

DEPARTMENT OF WATER AND SANITATION

- CLOSING DATE APPLICATIONS** : 01 December 2017 TIME: 16H00
 : **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 L Mabile
Centre: NWRI: Central Operations (Pretoria Office) Please forward your applications quoting the relevant reference number to Department of Water and Sanitation, NWRI: Central Operations, Private Bag X273, Pretoria, 0001 or hand-deliver applications at NWRI: Central Operations, 1st Floor Reception, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria, 0001. For Attention: Mr. L Manganyi
Centre: NWRI: Central Operations (Tugela Vaal), The Area Manager, Please forward your application quoting the reference number to: Department of Water Affairs, Private Bag x 1652, Bergville, 3350 or hand deliver to 01 Kiepersol Avenue, Jagersrust, 3354 For Attention: Human Resource Management
Centre: Mmabatho: Please forward your applications to: The Provincial Head: North West, Department of Water and Sanitation , Private Bagx5 MMABATHO 2735 or hand deliver at Mega City Shopping Complex, Unit number 99 , Cnr. James Moroka and Sekame Road. For Attention: Mr. M.J Ntwe
- 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. 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, verification of qualification and for the Director- General post the successful candidate will have to undergo full security vetting prior to appointment. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. for the Director- General post all applicants are required to disclose membership of Boards and Directorships that they may be associated with. The successful candidate for the Director- General post will have to annually disclose her or his financial interests. 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 46/327** : **DIRECTOR-GENERAL: WATER AND SANITATION (FIVE YEAR CONTRACT). REF: 011217/01**
- SALARY** : An all-inclusive remuneration package of R1, 782,687 per annum, consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
- CENTRE** : Pretoria

REQUIREMENTS : Applicants must be in possession of at least an undergraduate qualification (NQF level 7) as well as an appropriate post-graduate qualification (NQF level 8) as recognised by SAQA. An MBA or MBL will be an added advantage. At least 8 to 10 years proven experience in a senior managerial and leadership position of which 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The following are essential requirements: A broad understanding of the water sector; experience in managing large infrastructure projects; in-depth knowledge of government legislation, policies and the National Programme of Action; strategic understanding of the National Development Plan imperatives as it relates to economic growth and social redress; a high level of financial and people management skills; the ability to inspire staff and communicate effectively in a wide range of situations; change and knowledge management skills; programme management and service delivery innovation; problem-solving and analytical skills; client orientation and customer focus; strong strategic and leadership abilities; good communication and interpersonal skills and good networking skills

DUTIES : As the Accounting Officer and Head of the Department, the Director-General will be responsible for ensuring that the department delivers on its mandate, including the following: Forecasting and balancing of water demand and supply through the implementation of the four river system plans; Ensuring adequate information and knowledge to sustain water resources and sanitation; Ensuring improvement of water resources quality as well as protecting the water resource quality and quantity. Ensuring that the Department builds, operates and maintains the water resources infrastructure and availability of sanitation. Developing a sustainable strategic plan for the implementation of sanitation programmes and ensuring that such programmes are executed within the department's mandate. Developing & implementing integrated plans to ensure efficient management of water resource programs in the Department. Evaluating the performance of the department on a continuous basis against pre-determined key measurable objectives and standards with relevant legislation and prescripts. Providing strategic leadership and direction on the implementation of departmental programmes on research, training and other advisory services programmes within the department. Ensuring proper reporting to PICC and the department's full participation in FOSAD clusters and other Interdepartmental Forums. Representing the Department at the Portfolio Committee, Cabinet and its Committees. Spearheading the department's compliance with governance related activities e.g. MPAT and promote sound financial management and reporting including GRAP and GAAP. Lead the department's international engagements on SADC, AU and all global water related engagements/co-operation. NOTES: The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and Directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the interview process

