

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Pretoria Head Office: 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: Gauteng Provincial Office. Please forward your applications quoting the relevant reference number to 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, and 15th Floor. For attention: Mr Daniel Masoga
 Centre: NWRI: Central Operations Pretoria and Potchefstroom Please forward your applications quoting the relevant reference number to Department of Water and Sanitation, Private Bag X273, Pretoria, 0001 or hand-deliver at the Department of Water and Sanitation, Praetor Forum Building, NWRI: Central Operations Unit, 1st Floor, 267 Lillian Ngoyi Street, Pretoria. For attention: Mr. L Manganyi
 Centre: NWRI Central Operations Usutu Vaal (Standerton), please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X2021, Standerton, 2430 or hand deliver at the Department of Water and Sanitation, Office no. 1 (Admin Building), Grootdraai Dam, Standerton. For attention: Ms PN Myeni
 Centre: NWRI Central Operations Upper Vaal, Vaal Dam, Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X02 Deneysville, 1932 or hand deliver at the Department of Water and Sanitation, Vaal Dam, 11 McKhanzie Street, Deneysville. For attention: Mr BS Mbongo
- CLOSING DATE** : 16 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. 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. 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 the South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts.

OTHER POSTS

- POST 09/66** : **DEPUTY DIRECTOR: INVESTIGATIONS REF NO: 160318/01**
 CD: Enforcement, Dir: Investigations And Prosecutions
- SALARY** : R779 295 per annum (all-inclusive package) (Level 12)
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : B Degree or equivalent qualification in Environmental Management. A Legal qualification will be an added advantage. Three (3) years managerial experience. Three (3) to (5) five years' experience in a Water Regulatory and/or environmental field. Experience in Investigations/criminal investigations in a Water Sector environment and/or environmental field. Knowledge of the following legislation: National Water Act, Water Services Act, Regulations and Public Finance Management Act. Knowledge and practical application experience of business management principles, strategic planning, resources allocation and human resources. Knowledge of 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.
<u>DUTIES</u>	:	Develop investigation procedures to prevent unlawful activities and recover incurred losses. Identify the weakness of current control process and recommend enhancement/ improvement. Collaborate investigations with appropriate business partners; such as legal services and other law enforcement agencies. Management and empowerment of people. Conduct investigation and provide support to the Regional Office and Water Management Institutions. Analyse available evidence.
<u>ENQUIRIES</u>	:	Ms T Mopai, Tel (012) 336 6987
<u>POST 09/67</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 160318/02</u> CD: WR Infrastructure Operations, DIV: Operations Vaal Dam
<u>SALARY</u>	:	R396 375 per annum
<u>CENTRE</u>	:	NWRI Central Operations (Potchefstroom)
<u>REQUIREMENTS</u>	:	National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as an Engineering Technician. A valid Code B (08) driver's license (Must attach certified copy). Experience in technical design and analysis. Experience in project management and computer-aided engineering applications will be advantageous. Good technical report writing and verbal communications skills. Supervisory, Presentation and Interpersonal skills. Willingness to travel regularly and the ability to work independently and overtime when required. Budget management and knowledge of PFMA. Computer literacy
<u>DUTIES</u>	:	Provide input in the development of infrastructure maintenance strategy. Assist in the development, implementation and reporting of the Cluster Maintenance Plan. Manage and inspect the performance of contractors in accordance with DWS specifications and standards. Assist with the Infrastructure Asset verification process in relation to the condition and placement of assets. Manage administrative and related functions including providing inputs for the budgeting process, compiling and submitting reports as required and manage, supervise and control technical and related personnel and assets.
<u>NOTE</u>	:	Candidates may be subjected to a practical test.
<u>ENQUIRIES</u>	:	Mr A.M Sayed Tel 012 - 741 7307
<u>POST 09/68</u>	:	<u>CHIEF PROVISIONING ADMINISTRATION CLERK: SCM REF NO: 160318/03</u> CD: WR Infrastructure Operations and Maintenance, SD: SCM
<u>SALARY</u>	:	R226,611 per annum (Level 07)
<u>CENTRE</u>	:	NWRI: Central Operations, Pretoria
<u>REQUIREMENTS</u>	:	A National Senior Certificate. Three (3) to five (5) years relevant experience in the field of Supply Chain Management. Computer literacy. Knowledge of SAP and supervisory skills will serve as an advantage. Good knowledge of PFMA, PPPFA, Treasury Regulations, Practice notes and Supply Chain Management policies and procedures. Extensive knowledge and experience in buying/purchasing. Must be able to work under pressure. Must have the ability to communicate effectively with clients. Good planning, organising, leading and problem solving skills. A valid driver's licence. Candidates applying for this position should be willing to travel nationwide.
<u>DUTIES</u>	:	Supervise subordinates. Administer the procurement of goods and services. Ensure compliance to SCM policies, processes and procedures including Site/Area Offices under the NWRI: Central Operations Cluster. Provide training to the internal clients regarding SCM processes and procedures. Attend to enquiries regarding SCM. Release purchase orders and purchase requisitions on SAP. Check purchase requisitions for correctness, completeness and sign the requisition document. Maintain and update contract register to ensure transparency and record keeping. Compile audit reports. Check documentation for correctness and sign order document. Conduct quarterly reviews for subordinates and submit them within the provided timelines. Implement control to ensure that purchase orders are placed for items on approved contract. Implement control to ensure that where contract does not exist, the price quotation or bidding process

of ordering are applied. Check and maintain goods register. Identify redundant and obsolete stock. Control stock levels and conduct stock taking. Check, place and verify orders and deliveries for goods receipting. Perform stock taking. Perform goods receipts (GRV) on SAP.

