ramsing, Tel no: (012) 336 6788

POST37/143 : **DEPUTY DIRECTOR: GENERAL APPLICATIONS CONTROL REVIEW REF NO: 290917/07**

SALARY : R657 558 per annum (All-inclusive salary package), Level 11
CENTRE : Pretoria
REQUIREMENTS : National Diploma or B Degree in Accounting/Auditing. Three (3) to (5) five years experience in Internal Audit/Auditing. Knowledge and understanding of IT General Controls Review. Knowledge and understanding of application controls review. Knowledge and understanding of COBIT. Knowledge of IT governance. Knowledge in applying risk assessment and management. Knowledge of data analysis and CAAT's. Knowledge of fraud and information technology audits. Knowledge in GAAP/GRAP. Knowledge of Financial Management (PFMA). Good computer literacy skills.. Interpersonal skills. Problem solving. Project management. Conflict management and analytical thinking. Presentation and report writing skills.

DUTIES : Supervise the execution of the Information Technology audit plan including audit universe and overseeing timely execution of the plan. Lead the Technology Audit Projects including System Development Reviews, Change Control Management, Database Controls, Operating Systems Reviews, Input Controls, processing Controls, Output Controls and Application Controls. Identifying and assessing technology and business risks. Developing effective audit programs to address risks, executing appropriate test of controls, presenting results and recommendations to management. Developing effective audit report. Participating in special projects to improve information system controls and management information. Partnering with management to develop practical and cost-effective solutions to IT internal controls issues. Serving as a department subject matter expert on technology controls and practices. Providing audit teams with appropriate input on related audit coverage. Establishing strong relationships with technology business management to stay abreast of business issues and changes to the risk profile of the dept. Staying current on changes in information technology, audit, financial services, and regulatory compliance. Demonstrating a commitment to continuous improvement of IT audit processes and practices. Coaching, developing, and training audit staff. Ensuring that Audits are performed in line with the Institute of Internal Auditors (IIA) Standards and COBIT methodology. Track audit issues raised and report on them to the CAE. Provide consultation services to the business in line with the IIA standards.

ENQUIRIES : Mr. P Jordaan, Tel no: (012) 336 8312.

POST 37/144 : **ENVIRONMENTAL OFFICER GRADE A-C REF NO: 290917/08**
Directorate: Eastern Operations

SALARY : R240 015 - R420 690 per annum
CENTRE : Midmar Dam, Howick
REQUIREMENTS : National Diploma in Natural Sciences or Environmental Management qualification. A valid driver's license. (Attached certified copy). Project management. Good written and verbal communication skills. Computer literacy preferably in MS Excel, MS Word and MS PowerPoint. Good leadership qualities. Knowledge of the Occupational Health and Safety Act. Willing to travel extensively and work extended hours when required. Analytical and able to work independently and compile technical reports. Basic knowledge of dam safety monitoring and surveillance, current standards and practices of hydraulics structure, hydrology, hydraulics, geology, foundations and building materials as well as computer applications. Basic electronics and instrumentation. Knowledge of construction techniques as well as environmental and legal aspects; and the ability to work independently. Sound knowledge in relation to Human Resource management and departmental administration, procurement policies and procedures. Previous work on Stakeholder Engagement especially with Traditional Authorities will be an added advantage.

DUTIES : The incumbents of the posts will be responsible for the Development of Resource Management Plans (RMPs) for prioritized dams within Eastern Operations: NWRI. Development of Business Plans for completed RMPs. Assisting with the formulation of Public Private Partnerships for the implementation of RMP's.