ENQUIRIES : Mr Squire Mahlangu, Telephone (012) 336 8792

OTHER POSTS

POST 46/328 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: 011217/02**

SALARY : R357 150 per annum (OSD)
CENTRE : Hartebeespoort

REQUIREMENTS : A relevant Honours degree in Environmental or related fields. Four (4) years experience in the field of water quality management and integrated water resource management will be an added advantage. A valid driver's licence. (Attached certified copy). Good computer literacy skills. Sound knowledge of the National Water Act and related policies, strategies and guidelines is required as well as

		knowledge of other related legislations. Knowledge of industrial, agricultural, mining processes and waste water treatment processes. Willingness to travel extensively and work irregular hours. Proven Management and negotiation skills. Good communication skills. (written and verbal). Report writing skill.
<u>DUTIES</u>	:	Processing of water use license applications in one of the Water Management Areas. Provide comments on the environmental impact assessment, environmental management program reports and rezoning applications. Support catchments management forums. Liaise with stakeholders in water sector and other government departments. Conducting regular monitoring and inspections of industries, local authorities, sewage works , mines etc. Conduct water quality monitoring in the water management area and the investigation of pollution incidents. People management. Undertake routine and special investigations. Attend emergency incidents (e.g. spills) as well as remediation of contaminated land (surface and ground water). Applying the principles of Integrated Water Resources Management to water quality management. Ensure the integrated Water Resource Management to water quality management and the integrated sustainable management of the water quality of the water resources in the respective Water Management Areas.
<u>ENQUIRIES</u>	:	Mr. Rens Botha, Tel 018 - 387 9500.
<u>POST 46/329</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF: 011217/03</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum, (Level 09)
	:	NWRI: Central Operations (Pretoria Office)
	:	National Diploma (NQF 6) or B Degree in Human Resource Management or Public Management. Three (3) to five (5) years supervisory experience in Human .Knowledge of policy development and implementation, HR transactions, relationship management, project management as well as people and diversity management. Understanding, interpretation and application of Government legislation and procedures relating to Recruitment and Selection, Performance Management and Development System, Human Resources Administration, Training and Development, personnel records management and Employee Health and Wellness programmes. Computer literacy in MS Office software packages. Valid code B/EB driver's licence.(Attached certified copy).Willingness and ability to travel extensively and work after hours.Good interpersonal relations skills with ability to interact and communicate well (verbally and in writing with people at various levels. Excellent report writing skills.Problem-solving, creativity and initiative skills. Planning, organizing, execution and administrative skills.Analytical thinking, good interpretation skills with ability to pay attention to details and handle confidential information.Accountability, reliability and ability to work well in a team, individually and under pressure.
<u>DUTIES</u>	:	Responsible for the supervision and management of Human Resources within the Directorate including its area offices. Provide guidelines in line with Human Resource policies, practices and procedures to ensure implementation of Human Resource Plans in alignment with the overall business plan of the Directorate. Management of Human Resources with regards to Recruitment and Selection. Manage Organizational Structure and maintain post establishment for the Directorate.Manage and ensure implementation of Performance Management Development System (PMDS). Coordinate the management of probations. Manage overall Human Resource Development within the Directorate. Ensure effective personnel records management system is provided to the Directorate. Provide an effective information service regarding Human Resource administration matters. Administration of employment equity statistics for the Directorate and perform other general administrative duties. Provide guidelines and co-ordinate an effective implementation of Employee Health and Wellness programmes and policies. Provide accurate data for the Human Resource Plan and implementation of Human Resource policies. Compile monthly management reports.
<u>ENQUIRIES</u>	:	Mr. M. Nzama, Tel 012 - 741 7340.

POST 46/330 : **ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN REF: 011217/04**

SALARY : R334 545 per annum, (Level 09)

CENTRE : Pretoria

REQUIREMENTS : National Diploma or Degree in Organisational Development/Management Services/Operations Management or related. Three (3) years supervisory experience in Organisational Development. Knowledge of policy development and implementation. Practical knowledge of organisational development and organisational design. Knowledge of HR information. Disciplinary knowledge in HR information. Understanding of Government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Sound knowledge of programme and project management. Knowledge of relationship management. Good problem solving, analysis, people and diversity management. Good client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct. Knowledge of analytical procedures.

