

**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: Ms L Van Wyk
- Kimberly: Please forward your application, quoting the post reference number, to: The Provincial Head: Northern Cape, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8301 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301. For attention: Ms. C Du Plessis
- Gauteng: Please forward your application, quoting the post reference number, to The Provincial Head, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or Hand delivered at 285 Francis Baard Street, Bothongo Plaza East Building, 15th Floor. For attention: Mr. Daniel Masoga
- Mbombela, Groblersdal: Please forward all applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X 11259 Mbombela,1200 or hand deliver at Prorom Building, Cnr Brown & Paul Kruger Streets, Mbombela. For attention: Mr MJ Nzima
- Polokwane: Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki & Joubert Streets, Azmo Place Building (Registry Office 4rth floor). For attention: Mr. M.P Makgakga, Tel 015 – 290 1386
- Bellville: Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville. For attention: Mr. B. Saki 021 941 6018
- 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)
- Mmabatho: Please forward your application quoting the reference number to The Acting Provincial Head: North West, Department of Water and Sanitation, Private Bagx5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner Dr. James Moroka drive and Sekame Road, Unit 99 Ground floor. For attention: Mr MJ Ntwe

**CLOSING DATE**

- : 04 May 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 disadvantage 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

<b><u>POST 16/33</u></b>	:	<b><u>DIRECTOR: WATER SERVICES MACRO PLANNING REF NO: 040518/01</u></b> CD: Water Services and Local Water Management
<b><u>SALARY</u></b>	:	R948 174 per annum (all-inclusive salary package) Level 13
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A B-Degree in Engineering or Science (NQF 7) or equivalent qualification. Six (6) to ten (10) years experience in water services environment of which five (5) years experience should be at middle/senior management level. Knowledge and experience of policies and developments in the water sector. Knowledge and experience in the business of water services such as water services planning, information systems and development of Water Services Development Plan (WSDPs). Demonstrated leadership ability and strategic management. Financial management skills. Good understanding of current issues on water services delivery in the country. High level written and verbal communication. A valid driver's Licence (Certified copy must be attached).
<b><u>DUTIES</u></b>	:	Provide strategic leadership to water services macro planning environment. Lead the development of water services plans at national, provincial and local spheres. Lead the Department of Water and Sanitation key programmes that support local government with respect to planning for provision of water services. Lead development and maintenance of water services information systems. Establish and maintain reporting mechanisms for Government outcomes related to provision of water services. Establish and maintain monitoring and evaluation structures and tools on the performance of water services authorities and water services providers. Establish and maintain reporting mechanisms for Sustainable Development Goals (SDGs) related to water services. People and resource management.
<b><u>ENQUIRIES</u></b>	:	Mr M Matlala Tel No: (012) 336 7860
<b><u>POST 16/34</u></b>	:	<b><u>DIRECTOR: WATER SECTOR SUPPORT REF NO: 040518/02</u></b> Branch: Operational Integration: Northern Cape
<b><u>SALARY</u></b>	:	R948 174 per annum (all-inclusive salary package) Level 13
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	A B-Degree in Natural Science, Social Science (NQF 7) or equivalent. Five (5) to ten (10) years relevant experience of which five (5) years should be at middle or senior management level. Experience in managing a technical/scientific environment. Presentation, negotiation, communication and interpersonal skills. Good service delivery innovation, policy and strategy development skills. Knowledge and understanding of Water Services Act and National Water Act, Public Finance Management Act (PFMA), Public Service Act and Public Service Regulation, Treasury Regulations and other relevant Acts. Knowledge of water sector dynamics, project and programme management and Integrated Water Resource Management. A valid driver's License (Certified copy must be attached).
<b><u>DUTIES</u></b>	:	Provide leadership to the Directorate and external transformation to all stakeholders. Assist stakeholders with the development of Intergraded Development Plans (IDP) and Business Plans. Develop and implement performance improvement innovation within the Directorate. Provide advice to Top Management and relevant directorates with legislation as well as relevant sector body on policies and strategies. Liaise effectively with relevant stakeholders in the sector about the functions of the Directorate. Conduct operational and business planning for the Directorate. Oversee and ensure promotion of all inter-governmental relations. Liaise with stakeholders for planning initiatives. Facilitate the rendering of support to institutions and rendering of technical support services. Participate as a key player in the Water and Sanitation function strategic plan. Promotion of inter-governmental relations, effective planning and support of the water sector, develop expenditure forecast on quarterly basis for the Directorate. Manage Human Resources within the section. Manage the development of subordinates. Ensure the planning of interventions for poor performance. Ensure effective development and implementation of policies and strategies for the

