

## 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 X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman, Street, Pretoria. For attention: Mr M Banda  
East London; Cradock, King William's Town; Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X7485, King William's Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William's Town. For attention: Ms T Solwandle.
- CLOSING DATE** : 09 February 2018 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. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within three (3) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. 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 encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts.

## OTHER POSTS

- POST 04/76** : **CONTROL ENGINEERING TECHNOLOGIST GRADE A: CIVIL REF NO: 090218/02**  
Sub Directorate: Water Information Management
- SALARY** : R673 956. per annum (all-inclusive salary package) (OSD)
- CENTRE** : Eastern Cape Region: Cradock
- REQUIREMENTS** : Bachelor of Technology in Engineering (B Tech) or relevant qualification. Six (6) years post qualification Engineering Technologist experience required. Valid driver's license. Compulsory registration with ECSA as an Engineering Technologist. Proven knowledge and understanding of hydrological processes. Demonstration of good understanding and competence in all aspects of hydrometry. Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Net working. Professional judgement. Problem solving and analysis. Decision making. Team leadership. Creativity. Change management. Financial management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. People management. A Valid driver's licence Certificated copy must be attached). Willing to travel long distances and work away from home if and when needed. Must be prepared to undergo extensive in-house training at different locations.

<b><u>DUTIES</u></b>	:	Manage technological advisory services. Plan technological support to Engineers and associate professionals in the field. Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements. Solve broadly defend technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Monitoring and evaluation of technological designs. Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority. Identify and optimize technical solutions by applying engineering principles. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technological/ engineering operational plan. Ensure the development, implementation and maintenance databases. Manage and supervise technological and related personnel and assets. Research and development, continuous professional development to keep up with new technologies and procedures. Research / literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Assist the manager in the Eastern Cape in establishing an effective, efficient and accurate data and quality management system. Manage the day to day hydrometry investigations, quality of data, planning of data collection, processing of data, and calibration of the hydrological network within Eastern Cape. Provide guidance, assistance, supervision and training of technical personnel in all aspects of hydrometry. Able to perform land surveying if and when needed for calibration purposes. Apply commercial software and in-house computer software to achieve maximum efficiency in performing duties. Calibration of Gauging Weirs. Perform quality control tasks on processed time series data. Research on station history and updating of hydstra database. Data dissemination.
<b><u>ENQUIRES</u></b>	:	Mr A Lucas, (043) 604 5403
<b><u>POST 04/77</u></b>	:	<b><u>DEPUTY DIRECTOR: SECRETARIAT SERVICES REF NO: 090218/03</u></b> <b><u>OFFICE OF THE DIRECTOR-GENERAL</u></b>
<b><u>SALARY</u></b>	:	R657 558 per annum (All-inclusive salary package), (Level 11)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or Degree in Management/Administration. Three (3) to (5) five years management experience in administration. Provision of a secretarial service relating to high-level governance structures. Strong minute writing skills. Computer literacy in MS Office. Sound interpretation of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge and understanding of administrative procedures and systems. Good understanding of departmental policies and procedures. Committed to high level of quality control. Knowledge of good governance requirements and practice. Good understanding of the relevant Public Service prescripts. Maintain stakeholder relations and participation. Time management, problem solving, analysis, people and diversity management. Client orientation, and be customer focussed. Accountability and ethical conduct. Proven supervisory and innovative skills. Good communication skills both written and verbal.
<b><u>DUTIES</u></b>	:	Provision of secretariat services support to high-level governance structures or committees. Oversight of secretariat services to high-level strategic meetings. The provision of logistical support to high-level governance structures or committees.
<b><u>ENQUIRIES</u></b>	:	Ms T Fiko, Tel 012 - 336 7176.
<b><u>POST 04/78</u></b>	:	<b><u>DEPUTY DIRECTOR: PAYROLL MANAGEMENT REF NO: 090218/04</u></b> Chief Directorate: Financial Accounting, SD: Payroll
<b><u>SALARY</u></b>	:	R657 558 per annum, (Level 11)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Pretoria)
	:	A National Diploma or Degree in Financial Administration. Three (3) to five (5) years' experience in Financial Administration of which three years should have been at Junior management level in payroll management. Knowledge and understanding on Human Resource Management Legislation, Policies, Practices and Procedures. Interpretation of the Public Finance Management (PFMA), Treasury Regulations and guidelines. Understanding of the Public Service Anti-corruption Strategy, anti-corruption and fraud prevention measures. Knowledge of equal opportunity and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Knowledge of Commercial Laws. Assessing of Departmental policies and procedures. Proficient experience in government financial systems (BAS and Persal) Principles and practice of financial accounting. Framework for managing performance information. Practical business strategy transaction and alignment. Good problem solving, analysis, people and diversity management. Be client orientated and customer focus. Excellent communication skills. Accountability and ethical conduct.
<b><u>DUTIES</u></b>	:	Provide support to the Director Financial Accounting with regard to overall compliance to the PFMA and related regulations by compiling policies and procedures related to own area of work. Maintain an effective and efficient Salaries Section and payroll management system in the department including subsistence and travel claims and advances, general deductions, allowances, overtime transactions. Ensure compliance with tax levy, duty, pension required by legislation. Inter-departmental claims settled as prescribed. Ensure timely preparation and reporting of all relevant financial reports, including the disclosure notes on Monthly Financial Statements, Interim Financial Statements and Annual Financial Statements. Provide responses to parliamentary questionnaires. Provide support to Auditors both internal and external in relation to Payroll Management matters. General management function of officials in the Payroll Management unit through the compilation of the unit's operational, risk and reporting plans. Compile, implement and report on the unit's operational and risk plans. Ensure performance agreements and reviews of incumbents in the unit are done in line with public service requirements.
<b><u>ENQUIRIES</u></b>	:	Ms F M Monyeki 012 336 7742
<b><u>POST 04/79</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMPLIANCE AUDITS REF NO: 090218/05</u></b> Chief Directorate: Internal Audit, SD: Compliance Audits
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 per annum, (Level 09)
	:	Head Office (Pretoria)
	:	A National Diploma or Degree in Auditing/Internal Auditing or Accounting. Three (3) to (5) five years' experience in Internal Audit/Auditing. Experience in auditing processes. Knowledge of audit policies and regulations. Practical experience in performance audits and audit risk assessments. Familiar with combating fraud against the department. Knowledge and understanding of the PFMA and other auditing prescripts. Knowledge in GAAP/GRAP. Good computer skills, interpersonal skills, problem solving, project management and conflict management skills. Good analytical thinking, presentation and report writing skills.
<b><u>DUTIES</u></b>	:	Facilitate the implementation of internal strategy and its methodology regarding compliance audits. Ensure the implementation and the roll out of internal policies and audit regulations encompassing compliance within the department and other relevant stakeholders. Implement and facilitate compliance inspections on compliance reports in the department. Implement audit systems for the department for compliance issues in auditing. Identify risk and ensure processes of compliance audit management are in place.
<b><u>ENQUIRIES</u></b>	:	Mr J Legodi, Tel 012 – 336 8802

