

## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : 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: Mrs L Mabile  
 NWRI: Central Operations (Pretoria): 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  
 Gauteng Provincial Office. The Provincial Head, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or Hand delivered at 285 Francis Baard Street, Bothong Plaza East Building, 15<sup>th</sup> Floor. For Attention: Mr. Daniel Masoga  
 NWRI Central Operations: (Tugela Vaal): Please forward your applications quoting the relevant reference number To the Department of Water and Sanitation The Area Manager, Private Bag 1652, Bergville, 3350, or hand deliver to Tugela Vaal, 1 Kiepersol Avenue, Jagesrust, 3354 For Attention: Ms N Nkabini
- CLOSING DATE** : 22 December 2017 Time: 10H00
- 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 49/98** : **PROJECT MANAGER: WATER SERVICES REGIONAL BULK INFRASTRUCTURE PROGRAMME REF NO: 221217/01**  
 Directorate: Infrastructure Development and Maintenance
- SALARY CENTRE REQUIREMENTS** : R948 174 per annum, (All inclusive salary package), (Level 13)  
 : Gauteng Provincial Office  
 : B-Degree (NQF level 7) qualification in Water Resources or Built discipline. Six (6) to ten (10) years experience in Water Sector environment or Built environment coupled with project management experience. Five (5) years experience at Middle/Senior Management level. Experience and knowledge of process facilitation or stakeholder engagement. Must be conversant with collaborative decision making e.g. drawing agreements. Understanding the functioning of government and knowledge of networking. Understanding of e-collaboration and networking. Strategic capability and leadership. Programme and project management. Sound financial management skills. Must have

- people management, empowerment, knowledge management and change management skills.
- DUTIES** : To ensure successful planning and implementation of the Regional Bulk Infrastructure Programme. Ensure programme and financial management. Roll out of regional bulk business process. Identify and confirm the short, medium and long term interventions to ensure successful implementation. Monitor and report the implementation of the Regional Bulk Programme. Conduct performance evaluations. Arrange and attend Regional Bulk Infrastructure Programme meetings. Support Water Services Authorities to develop projects plans and ensure that implementation takes place within the defined scopes and timeframes. Participate in the regional inter-governmental structures.
- ENQUIRIES** : Mr. S. Mthembu, Tel 012 – 392 1301.
- APPLICATIONS** : Applications for the Regional Project Manager 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. For attention: Mrs L Mabile

#### OTHER POSTS

**POST 49/99** : **ASSISTANT DIRECTOR: COMPLIANCE & OVERSIGHT REF NO: 221217/02**

**SALARY** : R361 659 per annum (level 10)

**CENTRE** : Gauteng Provincial Office

**REQUIREMENTS** : A Degree or National Diploma in Internal Audit or Financial Management disciplines. Three (3) to five (5) years experience in Auditing or Financial Management. Ability to think strategically. Excellent communications skills. A sound understanding of ERM principles. Understanding of audit 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 Anticorruption strategy and fraud prevention measures. Project management skills. Sound understanding of Anti-corruption strategy and fraud prevention measures. Leadership skills. Project management skills. Strategic support capability. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Accountability and ethical focus.

**DUTIES** : Perform enterprise risk management. Perform regular inspections both main and trading account. Perform preliminary investigations. Coordination of internal and external audits on both main and trading account. People management

**ENQUIRIES** : Ms T Mashiloane Tel (012) 392 1489

**POST 49/100** : **ADMINISTRATIVE OFFICER (HUMAN RESOURCE MANAGEMENTSERVICES) REF NO: 221217/03**

(This is a re-advertisement and those who has previously applied are encouraged to re-apply).

**SALARY** : R226 611 per annum, (Level 07)

**CENTRE** : NWRI: Central Operations, Tugela Vaal

**REQUIREMENTS** : National Diploma or Degree in Public Management/Administration/Business Management or relevant qualifications. Zero (0) to one (1) year administrative/clerical experience Working experience in various Human Resource Management aspects will serve as an added advantage. 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. Good verbal written and communication and report writing skills. Good interpersonal relations, organisation skills. Ability to work under pressure and meet prescribed

- deadlines. Computer literacy. Sound knowledge of applicable regulations and ability to interpret the relevant Acts.
- DUTIES** : Provide administrative support to all personnel in the Area Office. Render administrative functions in relation to Human Resource Management, Training and Development, Employee Relations, Employee Health and Wellness and Personnel Records Management. Prepare relevant memos and submissions for the component and the Area Office in general. Supervise personnel. Draft relevant letters, reports and statistics. Manage the relevant budgets.
- ENQUIRIES** : Mr. P Motsepe, Tel 063 - 502 1608.
- POST 49/101** : **SECRETARY X 2 POSTS**
- SALARY CENTRE** : R152 862 per annum, (Level 05)  
: Head Office (Pretoria) REF NO: 221217/04 A  
: NWRI Central Operation (Pretoria) REF NO: 221217/04 B
- REQUIREMENTS** : A Grade 12 and Certificate in Secretariat Services. One (1) to (2) two years experience in secretarial duties and/or general administration. Knowledge of administrative procedures. Knowledge in secretarial duties, computer literacy, sound organisational skills. Good people skills. High level of reliability. -Sound written and verbal communication skills. Ability to act with tact and discretion. Basic Knowledge of dispute resolution process. Understanding of Social and Economic development issues. Basic Financial Management and knowledge of PFMA. Client orientation and customer focus. Accountability and Ethical Conduct.
- DUTIES** : Provides secretarial / receptionist and clerical support service to The manager. Receives telephone calls and messages for the manager and channels calls to relevant role players if needs be. Manages and coordinates the diary of the manager by recording appointments and events. Do all required typing in the office of the manager. Operates office equipment like fax machines and photocopies. Liaise with travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the manager. Collects all relevant documents and information to enable the manager to prepare for meetings. Records minutes of the meetings of the manager when required. Process all travel and subsistence claims and all invoices that emanate from the activities of the work of the manager. Drafts routine correspondence and reports and administers matters like leave registers and telephone accounts. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. Studies relevant Public Service and Departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remains abreast with procedures and processes that apply in the office of the manager. Perform any other relevant function.
- ENQUIRIES** : Mr V Mfomande, Tel, 012 336 8667 Head Office (Pretoria)  
Ms N Ndumo, Tel 012 741 7340 NWRI Central Operation (Pretoria)