		Directorate functions. Ensure the development and implementation of a financial management and budgeting functions for the Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr A Abrahams, Tel No: 053 830 8800
<b><u>NOTE</u></b>	:	Persons with disabilities, African Females, Indian Females and Males are encouraged to apply.
<b><u>POST 16/35</u></b>	:	<b><u>DIRECTOR: INTERNAL CONTROL REF NO: 040518/03</u></b> CD: Risk Management (Main Account)
<b><u>SALARY</u></b>	:	R948 174 per annum (all-inclusive salary package) Level 13
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Degree in Financial Accounting / Financial Management / Internal Audit / Risk Management (NQF 7) or relevant qualification. Professional certification in Financial and Accounting Management (CA, CIMA, SCCA, CPA). Five (5) to ten (10) years experience in a Financial Management, Auditing or relevant field of which five (5) years should be at middle or senior management level. Experience Enterprise Resource Planning Systems, implementation of GRAP Standards and Audit Processes. Knowledge and experience in Financial Management and Financial Accounting. Knowledge and Understanding of PFMA (Public Finance Management Act), Treasury Regulations, Tax legislation and SCOA.
<b><u>DUTIES</u></b>	:	Manage the development of internal control policies and procedures in line with the PFMA. Draft implementation plans, monitor policy implementation. Development and implementation of internal control mechanisms. Establish integrated internal control systems. Establish Departmental governance frameworks. Development and monitoring of financial related control systems. Establish the Departmental oversight and related committees. Management of audit queries. Manage responses to audit queries within the required time frame. Facilitate the development of integrated reports to the Office of the Auditor-General. Management of fraud and losses. Development of departmental fraud prevention strategy. Development of departmental loss control system. People and Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms M Manukuza, Tel No: 012 336 6500
<b><u>POST 16/36</u></b>	:	<b><u>DIRECTOR: INSTITUTIONAL ESTABLISHMENT REF NO: 040518/04</u></b> Branch: Operational Integration: Mpumalanga
<b><u>SALARY</u></b>	:	R948 174 per annum (all Inclusive package) Level 13
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	A Bachelor of Science degree or Business Management (NQF 7). Five (5) to ten (10) years relevant experience in Water Resource Management Environment of which five (5) years should be at middle or senior management level. Knowledge and experience of the water sector and water related legislation and policies preferably in Integrated Water Resource Management. Knowledge and experience of business and management principles. Knowledge of Public Service Act and Regulations. Knowledge and experience of strategic planning, resource allocation and Human Resources. Problem solving and analysis. Appropriate experience in the establishment and management of Water Management Institutions. Ability to develop policies and strategies in terms of key performance areas for the Region. Good understanding of Integrated Water Resource Management and water use efficiency. Proven managerial and leadership abilities. Ability to interact at a high level both nationally and internationally. Excellent communication (verbal and written) skills. Good management and financial management skills. Good negotiation, problem solving, interpersonal and decision-making skills. Knowledge of project and programme management. A valid driver's Licence (certified copy must be attached).
<b><u>DUTIES</u></b>	:	Provide leadership within the Directorate. Advise top management and legislature as well as relevant sector bodies on policies and strategies relevant to the Department. Liaise effectively with various stakeholders in relevant sectors about Departmental programmes as well as promote involvement and participation. Ensure facilitation of the establishment of Catchments Management Agencies (CMAs) and other Water Management Institutions (WMIs). Ensure the strategic planning co-ordination and management of water resource activities in Inkomati

CMA, Olifants proto-CMA and WMIs. Ensure and oversee the promotion of inter-Governmental relations and good governance principles. Liaise and ensure effective participation with external stakeholders. Manage and provide implementation plans for all water resource activities with the relevant WMA. Promote and manage water use efficiency and Water Resource Management programmes. Co-ordinate and ensure the development of the Catchments Management Strategy for each water management area. Manage and ensure activities in both the Olifants and Inkomati Water Management Areas (WMA's). Manage Water Resources: National and International. Manage international and intergovernmental relations.

**ENQUIRIES** : Mr F Guma, Tel No: 013 759 7310/11

**OTHER POSTS**

**POST 16/37** : **CHIEF ENGINEER GRADE A REF NO: 040518/05**

Branch: Operational Integration: Mpumalanga  
Dir: Infrastructure Development and Maintenance

**SALARY** : R935 172 per annum (all inclusive OSD salary package)

**CENTRE** : Mbombela

**REQUIREMENTS** : An Engineering degree (B Eng / BSc (Eng). Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer. A valid driver's Licence (certified copy must be attached). Applicants must be willing to travel extensively, work irregular hours and have the ability to work independently. The following will be an added advantage: Advanced computer skills (MS Word, Power Point and MS Excel) and knowledge of GIS applications. Proven leadership skills. Knowledge of Water Service Act and National Water Act and other environmental legislation. Sound administrative skills. Experience in project and financial management. Good written technical report ability and verbal communication. Programme and project management.