		Provision of comments on the Production and Renewal of Lease Agreements and caretaker agreements. Provision of comments on the Production and Compliance of Servitude Agreements. Provision of comments on the Production and Compliance of Caretaker Agreements. Monitoring of Activities (agricultural, recreational or otherwise) at dams. Provide support with issues related to integrated environmental aspects (water quality, pollution, alien invasive species).
<u>ENQUIRIES</u>	:	Mr. TH Mkhize, Tel no: (033) 239 1900
<u>NOTE</u>	:	Candidates may be subjected to a skills and knowledge test.
<u>POST 37/145</u>	:	<u>SENIOR PERSONNEL PRACTITIONER REF NO: 290917/09</u>
<u>SALARY</u>	:	R281 418 per annum, Level 08
<u>CENTRE</u>	:	NWRI: Central Operations (Pretoria Office)
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Human Resource Management. Three (3) to five (5) years experience in Personnel Management matters. Working experience of PERSAL. Knowledge of administrative procedures. Basic knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Good understanding of Employment Equity legislation. Good interpersonal relations skills with the ability to interact and communicate well (verbally and in writing). Sound report writing, problem-solving, organizing, planning and administrative skills. Good analytical, innovative and creative thinking abilities. Ability to work in a team and under pressure.
<u>DUTIES</u>	:	Render a human resource advisory service to the Directorate/Cluster by investigating, analysing, benchmarking, conducting recruitment and selection, interpreting legislation and prescripts and other human resources issues related thereto. Facilitate implementation of recruitment and selection policies, practices, strategies and procedures. Ensure development, coordination and presentation of information sessions on recruitment and selection within the Directorate/Cluster. Monitor implementation of recruitment and selection policies and investigate related problems and advise management accordingly. Monitor compliance to Employment Equity targets and sound implementation of Employment Equity Plan. Ensure proper maintenance and of the organisational structure and post establishment. Conduct and manage PERSAL appointments. Provide accurate data for the Human Resource Plan and compile monthly management reports. Render general administrative duties related thereto.
<u>ENQUIRIES</u>	:	Mr. M. Nzama, Tel no: (012) 741 7340
<u>POST 37/146</u>	:	<u>SENIOR TRAINING OFFICER REF NO: 290917/10</u>
<u>SALARY</u>	:	R281 418 per annum, Level 08
<u>CENTRE</u>	:	NWRI: Central Operations (Pretoria Office)
<u>REQUIREMENTS</u>	:	National Diploma or B - Degree in Human Resource Development. One (1) to three (3) years experience in training. Knowledge and understanding on Human Resources Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA). Knowledge of education and training quality assurance processes and procedures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Governmental financial systems. Sound knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Good understanding of implementing policies of PMDS. Introductory experience of PERSAL will be an added advantage. Computer literacy in MS Office software packages. Valid code B/EB driver's licence. (Attach certified copy). Willingness to travel and work after hours when needed. Good interpersonal relations skills with ability to interact and communicate well (verbally and in writing) with people at various levels. Basic understanding of Employment Equity legislation. Sound report writing, problem-solving, organizing, planning and administrative skills. Good analytical, innovative and creative thinking abilities. Ability to work in a team and under pressure.
<u>DUTIES</u>	:	Participate in the development of training programmes, procedure manuals and guides on course materials. Conduct evaluation of training materials prepared by instructors to ensure applicability. Conduct training needs analysis to develop new

training programmes. Monitor, assess, record and report on training activities and program effectiveness for improvement of existing programmes. Manage and coordinate induction and orientation programmes. Ensure proper implementation of internship and learnership programmes. Effectively and efficiently implement PMDS within the Directorate. Compile and implement the Workplace Skills Plan for the Directorate. Manage the training budget. Ensure effective functioning of the Skills Development Committee. Monitor compliance to Employment Equity gaps and promote effective implementation of Employment Equity Plan through training and development. Provide accurate data for the Human Resource Plan and compile monthly management reports. Render general administrative duties related thereto.

ENQUIRIES : Mr M. Nzama, Tel no: (012) 741 7340

POST 37/147 : **SAFETY OFFICER REF NO: 290917/11**

SALARY : R226 611 per annum, Level 07
CENTRE : NWR1: Central Operations, Tugela Vaal
REQUIREMENTS : National Diploma or Degree in occupational Health and Safety. One (1) to three (3) years experience in Occupational Health and Safety. 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 Public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Understanding of Government legislation. Valid driver's licence. (Attach certified copy). Computer literacy and knowledge of Occupational Health and Safety Act and regulations.