**POST 04/80** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 090218/06**  
Division: Water Information Management (WTE)

**SALARY** : R334 545. per annum (level 9)  
**CENTRE** : Eastern Cape Region: East London  
**REQUIREMENTS** : A National Diploma or Degree in Administration or Human Sciences. 2 to 4 years' experience in Water Allocation Registration Management System (WARMS). Proven experience in the National Water Use registration process as defined by the National Water Act 1998 (Act No 36 of 1998). Proven knowledge of the National Water Pricing strategy. Knowledge of irrigation methods in the Eastern Cape. Knowledge of the legislation relating to Water Users associations, Irrigation Boards and the establishment of Catchment Management Agencies. Experience in working with spatial data and extensive experience in the management of general administration work. Candidates must be computer literate and have a sound knowledge of Microsoft Office. Knowledge of the following will serve as recommendations: Arc View or Arc Explorer, the Water Services Act and all other relevant legislation. Ability to solve problem and conduct analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. A valid driver's license (certified copy must be attached)

**DUTIES** : Serve as the Manager of the WARMS office as well as the main interface between the client and other functions in the national water use registration process including the handling of inquiries from clients. Handle all activities relating to capturing, amendments and maintenance of water use registration data. Implement and interpret procedures in terms of the National Water Act (36 of 1998) for water use registration. Staff supervision, compile section reports and provide budget inputs. Office administration and supervision of subordinates.

