

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre 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
Centre Belville: Please forward your applications quoting the reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532, or hand deliver to No. 3 Blanckenberg Road, Sigma Building, Bellville. For attention: Mr B Saki.
Centre: Durban: Please forward your application quoting the reference number to The Provincial Head: KwaZulu-Natal, Department of Water and Sanitation. P.O. Box 1018, Durban, 4000 or hand-deliver to 88 Joe Slovo Street (previously Field Street), Southern Life Building, 9th Floor, Durban. For attention: The Manager Human Resources
Centre Port Elizabeth: Please forward your application quoting the 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
- CLOSING DATE** : 9 March 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. People who are not employed by the Public Service Departments are welcomed to apply for posts

MANAGEMENT ECHELON

- POST 08/171** : **CHIEF DIRECTOR: LEGAL SERVICES REF NO: 090318/01**
Branch: Corporate Management
- SALARY** : R1, 127 334 per annum (All-inclusive salary package), (Level 14)
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : An LLB/B Proc Degree (NQF level 7) or equivalent Law Degree. Admission as an Attorney or Advocate in terms of Legal Practice Act 28 of 2014. Five (5) to ten (10) years practical experience in Legal environment of which five (5) years should be at Senior Management level. Knowledge and practical application experience of business management principles, strategic planning, resources allocation and human resources. Knowledge of advanced law (general, constitutional, administrative, laws of contract, legislation and international law). Knowledge of the following legislations; The Public Service Act and regulations, Public Finance Management Act, Promotion of Administrative Justice and the Promotion of Access to Information Act. Knowledge of the Water Service Act and the National Water Act will be an added advantage. Good communication skills, analytical thinking, development skills. Interpersonal skills, strategic capability and leadership. Practical experience in policy development, strategic legal framework of the Department and litigation. Programme and Project management. Financial, change and knowledge management. Service Delivery Innovation (SDI). Excellent problem solving skills, analysis, management and empowerment. Client orientation and customer focus. Accountability and ethical conduct.
- DUTIES** : Develop a strategic legal framework for all legal processes in the Department. Develops guidelines for compiling reports on legal process and Tribunal appeals. To render legal support in all legal matters for and against the Department in appeal cases. Provide legal opinion on the departmental legal matters. Manages the departmental litigation process and coordinates stakeholder involvement. Provide corporate legal advice and process on a range of issues related to the Department's functions. Provide corporate law reform initiative related to and emanating from the Department. Provide the law reform initiatives related to and emanating from the Department. Ensures the finalization of departmental legislation through consultation with

State Law Advisors, stakeholders and submission to the Minister for direction. Manage resources, i.e. financial and human resources.

ENQUIRIES : Mr Squire Mahlangu, tel 012 336 8792

OTHER POSTS

POST 08/172 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 090318/02**
SD: Corporate Management

SALARY : R657 558 per annum (All-inclusive salary package), (Level 11)

CENTRE : Bellville

REQUIREMENTS : A National Diploma/Degree in Administration. Three (3) to five (5) years management experience in Administration. Knowledge and experience of policy development and implementation. Knowledge and experience in Administration processes. Knowledge and experience in human resource information. Knowledge and experience in human resource information. Understanding of Government legislations. Financial management skills and knowledge of PFMA. Knowledge and experience in techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and Analytical skills. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Knowledge of analytical procedures. Valid Driver's license (Attach certified copy)

DUTIES : Manage and provide support in the following disciplines: Human Resources, Information and Technology, Administration, Communication, Occupation Health and Safety, Safety and Security including General Registry Management. Assist with the development and implementation of strategic plan. Analyse current policies. Analyse Departmental strategic objectives. Implement administration policies and various disciplines. Analyse human resource information trends. Recommend policy amendments. Hold road shows advising department on key policy issues. Brief managers on policy requirements. Implement according to delegations. Expert advice on human resource information implementation to managers. Monitor policy implementation. Develop Corporate Services implementation plan. Ensure that the line managers execute their business plan within the objectives of human resource plan. Ensure that strategic objectives are implemented accordingly. Ensure that Corporate Services forms business partner with line management. Hold road shows advising department on key policy issues. Brief managers on policy requirements. Implement according to delegations. Compile Corporate Services. Ensure that budget is implemented according to plan. Do early warning where necessary. Ensure that monthly reports are available for managers. Manage corporate support in the Region.