DUTIES : Manage and implement OHS act within the entire scheme. Develop the SHE management system. Train employees on SHE management system. Investigate all OHS act incidence. Develop financial budget for OHS act. Manage and co-ordinate implementations of the OHS act. Interpret and co-ordinate recommendations from external audits reports. Conduct regular audit and site inspection. Develop quarterly reports on fatalities, serious injuries and all related issues described on the incident reporting matrix. Manage COIDA regulations. To implement and monitor Occupational Health and Safety Policies, programmes and procedures

ENQUIRIES : Mr. P Motsepe, Tel no: (036) 438 8301

POST 37/148 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING (BUDGET) REF NO: 290917/12**
 Sub-Directorate Financial Accounting (WTE)

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 : Ms T. Seetsi, Tel no: (051) 405 9000

POST 37/149 : **PROVISIONING ADMINISTRATION CLERK REF NO: 290917/13**
Directorate: Eastern Operations

SALARY : R152 862 per annum, Level 05
CENTRE : Midmar, Howick
REQUIREMENTS : A grade 12 certificate or equivalent. Zero (0) to one (1) year appropriate experience will be an added advantage. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, SAP, LOGIS etc). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility and team work. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Language, good verbal and written communication skills. Computer literacy. Planning and organising.

DUTIES : Provide supply chain management support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of offices stationery. Keep and maintain the asset register of Eastern cluster offices

ENQUIRIES : Mr N. Singh, Tel no: (033) 239 1216.

POST 37/150 : **ADMINISTRATION CLERK REF NO: 290917/14**

SALARY : R152 862 per annum, Level 05
CENTRE : NWRI: Central Operations (Pretoria Office)
REQUIREMENTS : Grade 12 Certificate or equivalent. One (1) to three 3 years administration experience preferably in a technical environment will be an added advantage. Ability to capture data, operate computer and collate administrative statistics. Knowledge of Public Service Regulatory Frameworks. Computer literacy. General administration skills. Be innovative and initiative. Ability to work under pressure. A valid driver's license. (Attached certified copy). Good interpersonal and organizing skills. Excellent communication skills both verbal and written. Strong sense of responsibility and ability to work independently and in a team.

DUTIES : Arrange, circulate notices of, and take minutes of technical meetings. Assist in the typing up and compiling of required technical reports. Assist in the compiling and tracking of Maintenance Plans - both Opex and Capex funded. Arrange travel and accommodation bookings for technical support personnel. Complete procurement documentation for equipment, furniture and other items for Technical Support personnel. Prepare, update and archive files / documents. To fulfil other tasks related to related to Technical Support Section as and when required.

NOTE : Candidates may be subjected to a skills and knowledge test.
ENQUIRIES : Mr W. Joxo, Tel no: (021) 741 7353.

POST 37/151 : **GENERAL FOREMAN REF NO: 290917/15**
Directorate: Eastern Operations

SALARY : R127 851 per annum, Level 04
CENTRE : Ntshingwayo Dam, Newcastle
REQUIREMENTS : Grade 8. One (1) to two (2) years experience in performing manual work. 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. Communication skills and ability to work in a team. Basic

knowledge of using gardening equipments, tools and light machinery. Must be punctual, productive and loyal.

DUTIES : Supervise subordinates on removal of algae regularly. Keep gauge plate clean. Keep inlet hole to measuring box open. Look for cracks in measuring structures and report defects. Paint a mark above gauge plate. Load and unload stocks on and from trucks. Assist with the receiving of stock store it and assist with the issuing thereof. Assist other officers/employees by delivering stock/furniture to divisions. Perform basic maintenance work in the building & grounds within Government Water Schemes. Supervise grass cutting and tree felling. Note: Candidates may be subjected to a skills and knowledge test.

ENQUIRIES : Mr. SE Shange, Tel no: (033) 239 1900

POST 37/152 : **SECURITY OFFICER 2 POSTS REF NO: 290917/16**
Directorate: Eastern Operations

SALARY : R107 886 per annum, Level 03
CENTRE : Midmar Dam, Howick
REQUIREMENTS : Minimum Grade 10 and recommended Grade 12. Basic security officer's course and training. Knowledge of the access control procedures. Knowledge of measures for the and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. MIS, NISA, Protection of Information Act, etc) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Report writing skills. Work under pressure. Work long hours. Investigation and riot control skills. Effective communication skills. First aid and fire prevention competencies. Searching and evacuation skills.