**ENQUIRES** : Ms B Kama, (043) 7010376

**POST 04/81** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 090218/07**  
Sub Division: Financial Management (WTE)

**SALARY** : R334 545. per annum (level 9)  
**CENTRE** : Eastern Cape Region: East London  
**REQUIREMENTS** : A National Diploma or Degree in Financial Management. Three (3) to five (5) years' experience in Financial Administration. Knowledge and understanding of financial prescripts, Human Resource Management Legislation, policies, practices and procedures. Interpretation of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of the Public Service Anti-corruption Strategy and fraud prevention measures. Application of administrative and clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Principles and practices of financial accounting. Framework of managing performance information. Exposure to business strategy and ensure transaction alignment. Problem solving and analysis skills. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. A valid driver's license (certified copy must be attached)

**DUTIES** : To manage the implementation of accounting systems, policies and financial administration so as to ensure sound financial matters within the department. Verify and approve payment transactions. Maintain master file information. Manage liabilities and commitments within budget constraints. Consolidate General Ledger reconciliations. Prepare Annual and quarterly Financial statements.

**ENQUIRES** : Ms B Kama, (043) 701 0376

**POST 04/82** : **SENIOR INFORMATION TECHNOLOGY TECHNICIAN REF NO: 090218/08**

Division: Information Technology and Communication

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R334 545. per annum (level 9)  
: Eastern Cape Region: King William's Town  
: A National Diploma or Degree in Information Technology. Certification in the following will be advantageous: Certificated Microsoft Engineer, Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE). A+ and Network+ certification is required. Three (3) years appropriate experience in IT. Knowledge of Windows 7; Windows 8; Windows 10; MS Office 2010, 2013 and Office 365; Symantec Anti-virus; Microsoft SMS; Transversal systems (Persal; BAS; and LOGIS) and ITIL will serve as an advantage. Applicants must have a valid driver's licence (Certified copy must be attached) and be willing to travel to various remote sites and offices. Competencies: An in-depth knowledge of client-server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word; Excel and Power Point). Ability to work under pressure. Good communication skills (verbal and written) Exposure to different business application platforms.

**DUTIES**

: Manage calls logged on the call management system. Provision of end-user support with regards to hardware; software and network connectivity. Ensure that all IT policies, norms and standards are enforced. Perform quality control for the Local Area Network (LAN). Perform installations, maintenance and upgrading of computer hardware and second-line fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up-to-date. Initiate and co-ordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine back-up for all the available servers. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary as well as assist the Deputy Director: Regional Information Services Support with all IT related tasks.

**ENQUIRIES**

: Mr B Bharat Tel: (043) 6045440

**POST 04/83** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 090218/09**

Chief Directorate: Provincial Operations

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R334 545. per annum (level 9)  
: Eastern Cape Region: King William's Town  
: A National Diploma or Degree in Public Management / Business Management or Project Management with three(3) to five (5) years supervisory experience in Monitoring and Evaluation. Report writing skills, experience in monitoring evaluation research methodologies and strategic planning. Excellent communication, analytical and report writing skills. Team work orientation. Good inter and intra personal skills. Computer literacy; with good knowledge of MS Office suit; working knowledge of SPSS and data analysis methods and tools. A firm understanding of the water and sanitation sector and water sector legislation. Experience in Public Sector and Government processes. A valid code 08 driver's licence (certified copy must be attached).

**DUTIES**

: The incumbent will be reporting to the Deputy Director: Monitoring and Evaluation; the incumbent will: Assist in regional business plan developmental and alignment of the divisions Oversee projects with Departmental and provincial strategic priorities. Verify projects physical progress against reported expenditure and report on the physical – financial performance of the Region. Assist in the compilation of the Regions annual report. Monitor and report on the performance of the