DUTIES : Development and implementation of job profiles. Analyse Departmental strategic objectives. Implementation of organisational design policies. Develop implementation plan. Advise management on new development structures for implementation. Development of organisational structures. Structures align to Persal system. Conduct job evaluation analysis by holding interviews with relevant officials. Analyse jobs on equate system. Implement HR policies. Implementation of OD systems. Monitor the implementation of human resource in the Department as per approved posts. Measure compliance in terms of HR information processes.

ENQUIRIES : Mr S Moyi, Tel 012 336 7405 .

POST 46/331 : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT. REF: 011217/05**

SALARY : R334 545 per annum (Level 09)

CENTRE : Hartebeespoort

REQUIREMENTS : Degree in Financial Management with Accounting 111 as a major subject. Three (3) to five (5) years experience in financial management. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines, knowledge and application of International Financial Reporting Standards applicable to revenue, SA Generally Accepted Accounting Practice (GAAP). Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Knowledge of Commercial Laws. Departmental policies and procedures. Knowledge of any ERP system, with preference for SAP. Framework for managing performance information Business strategy transaction and alignment. Excellent communication skills.

DUTIES : Implement and monitor billing and debt management policies, strategies and procedures. Monitor that billable water users are billed regularly and accurately and that invoices and statements are sent to customers on times. Attend exceptions. Implement accounting system in use supports and is developed in line with business processes. Management of employees.

ENQUIRIES : Mr. Rens Botha, Tel 018 - 387 9500.

POST 46/332 : **ENGINEERING TECHNICIAN GRADE A-C (CIVIL) REF NO: 011217/06**

SALARY : R274 440 – R 357 150 per annum, (Offer based on OSD with proven years of experience)

CENTRE : Hartebeespoort

REQUIREMENTS : National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as Engineering Technician (proof of registration must be attached). A valid driver's licence. (Attached certified copy) Water resources related experience will serve as an advantage. Good interpersonal relations. Willingness to travel is essential. Good computer literacy skills. Knowledge of the National Water Act will be an added advantage.