- ENQUIRIES** : Mr Senthumule Mphateng, Tel. (012) 741 7318
- POST 09/69** : **CHIEF ADMINISTRATION CLERK (SCM) REF NO: 160318/04**
CD: WR Infrastructure Operations and Maintenance, DIV: Admin Support
- SALARY** : R226 611 per annum (Level 7)
CENTRE : WRI Central Operations Usutu Vaal (Standerton)
REQUIREMENT : A National Senior Certificate. Three (3) to five (5) years' experience in Supply Chain Management (Store Warehouse). Knowledge of SAP, PFMA, National Treasury Regulation, SCM, PPPF, BBBEE and other procurement policies and procedures. Computer Literacy (word, Excel and Outlook). Good written and verbal communication skills. Self-driven and ability to work under pressure and as a team. Innovative and ability to analyse problems. A valid driver's licence. Supervisory skills and knowledge of PMDS.
- DUTIES** : Key performance Areas: Manage the inventory purchasing process, replenishment, stock levels and other warehouse functions. Regular update of the bin cards. Conduct quarterly report and year end stock taking, report any losses and compilation of reports. Advise Departmental bid committees of SCM matters. Assist with internal queries and Audit queries. Handle internal and external clients complaints and customer relationship. Evaluate work performance of the subordinates and provide on-the-job training
- ENQUIRIES** : Mr JP Manyaka, Tel No. (017) 712 9400
- POST 09/70** : **ADMINISTRATIVE CLERK REF NO: 160318/05**
CD: WR Infrastructure Operations and Maintenance, Sec: Admin Support
- SALARY** : R152 862 per annum (Level 5)
CENTRE : NWRI Central Operations Upper Vaal: Vaal dam
REQUIREMENTS : A Senior Certificate. Exposure to HRM, Fleet Management and Registry procedures, Processes and applicable prescripts and Acts. Skills: Computer literacy, Telephone etiquette, Good interpersonal relations, Ability to work under-pressure, Communication skills (Verbal & Written), Customer care attitude.
- DUTIES** : Capturing of leave on PERSAL, Handling of leave register, postage stamps register and remittance register. Receive and register incoming and outgoing mail daily, maintain files as well as tracing of documents. Making photocopies, sending faxes, drawing of files and filing of correspondence, safe guarding of documents, Sorting of all incoming mail to relevant sections. Manage and give support to the area office's travel booking requests (flights, accommodations, and conference and car rentals). Manage and ensure administration of mobile communications (cellphones and 3Gs). Assist with administering of fleet. Maintain informative and accurate databases of key accounts. Distribute circulars memoranda or other documentation as instructed and dealing with all relevant enquiries.
- ENQUIRIES** : Mr PJ Bredenhann, Tel No: 016 3713020
- POST 09/71** : **SECRETARY X 2 POSTS REF NO: 160318/06**
CD: Water Resources Infrastructure Development
Directorates: Capital Projects and Infrastructure Implementation Planning
- SALARY** : R152 862 per annum, (Level 05)
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A Senior Certificate and certificate in Secretarial Services. One (1) to two (2) years' experience in secretarial duties and general administration. Knowledge of administrative procedures. Knowledge in secretarial duties, computer literacy, proficient in Microsoft Office and Outlook, sound organisational skills. Good people skills. High level of reliability and flexibility. Sound written and verbal communication skills. Ability to act with tact and discretion. Basic Knowledge of dispute resolution process. Understanding of project management related issues. Basic Financial Management and knowledge of PFMA. Client orientation and

- customer focus. Accountability and Ethical Conduct. Able to work in a high pressure environment. Innovation and networking skills.
- DUTIES** : Provides secretarial, receptionist and clerical support service to the Director. Receive telephone calls and messages for the Director and channels calls to relevant role players if needs be. Manages and coordinates the diary of the Director by recording appointments and events. Do all required typing in the office of the Director. Compilation and coordination of documents for the Directorate and Director. 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 Director. Collects all relevant documents and information to enable the Director to prepare for meetings. Records minutes of the meetings of the Director when required. Process and manage all travel arrangements for the Director. Process all travel and subsistence claims and all invoices that emanate from the activities of the work of the Director. 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 Director. 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 Director. Perform any other relevant functions to assist the Director.
- ENQUIRIES** : Ms P Moodley, Tel no. (012) 336 6929 Ms Z Mvusi, Tel no. (012) 336 8439
- POST 09/72** : **REGISTRY CLERK REF NO: 160318/07**
SD: Corporate Management, DIV: Registry
- SALARY** : R152 862 per annum, (Level 05)
CENTRE : Gauteng Provincial Office
REQUIREMENT : A Senior Certificate. Exposure in the records and archive environment. Knowledge of archives Act and Record Management Practices, processes and Procedures. Basic knowledge of the Public Service Regulatory Framework and Departmental legislations. Computer Literacy is essential. Good planning skills. Interpersonal skills.
- DUTIES** : Ensure that records are safe and filed in a proper and correct manner. Attend to the incoming and outgoing paper and electronic correspondence including faxes. Control, maintain and apply the filing system, the master list archives, registry, procedures and practice. Serve as a messenger for the provincial office. Ensure that the correspondence is conducted on correct file as well as protected and mail timeously posted/dispatched. Assist with the receipt, opening, sorting, distribution and dispatch of mail, open and label files. Provide prompt service to staff and timely dispatch of correspondence, provide reference and search assistance to staff with regard to requests, requiring acknowledge of coding and cross referencing both on paper and electronic. Attending to documents and correspondence received and dispatched. Making follow ups on files requested by staff members.
- ENQUIRIES** : Mr PS Nevhorwa, Tel No. (012) 392 1324