	:	Region. Facilitate reporting of programme performance to various departmental management structures. Facilitate knowledge sharing with other sector departments; including consolidating quarterly and monthly reports. Assist in the provision of information. Compile responses to ministerial or parliamentary questionnaires. Compile Imbizo and NCOP reports. Represent the Department at various meetings.
<b><u>ENQUIRIES</u></b>	:	Ms Z Gcilitshana Tel: (043) 604 5521
<b><u>NOTE</u></b>	:	Short-listed candidates will be required to partake in a practical report writing and competency assessment.
<b><u>POST 04/84</u></b>	:	<b><u>COMMUNITY DEVELOPMENT SUPERVISOR: CURRICULUM SUPPORT REF NO: 090218/10</u></b> SD: Sector Collaboration (IGR)
<b><u>SALARY</u></b>	:	R281 418. per annum (level 8)
<b><u>CENTRE</u></b>	:	Eastern Cape Region: King William's Town
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or Degree in Human Sciences. Three (3) to five (5) years relevant experience. Sound experience in the Water Sector linked to the Education Sector. Competencies may include presentation skills; leadership skills; interpretation and application of policy and strategy. Demonstrated Human Resource Management. . Project and programme management skills. A valid driver's license, certified copy must be attached
<b><u>DUTIES</u></b>	:	To ensure that all DWS: Eastern Cape school programmes are in line with Department of Education policies. Co-ordinate all curriculum support including public speaking programmes within DWS: Eastern Cape. Communicate with Curriculum Education Specialists (CES), Senior Education Specialists (SES) as well as Educational Development Officers (EDOs) in ensuring that DWS education programmes are incorporated into the school year plans. Provide support to schools to be able to develop school environmental policies. Develop a provincial curriculum support strategy which will highlight collaboration projects, implementation plans, interventions, roles of DWS, provincial targets, criteria to select schools for participation and the communication strategy. Budgeting - Monitor and review budgets and budgetary matters and report on expenditure. Implementation of the action plan for provincial curriculum support strategies. Ability to work with resource materials. Developments in ensuring that the learning and teaching support materials developed are relevant to target groups and in line with existing curriculum policies. Capacitate educators to be able to use the DWS curriculum resource materials in class and during the implementation phase of intervention projects. Strengthen existing partnerships by identifying representatives from all institutions involved with the education programmes in schools. Develop a monitoring and evaluation tool to assess the impact of the DWS Curriculum Support programmes in schools. Compile progress reports as required. Represent the region in National 2020 Vision Programme's Strategic Planning Sessions.
<b><u>ENQUIRES</u></b>	:	Ms LT Radebe, (043) 604 5400
<b><u>POST 04/85</u></b>	:	<b><u>COMMUNITY DEVELOPMENT SUPERVISOR: CAPACITY BUILDING AND SUPPORT REF NO: 090218/11</u></b> SD: Capacity Building
<b><u>SALARY</u></b>	:	R281 418. per annum (level 8)
<b><u>CENTRE</u></b>	:	Eastern Cape Region: King William's Town
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or Degree in Human Sciences. Three (3) to five (5) years relevant experience. Sound experience in the water sector. Competencies may include presentation skills; leadership skills; interpretation and application of policy and strategy. Demonstrated Human Resource Management and Project and Programme Management. A valid driver's license (certified copy must be attached)

- DUTIES** : Facilitate, support and monitor the ongoing support activities for capacity building and training initiatives to local government and other Water Services Institutions. Coordinate the implementation of the Water Sector Business Plans for capacity building to Water Services Authorities. Participate in the process of awareness creation, capacity building and Empowerment of the Water Services sector stakeholders. Promote and Maintain effective working relations with internal and external stakeholders in water business. Provide institutional and social development support to Municipalities and other stakeholders. Ensure public participation and stakeholder empowerment in water governance areas. Liaise with other spheres of government. i.e. Municipalities on water sector issues. Engage the public on water sector issues and establish water and sanitation forums. Support and monitor water and sanitation forum activities. Ensure media monitoring and facilitate responses from Water Services Authorities. Provide guidance and leadership to sector partners and stakeholders. Foster and manage relations and partnerships with the private sector, business sector and civil society organizations in the water arena. Provide Management support to a team of Development Experts and administrators.
- ENQUIRIES** : Mogoboya Mamabolo Tel (043) 604 5526
- POST 04/86** : **SENIOR STATE ACCOUNTANT REF NO: 090218/12**  
Div.: Financial Accounting
- SALARY** : R281 418. per annum (Level 8)  
**CENTRE** : Eastern Cape Region: King William's Town  
**REQUIREMENTS** : A National Diploma / Degree in Financial Management or relevant qualification. Two (2) to three (3) years' experience in Financial Management. Knowledge of government financial systems (BAS/Logis). Knowledge of the PFMA, Treasury Regulations, DORA etc. Computer literacy is essential inclusive of Advanced MS excel skills. Experience in Accounts payable and receivable, including the review of aging accounts. Strong analytical and problem solving skills. Ability to clearly and firmly enforce departmental deadlines. Ability to perform scheduled tasks with minimal supervision. Interpersonal and organizing skills. Good mathematics and number expertise. Ability to work long hours and under pressure. Problem solving skills. Strong sense of responsibility and ability to work independently and in a team. A driver's licence will be an added advantage.
- DUTIES** : The incumbent will be reporting to Assistant Director Financial Accounting. Maintain complete and accurate records of the transactions initiated for the accounts. Compare source documents to the report to determine if expenditure is posted correctly. Ensure all transactions appearing on the reports are supported by the records and are accurate. Create and maintain excel spreadsheet and reports to track and balance monthly payments. Authorise payments and journals. Request reports on BAS. Send remittance advices to suppliers when payments are made. Reconcile all major accounts and supplier statements. Petty cash management, monthly reporting on payables/accruals (30 day payment and reconciliation). Manage sub-ordinates and operations to achieve planned outcomes.
- ENQUIRIES** : Ms Y Nogela Tel, (043) 604 5319
- POST 04/87** : **SENIOR STATE ACCOUNTANT: REF NO: 090218/13**  
Div.: Management Accounting
- SALARY** : R281 418. per annum (Level 8)  
**CENTRE** : Eastern Cape Region: King William's Town  
**REQUIREMENTS** : A National Diploma / Degree in Financial Management or relevant qualification. Knowledge and understanding on financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA, Treasury Regulations and PFMA.