- DUTIES** : Registration and identification of unregistered water users. Validation and verification of use of water. Assessment of water use licences taking cognisance of hydrological, environmental, social and other related factors. Dam safety evaluations. Monitoring and assess water use and ensuring correct volumetric billing of consumers. Attend billing and water resource related queries.
- ENQUIRIES** : Mr. Rens Botha Tel 018 – 387 9500.
- POST 46/333** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C (X 2 POSTS) REF NO: 011217/07**
Sub-Directorate: Water Resource Protection
- SALARY** : R240 015 – R 331 533 per annum (OSD)
CENTRE : Hartebeespoort
REQUIREMENTS : National Diploma in Environmental Management or Natural Sciences. Three (3) years relevant experience will be an added advantage. A valid driver's licence. (Attached certified copy). Project management, research, interpersonal relations, conflict management, negotiation, and facilitation skills. Sound knowledge of National Water Act, 36 of 1998 and other relevant legislations.
- DUTIES** : Provide support in the development of policies to manage sector water use impact in accordance with the National Water Act of 1998 and other Departmental policies and strategies. Assist with the supervision of own supervisees (People Management). Process applications for water use licence applications and registration of water users. Compliance monitoring of local authorities, industries, mines and agricultural activities. Investigation into pollution incidents, for example, spills, industrial accidents and so forth. Undertake both routine and special investigations. Prepare reports and interpret water quality monitoring results. Liaise with stakeholders in the water sector and other government departments. Provide comments on the Environmental Impact Assessment, environmental management programmes, and development applications in catchment Management Areas. Manage water quality in the designated sub-catchment area. Serve in various standing committees and promote water conservation and efficient water utilization through the authorisation process. Give inputs in the projects relevant to the management of water resources initiated by the Department.
- ENQUIRIES** : Mr. Rens Botha, Tel 018 – 387 9500.
- POST 46/334** : **CHIEF ADMINISTRATION CLERK: FACILITIES AND OFFICE SERVICES** (This is a re-advertisement and those who has previously applied are encouraged to re-apply). REF: 011217/08
- SALARY** : R226 611 per annum (Level 7)
CENTRE : NWRI: Central Operations (Pretoria Office)
REQUIREMENTS : Grade 12 certificate (Matric). Three (3) to five (5) years practical experience in Facilities, Auxiliary or Office Services. Valid driver's licence. (Attach certified copy). Computer skills in MS Office package software. Supervisory experience in the field, a recognised tertiary Diploma or Degree in Public Administration/Public Management and/or SAFMA recognised certificate in Facilities Management will serve as an added advantage. Sound interpretation and application of government policies and directives, PFMA, Treasury Regulations and Public Service Regulations. Good communication, interpersonal relations, report writing and presentation skills. Problem solving, investigation, analytical thinking with ability to pay attention to details. Analytical thinking, good interpretation skills with ability to pay attention to details. Accountability and ability to administer large volumes of documentation. Ability to multitask; work under pressure, willingness to travel and work extended hours.
- DUTIES** : Oversee facilities and office support services within the Directorate/Cluster. Manage and ensure implementation and compliance to applicable policies, directives and procedures. Manage and give support to the Directorate`s corporate travel (flights, accommodations, conference and car rentals) booking requests, confirmations, cancellations, changes and re-scheduling. Provide advice to travelers regarding travel requests and policy implementation. Manage and ensure compliance to the administration of mobile communications (cell phones, 3Gs and

landlines) accounts and debt recovery. Manage and ensure compliance to leased office equipments, cleaning services, building and parking facilities contracts and reporting. Conduct building and cleaning inspections and liaising with stakeholders regarding service operations. Administer Service Providers payments, queries, reconciliation of accounts and expenditure reporting. Maintain informative and accurate databases of key accounts. Compilation and provision of administration support related submissions, memoranda and submitting monthly operational reports. Records keeping, maintenance and retrieval. Attend to and respond to customer enquiries. Supervision of subordinates including co-ordination of operational activities within the section/cluster.

- ENQUIRIES** : Ms L. Makhoana, Tel 012 - 741 7315.
- POST 46/335** : **ACCOUNTING CLERK REF NO: 011217/09**
Sub-Directorate: Revenue Management
- SALARY CENTRE REQUIREMENTS** : R152 862 per annum, (Level 05)
: Hartebeespoort
: 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** : Capture and update of entities on PERSAL, BAS and SAP systems. Check, capture information and clear accounts. Follow up reports: S&T advance report and unpaid EBT control account. Provide effective office services to the section. Handle paid stamps and filing of stubs.
- ENQUIRIES** : Mr. MLJ Botha Tel, 018 - 387 9531.
- POST 46/336** : **ADMINISTRATION CLERK REF NO: .011217/10**
Sub-Directorate: Revenue Management
- SALARY CENTRE REQUIREMENTS** : R152 862 per annum, (Level 05)
: Hartebeespoort
: Grade 12 certificate or equivalent. One 1 year relevant experience will be an added advantage. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of working environment. Interpersonal relations. Flexibility. Team work. Basic knowledge of problem solving and analysis. Client orientation and Customer focus. Ability to work, think independently and take initiative. Good written and verbal communication skills. Computer Literacy with sound knowledge of the Ms Office Suite. Planning and organising.
- DUTIES** : Providing of effective administrative support. The management of personnel matters. Assist with financial management and provisioning matters
- ENQUIRIES** : Mr. Rens Botha, Tel 018 – 387 9500.