ENQUIRIES : Ms L Peter 021 941 6207

POST 08/173 : **SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 090318/03**
SD: Financial Management (WTE)

SALARY : R 281 418.00 per annum (Level 8)

CENTRE : Bellville

REQUIREMENTS : A National Diploma or Degree in Supply Chain Management, Logistics, Purchasing Management or relevant qualification. Three (3) to five (5) years relevant experience in Supply Chain Management administration environment. Good communication skills and Good presentation skills. Supervisory skills. Knowledge of financial legislations. Knowledge of SAP. Knowledge of GAAP. Knowledge of basic financial management and PFMA. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Knowledge Management. People and Diversity Management. Customer orientation, Analytical skills, interpersonal, financial, good communication (verbal and written) skills, computer literate, planning and organizing and problem solving skills.

DUTIES : Render demand and acquisition support. Provide effective provisioning of logistical support services. Administer the provision of tender services and contract management. Ensure maintenance of asset register on SAP and facilitate asset disposals process. Administer the payment process of goods receipt for the goods and services acquired. Manage inventory store. Supervise human resource. Ensure that financial procedures are observed in the section. Compile and submit monthly and quarterly reports.

ENQUIRIES : Ms L Rahman (021) 941 6156

POST 08/174 : **SENIOR HUMAN RESOURCE PRACTITIONER: HR TRANSACTIONS AND INFORMATION MANAGEMENT: REF NO: 090318/04**
 DIV: Human Resources Administration

SALARY : R281 418 per annum (Level 8)
CENTRE : Durban
REQUIREMENTS : A National Diploma or Degree in Human Resource Management. Three (3) to five (5) years' experience in the field of Human Resource Management. Extensive knowledge and understanding of Public Service, collective agreements and other related legislation. Applicants must be in possession of a PERSAL certificate and working experience on the PERSAL system. Excellent verbal and communication skills, thorough knowledge and experience of Pension Administration as well as conditions of service matters i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), appointments and other allowances. Computer literacy and a valid driver's license.

DUTIES : The supervision of pension administration unit, implementation of GEPF regulations and processes. Maintenance of database regarding conditions of service related matters. Maintenance of applicable database in relation to Human Resource. Facilitate the implementation of HR Policies, strategies, procedures and practices relating to Human Resource Management. Provide advisory services to all regional staff, line and senior management. Liaison with National Treasury and Compensation Commissioner, Monitoring and evaluation of all HR Transaction processes, supervision, training and motivation of staff.

ENQUIRIES : Ms S. Mbongwa, Tel: 031- 336 2819

POST 08/175 : **DRIVER / MESSENGER NATIONAL WATER RESOURCES INFRASTRUCTURE REF NO: 090318/05**
 DIV: Southern Operations - Administration (WTE)

SALARY : R 127 851.00 per annum (Level 4)
CENTRE : Port Elizabeth
REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate with one (1) to three (3) years' experience in Driver/ Messenger services. A valid driver's License. Basic knowledge of government. Knowledge of tracing and retrieving files. Good client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct.

DUTIES : Retrieve files and deliver them to the offices where they are being utilised. Receives files and verifies delivery items, messages, mail, documents for correctness. Tracking, searching and placement of correspondence in files. Transporting and retrieving of files to various locations. Check and record outgoing files. Place correspondence on the files. Collecting of mail.

ENQUIRIES : Ms. P Adonis 041 508 9778