		Two (2) - three (3) years relevant Budgeting experience. Working knowledge of the BAS system. Knowledge of equal opportunities and affirmative action guidelines and laws. Interpretation and application of Departmental policies and procedures. Framework for managing performance information. Problem solving and analysis skills. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Good presentation skills. A driving licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Provide financial administration of BAS. Perform Finance project For ACIP and RBIG program in the Region. Drive the budget process for the Region. Supervise and evaluate personnel. Handle audit queries. Compile and submit reports. Manage cashier's function. Financial responsible of all earmarked funding. Compilation of cash flow of earmarked funding. Prevent misallocation on earmarked funding.
<b><u>ENQUIRIES</u></b>	:	Ms N Mzilikazi-Boya Tel, (043) 604 5318
<b><u>POST 04/88</u></b>	:	<b><u>SENIOR INTERNAL AUDITOR REF NO: 090218/14</u></b>
<b><u>SALARY</u></b>	:	R281 418 per annum, (Level 08)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Auditing or Accounting. Two (2) to four (4) years' experience in Performance and Compliance Audit. Knowledge and understanding of Internal Audit Standards and Procedures and Corporate Governance principles. Post Graduate qualifications and professional certification will be an added advantage. Knowledge and understanding of Public Finance Management Act (PFMA), Government Financial Systems and TeamMate.
<b><u>DUTIES</u></b>	:	Performing the planning, execution and reporting phases of an audit in accordance with the Institute of Internal Auditors (IIA) standards. Communicate to stakeholders. Compile Monthly Time Sheets. Supervise Interns. Provide secretariat services during the audits.
<b><u>ENQUIRIES</u></b>	:	Mr J Legodi, Tel 012 – 336 8802
<b><u>POST 04/89</u></b>	:	<b><u>ENGINEERING TECHNICIAN PRODUCTION GRADE A REF NO: 090218/15</u></b> SD: Sanitation
<b><u>SALARY</u></b>	:	R274 440. per annum (OSD)
<b><u>CENTRE</u></b>	:	Eastern Cape Region: King William's Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Civil Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license, certified copy must be attached. Compulsory registration with ECSA as a Professional Engineering Technician. Project management skills. Technical design and analysis skills. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Problem solving skills. Decision making. Team work. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Change management
<b><u>DUTIES</u></b>	:	Render technical services. Assist engineers, technologists and associates in field, workshops and technical offices. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical / engineering operational plan. Develop, implement and maintain databases and supervise and control technical and related personnel. Research and development - continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical engineering



technology to improve expertise. Liaise with relevant bodies / councils on engineering-related matters.

**ENQUIRES** : Mr L Mditshane,(043) 604 5400

**POST 04/90** : **COMMUNITY DEVELOPMENT OFFICER REF NO: 090218/16**  
SD: Sanitation

**SALARY** : R183 558. per annum (level 6)  
**CENTRE** : Eastern Cape Region: King William's Town  
**REQUIREMENTS** : A Grade 12 certificate. Competencies in Strategic and operational planning, Policy implementation. Monitoring and evaluation principles, Communication skills, Conflict management. Creativity and Awareness, Professional development. Project management. Cultural awareness. Flexibility. Initiative. A valid driver's license, certified copy must be attached.

**DUTIES** : Facilitate community participation on the development of water and sanitation projects. Assist with the development and share a vision and mission for the section. Assist with the promotion community participation. Assist with the adequate support to subordinates. Assist with the promotion of transformation within the section. Assist with the culture of innovation and performance. Assist with the development and implementation a performance improvement suggestion scheme. Assist with input into strategic and business planning for the section.. Updated operational policy standards. Assist with the development of policies and strategies for the Water issues in the community. Provides logistical support. Collaboration with stakeholders. Integrated knowledge management.

**ENQUIRES** : Mr L Mditshane,Tel No (043) 604 5400