

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, Mthatha, and 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** : 16 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 two (2) 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.
ERRATUM: kindly note that the post of Senior State Accountant Ref No: 090218/13 published in circular 04 dated 26 January 2018, was advertised with incorrect duties, the correct duties should read as follows: Provide financial administration of BAS. Perform Finance project for all programs in the Region. Drive the budget process for the Region. Supervise and evaluate personnel. Handling of audit queries. Compile and submit reports. Financial responsible of all /voted earmarked funding. Compilation of cash flow for the Regional Program. Prevent misallocation. And the closing date has been extended to the 16 February 2018.

OTHER POSTS

- POST 05/73** : **DEPUTY DIRECTOR: STRATEGIC SUPPORT – OFFICE OF THE DDG: CORPORATE SERVICES REF NO: 160218/01**
Branch: Corporate Services
- SALARY** : R657 558 per annum (all inclusive), (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma or Degree in Business Administration / Public Administration / Finance / Project Management / Humanities. Three (3) to five (5) years' experience in support services. Knowledge and experience in Monitoring and Evaluation, Business Planning and/or Financial Management. Understanding of Government legislation relating to Business planning, reporting and financial management. Knowledge of techniques and procedures for the planning and execution of operations within the unit. Programme and project management. Problem solving skills. People and diversity management. Client orientation and customer focus. Good communication and report writing skills.
- DUTIES** : Coordinate business planning within the Branch. Coordinate quarterly and annual reporting. Prepare and submit in-year monitoring and expenditure projections of the Branch. Coordinate audit queries related to the Branch. Coordinate and manage the development of the Branch Risk Management Plan.

ENQUIRIES : Mr. JK. Nkuna, Tel (012) 336 7987

POST 05/74 : **DEPUTY DIRECTOR: INSTITUTIONAL DEVELOPMENT REF NO: 160218/02**
Division: Institutional and Stakeholder Coordination (WTE)

SALARY : R657 558 per annum (all inclusive), (Level 11)
CENTRE : Eastern Cape Region: East London
REQUIREMENTS : A National Diploma or Degree in Public Administration, Social Sciences or Natural Sciences. Three (3) to five (5) years relevant experience in the Stakeholder Management environment at Assistant Director Level. Stakeholder management experience in one or all the sectors of water, agriculture, land and rural development. Proven ability to interpret and implement policy and strategy. Experience in terms of inter-government relations, co-operative governance, institutional structures management and regulation. Excellent experience in project and programme management. Proven ability to solve problems. Demonstrated decision-making ability. Ability to communicate with a range of stakeholders inclusive of communities. Experience in establishment of Water Management Institutions (Water Users Association, Catchment Management Agencies and Catchment Management Forums). A Proven experience in strategic and business planning. Proven ability to forge partnerships between governments, non-government stakeholders and good interpersonal skills. Excellent verbal and written communication skills. General management experience. Knowledge of the National Water Act (1998). Knowledge of budgeting Process, Valid driver's licence (certified copy must be attached) and willingness to travel.

DUTIES : Ensure effective development and implementation of policies and strategies. Ensure integration of marginalised and previously disadvantaged water users/stakeholders in all water allocation and reform processes. Lead establishment water resource management structures led by DWS and/or in partnership with provincial and local government to ensure integration/participation of all affected and interested parties. Support DWS led water allocation reform process and alignment with local, provincial and national planning initiatives. Support the development and implementation of innovative mechanisms that reduce the demand on water use. Support the transformation agenda of DWS and facilitate access to DWS programmes designed for historically disadvantaged groups. Provide leadership to the section. Conduct strategic and business planning.

ENQUIRIES : Ms B Kama, Tel (043) 701 0376

POST 05/75 : **ENVIRONMENTAL OFFICERS SPECIALIZED PRODUCTION X 2 POSTS REF NO: 160218/03**
DIV: Water Information Management (WTE)

SALARY : R357 150 per annum (OSD)
CENTRE : Eastern Cape Region: East London and Mthatha
REQUIREMENTS : A relevant Honours Degree in Natural Sciences, Earth Sciences, Environmental Management or a related field. 4 years' experience in the field or water quality management and integrated water resource management will serve as an advantage. Sound Knowledge of the National Water Act (Act 36 of 1998) and related policies, strategies and guidelines is required as well as knowledge of other relevant legislation. Knowledge of industrial, agricultural and mining processes as well as waste water treatment processes. Computer literacy. A valid Code EB driver's licence. Proven management and negotiation skills. Good communication (verbal and written) skills. Good writing skills. Willingness to travel extensively and work irregular hours.

DUTIES : Processing of water use license applications. Provide comments on the environmental impact assessment, environmental management program reports and rezoning applications. Support catchment 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. Provide specialist input on land use applications (environmental impact assessment, environmental management program reports and rezoning applications and other technical documents. Conduct water quality monitoring in the water management area .Staff supervision. Undertake routine and special investigations. Attend emergency incidents (e.g. spills) as well as remediation of contaminated land. 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 Water Management Area.

ENQUIRES : Ms N Mgca 047 505 6430 - East London Ms Mampane 043 701 0376 - Mthatha

POST 05/76 : **ASSISTANT DIRECTOR: ADMINISTRATION - OFFICE OF THE DDG: CORPORATE SERVICES REF NO: REF NO: 160218/04**
Branch: Corporate Services

SALARY CENTRE REQUIREMENTS : R334 545 per annum, (Level 09)
: Pretoria
: A National Diploma or Degree in Public Administration / Public Management / Business Administration. Three (3) to five (5) years' experience in Administration of which two years must be at a supervisory level. Knowledge of the Public Finance Management Act and (PFMA) and Treasury Regulations. Knowledge of Government financial systems. Commitment to high level quality control. Knowledge of PMDS. Problem solving and analysis skills. Report writing and computer skills. Good interpersonal skills. Strong written and verbal skills. Honesty, integrity and organising skills.