DUTIES : Perform access control functions. Ensure safety in the building and the premises. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorised. Ensure all incidents are recorded in the occurrence books registers. Liaise with external stakeholders in cases of emergencies e.g. SAPS, Ambulances, Disaster Management, and Fire Department etc.

ENQUIRIES : Mr. NS. Mtshali, Tel no: (033) 239 1900

POST 37/153 : **TRADESMAN AID II 2 POSTS (CIVIL WORKSHOP) REF NO: 290917/17**

SALARY : R107 886 per annum, Level 03
CENTRE : NWRI: Central Operation, Standerton
REQUIREMENTS : ABET (be able to read and write). One (1) to two (2) general maintenance and repairs experience. A valid driver's license. (Attach certified copy). Knowledge and experience of working in a civil workshop environment will serve as advantage. Ability to work under supervision and in a team. The ability to do routine tasks, which require using variety of equipment, tools and machinery. Knowledge of the basic safety procedures of the OHS Act.

DUTIES : Cleaning of workshops and tools. Cutting of grass and removal of refuse. Assistance to Artisans. General maintenance and repairs. Loading and offloading of equipment and material.

ENQUIRIES : Mr. P Phasha, Tel no: (017) 712 9426.

POST 37/154 : **TRADESMAN AID II REF NO: 290917/18**
(This is a re-advertisement; those who applied are welcomed to re-apply)
Directorate: Eastern Operations

SALARY : R107 886 per annum, Level 03
CENTRE : Midmar Dam, Howick
REQUIREMENT : ABET (be able to read and write). One (1) to two (2) years relevant experience. Basic knowledge and ability to operate power and manual hand tools and machinery. Basic knowledge of welding principles. Basic knowledge of Occupational Health and Safety (OHS) Regulations. Ability to work in a team. Physical fitness. Willingness to travel extensively and work extended hours when required.

DUTIES : The successful candidate will be required to assist a mechanical artisan (Welder) and a handyman in execution of maintenance, repairs and manufacturing of mechanical installations and structures in various dams and facilities in KZN region.

Do manual duties and receive instructions from a supervisor. Carry tools and equipment and keep them in a good condition.

ENQUIRIES : Mr. VJ Buthelezi, Tel no: (033) 239 1900.

POST 37/155 : **TRADESMAN AID III (2 POSTS) REF NO: 290917/19**
Directorate: Eastern Operations

SALARY : R107 886 per annum, Level 03
CENTRE : Midmar Dam, Howick
REQUIREMENTS : ABET (be able to read and write) with one (1) to two (2) years relevant experience. Basic knowledge and ability to operate power and manual hand tools and machinery. Basic knowledge of mechanical engineering principles. Basic knowledge of Occupational Health and Safety (OHS) Regulations. Ability to work in a team. Physical fitness. Willingness to travel extensively and work extended hours when required.

DUTIES : The successful candidate will be required to assist mechanical artisan (Fitter) and a handyman in execution of maintenance, repairs and services of mechanical installations in various dams and facilities in KZN region. Do manual duties and receive instructions from a supervisor. Carry tools and equipment and keep them in a good condition.

ENQUIRIES : Mr. VJ Buthelezi, Tel. (033) 239 1900

POST 37/156 : **GENERAL WORKER (X 2 POSTS) REF NO: 290917/20**
Directorate: Southern Operations (NWRI)

SALARY : R90 234 per annum, Level 02
CENTRE : Uitkeer
REQUIREMENTS : ABET qualification. One (1) to two (2) years' experience in performing manual work will be an 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.

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

ENQUIRIES : Mr. AS. Hattingh, Tel 082 600 5670

POST 37/157 : **GROUNDSMAN REF NO: 290917/21**
Directorate: Southern Operations (NWRI)

SALARY : R90 234 per annum, Level 02
CENTRE : Worcester (Voelvlei Dam)
REQUIREMENTS : 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. Willing to work shifts, overtime and perform standby duties including on weekends and public holidays.
<u>DUTIES</u>	:	Clean and maintain grounds and repairs tools and structures such as buildings, fences using hand and power tools. Mix spray or spread fertilizers herbicides or insecticides onto grass, scrub and trees using hand or atomic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other ground features. Maintain existing grounds / gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, ground and clean buildings by sweeping, washing floors and cleaning windows.
<u>ENQUIRIES</u>	:	Mr B. Van Zyl, Tel no: 082 807 3541.
<u>POST 37/158</u>	:	<u>GROUNDSMAN REF NO: 290917/22</u> Directorate: Career Management
<u>SALARY</u>	:	R90 234 per annum, Level 02
<u>CENTRE</u>	:	Roodeplaat Training Centre (RTC)
<u>REQUIREMENTS</u>	:	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. 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. Willing to work shifts, overtime and perform standby duties including on weekends and public holidays.
<u>DUTIES</u>	:	Responsible for garden services like: Mow the lawn, cut the edges, pest and weed control. Sweeping of roads, gathering of leaves and dead branches, garden refuse disposal, pruning of trees and shrubs, maintenance of flowerbeds, maintenance of irrigation system, watering of garden, planting of new shrubs, seedlings and bulbs. Assist Foreman with ad hoc tasks: General plumbing maintenance, general electricity maintenance, general repair of furniture and appliances as well as maintenance of the irrigation system. Do general welding work. Assist in preparing venues for training, workshops and meetings. Organising stationery and other necessary equipment needed in the lecture rooms. Ensure that water is provided in the lecture. Handing out of meal tickets to course attendees. Assist with purchases and do general cleaning duties i.e. Lapa, etc.
<u>ENQUIRIES</u>	:	Mr C. Fest, Tel no: (012) 808 9566
<u>POST 37/159</u>	:	<u>FOOD SERVICE AID II REF NO: 290917/23</u> Directorate: Career Management
<u>SALARY</u>	:	R 90 234, per annum, Level 02
<u>CENTRE</u>	:	Roodeplaat Training Centre (RTC)
<u>REQUIREMENTS</u>	:	Basic Education (to able to read and write). One (1) to two (2) years experience. Relevant experience in catering and hospitality will be an added advantage. Knowledge keeping kitchen utensils clean and safe. Knowledge of sanitation, health and safety procedures. Knowledge of hygiene standards. Knowledge of inventory procedures and techniques. Knowledge of stocktaking methods and techniques. Knowledge of food handling, preparation and cooking procedures. Knowledge of food presentation techniques. Knowledge of serving of food. Basic knowledge in quality management. Basic knowledge in inventory procedures and techniques. Willing to work shifts
<u>DUTIES</u>	:	Clean kitchens, food preparation area and sculleries. Clean cooking and general utensils used in kitchens and dining halls. Assemble ingredients for cooking and prepare salads, savouries and sandwiches. Pack food and beverage trays for serving. Cook, toast and heat simple food items. Ensure safe keeping of equipment. Reporting of faulty equipment and broken items in the kitchen.
<u>ENQUIRIES</u>	:	Mr C. Fest, Tel no: 082 808 2813

POST 37/160 : **INTERN WATER SECTOR SKILLS DEVELOPMENT 2 POSTS REF NO: 290917/24**
(12 months contract)

SALARY : R152 862 stipend salary, level 05
CENTRE : Pretoria (Head Office)
REQUIREMENTS : Appropriate 3 years Diploma/Degree in the field of Human Resources or Natural Science or equivalent. Willingness to travel throughout the country. Knowledge of MS Office software. Exposure: Coordinate skills development projects within the water sector. Facilitate and provide administrative support to Water and Sanitation Services Sector Leadership Group Skills Task Team Develop partnership between various skills development role-players in the water sector. Coordinate occupational qualification development and implementation within the water sector liaise with relevant Sector Education and Training Authorities. Monitor implementation of National Water Resource Strategy II.

ENQUIRIES : Ms K.G Mathiba Tel no: (012) 336 6875.