DUTIES : Render support pertaining to logistical arrangements in the Component. Preparing for Corporate Management meetings. Minute taking at Corporate Management meetings. Manage a visitor's schedule. Arrange transport and accommodation for officials. Monitor expenditure in the Component. Manage incoming and outgoing correspondence. Manage workflow. Establish and maintain a record system. Monitor the budget in the unit.

ENQUIRIES : Ms N Sodladla, Tel 012 336 8186

POST 05/77 : **OFFICE MANAGER - OFFICE OF THE DDG: CORPORATE SERVICES REF NO: REF NO: 160218/05**
Branch: Corporate Management

SALARY CENTRE REQUIREMENTS : R334 545 per annum (Level 09)
: Pretoria
: National Diploma or Degree in Office Management and Technology / Public Management / Business Administration. Working experience in the Office of a Senior Manager in the Public Service. Three (3) to five (5) years' experience in Office Management. Knowledge and understanding of public service policies and administrative procedures. Excellent computer skills (MS Word, Excel and PowerPoint). Knowledge of Financial Management, Project Management and Administration. Proven knowledge and experience in secretarial duties. Sound organisational skills. Good people skills. High level of reliability. Excellent writing skills. Ability to act with tact and discretion. Knowledge of dispute resolution process. Basic Financial Management and knowledge of PFMA. Good problem solving and analysis skills. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes. Ability to ensure a high level of ethical conduct and quality. A valid driver's licence will be an added advantage

DUTIES : Screening of all incoming correspondence (E-Mail, letters, reports and phone messages). Preparation of presentations, conduct research and arrange and organise workshops and meetings. Ensure planning-determine delegates, facilitation, secretarial services, location, subsistence and travel arrangements and claims. Represent Manager at certain meetings and workshops. Take notes and give detailed report to Manager following the meeting. Manage queries. Monitoring of deadlines to ensure responses are prompt. Co-ordinating and monitoring of projects.

ENQUIRIES : Ms N Sodladla, Tel (012) 336 8186

POST 05/78 : **DEVELOPMENT EXPERT REF NO: 160218/06**
SD: Sanitation

SALARY CENTRE REQUIREMENTS : R226 611. per annum (level 7)
: Eastern Cape Region: King William's Town
: A National Diploma or Degree in Human Sciences or equivalent. One (1) to two (2) years' experience in the Water Sector environment. A sound

knowledge of the norms and standards of sanitation services, and other relevant legislation. Knowledge of wastewater treatment processes, industrial activities. Computer literacy and a valid driver's license are essential requirements. Experience in fieldwork. Willingness to travel extensively and work irregular hours.

DUTIES : Provide support to Industrial Technicians and Community Development Officers in implementation of projects. Provide support to sanitation delivery (Eradication of backlog and sustainable Health and Hygiene Awareness in schools and communities). Assist in the implementation of sanitation projects in the sector through working with the relevant departments and municipalities. Assist in monitoring and evaluation of all projects and report on progress at various sector forums. Monitoring of the Bucket Eradication programme in formal and informal areas. Monitor the implementation of Sanitation programme.

ENQUIRIES : Mr L Mditshane, (043) 604 5400

POST 05/79 : **ACCOUNTING CLERK REF NO: 160218/07**
Chief Directorate: Financial Accounting DIV: Debt And Fraud (Main Account)

SALARY CENTRE : R152 862. per annum (Level 5)
: Pretoria

REQUIREMENTS : A Grade 12 certificate with Accounting as a subject. Understanding of the PFMA and Treasury Regulations. Knowledge of PERSAL and BAS. The ability to work under pressure. Computer literacy. Knowledge of General administration within the Public Service. Good interpersonal Relations.

DUTIES : Creation of debts on Bas system. Completion and capturing of debt take-on forms on the BAS system following authorisation by supervisor. Issuing of correspondences to debtors informing them of debt and requesting settlement of debt. Handing debt files over to state attorney when recovery is not forthcoming. Recommending debt write-offs. Issue and replenish petty cash including daily petty cash reconciliation. Issue and capture receipts as per SCOA on the BAS system. Handle queries with regard to the above-mentioned queries.

ENQUIRIES : Mr Z.H. Qaqane (012) 336 8951

POST 05/80 : **ACCOUNTING CLERK REF NO: 160218/08**
Div: Management Accounting (Main Account)

SALARY CENTRE : R152 862. per annum (Level 5)
: Eastern Cape Region: King William's Town

REQUIREMENTS : A Grade 12 certificate with Accounting as a subject. 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.

DUTIES : Check and capture regional budget on Bas. Capture Sundry Payments, Receipts, and Journals. Monitor Budget expenditure and advise managers on their spending patterns. Assist in drawing expenditure reports, assist in analyzing and correct/rectify misallocations. Compile shifting template.

ENQUIRIES : Ms N Mzilikazi-Boya Tel, (043) 604 5318

POST 05/81 : **ACCOUNTING CLERK REF NO: 160218/09**
Div.: Financial Accounting (Main Account)

SALARY CENTRE : R152 862. per annum (Level 5)
: Eastern Cape Region: King William's Town

REQUIREMENTS : A Grade 12 certificate with Accounting as a subject. 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.

DUTIES : Check and accurately capture transactions on PERSAL, Logis and BAS. Verify and record invoices on the payment monitoring tool. Receive invoices and update invoice register. Be responsible for reporting of payable/accruals, 30 day payments. Be a document controller for the section. Responsible of Cashier's office, petty cash duties. Assist in performing creditor's reconciliations.

ENQUIRIES

: Ms Y Nogela Tel, (043) 604 5319