**DUTIES** : Render technical advice and support to WSA's in water services related infrastructure needs. Provide technical and professional advice on the developmental needs and conceptualize possible solutions to meet water demands. Approval of designs and Technical Reports. Manage the delivery of infrastructural programmes within the Region. Conduct field inspections on implementing projects to ensure compliance towards norms and standards of Infrastructure Development and Maintenance. Monitor construction methods, techniques, sequence and procedures for each project. Check and ensure project quality and procedures adherence. Attend technical and site meetings. Prepare project performance evaluation and reporting. Certification of construction work completed. Compile monthly progress reports in line with prescribed formats. Provide mentorship to subordinates. Ensure there is Governance; Financial Management and People management.

**ENQUIRIES** : Ms M Matiso, Tel No: 013 759 7330

**POST 16/38** : **REGIONAL DEPUTY DIRECTOR REF NO: 040518/06**

Branch: National Water Resources Infrastructure (NWRI): RBIG

**SALARY** : R779 295 per annum (all inclusive package) Level 12

**CENTRE** : Pretoria

**REQUIREMENTS** : A National Diploma or Degree in Social Science, Environmental Management, Project Management, Civil Engineering or Natural Science. Three (3) to five (5) years experience in integrated water resource management and industrial related project planning and / or management experience preferably in the water sector. Knowledge and experience in contract administration, business principles and business law. Effective management and leadership skills. Effective computer skills in Microsoft Office and Lotus Notes. Knowledge and experience in Project management. Effective communication skills both verbally and written. Effective analytical and problem solving skills. Knowledge and understanding of Human Resources Management, legislation, policies and procedures. Knowledge of Public Finance Management Act. A Valid drivers License (please attach a copy).

- DUTIES** : Fast track integrated regional bulk planning and implementation processes to ensure that implementation targets are met. Confirm the governance and intergovernmental structures for service delivery in the Province. Define and determine the roles and responsibilities of the different water sector role players within the Water Targets and Regional Bulk Programme implementation. Respond to queries by water services management and stakeholders. Ensure project implementation, financial management, coordination and planning. Ensure the finalization of project readiness studies (projects ready for implementation, priority projects not ready for implementation). Future project nomination and prioritization. Ensuring alignment with other programmes. Coordination of project specific feasibility studies and implementation planning. Compile monthly, quarterly and annual progress report on the implementation of regional bulk infrastructure project.
- ENQUIRIES** : Ms K Boikanyo, Tel No: 012 336 7691
- POST 16/39** : **REGIONAL DEPUTY DIRECTOR REF NO: 040518/07**  
Branch: Operational Integration: Limpopo
- SALARY** : R779 295 per annum (all inclusive package) Level 12  
**CENTRE** : Polokwane  
**REQUIREMENTS** : A National Diploma or Degree in Social Science, Environmental Management, Project Management, Civil Engineering or Natural Science. Three (3) to five (5) years experience in integrated water resource management and industrial related project planning and / or management experience preferably in the water sector. Knowledge and experience in contract administration, business principles and business law. Effective management and leadership skills. Effective computer skills in Microsoft Office and Lotus Notes. Knowledge and experience in Project management. Effective communication skills both verbally and in writing. Effective analytical and problem solving skills. Knowledge and understanding of Human Resources Management, legislation, policies and procedures. Knowledge of Public Finance Management Act. A valid drivers License (please attach a copy).
- DUTIES** : Fast track integrated regional bulk planning and implementation processes to ensure that implementation targets are met. Confirm the governance and intergovernmental structures for service delivery in the Province. Define and determine the roles and responsibilities of the different water sector role players within the Water Targets and Regional Bulk Programme implementation. Respond to queries by water services management and stakeholders. Ensure project implementation, financial management, coordination and planning. Ensure the finalization of project readiness studies (projects ready for implementation, priority projects not ready for implementation). Future project nomination and prioritization. Ensuring alignment with other programmes. Coordination of project specific feasibility studies and implementation planning. Compile monthly, quarterly and annual progress report on the implementation of regional bulk infrastructure project.
- ENQUIRIES** : Mr LR Tloubatla, Tel No: 015 290 1230
- POST 16/40** : **DEPUTY DIRECTOR: WATER SECTOR COLLABORATION REF NO: 040518/08**
- SALARY** : R657 558 per annum (all inclusive package) Level 11  
**CENTRE** : Mbombela  
**REQUIREMENTS** : A National Diploma or Degree in Development Studies/Public Management/ Environmental Sciences. Three (3) to five (5) years management experience in an Integrated Water Resource environment. Knowledge of water resources system operations, environmental management, water resources assessment, analysis of water requirement, water requirement system analysis, water quality assessment. A valid driver's Licence (certified copy must be attached).
- DUTIES** : Manage International and Intergovernmental Relations on water sector resource issues. Implement policies of integrated water sector for the component: Advise Top Management and relevant sector bodies on policies and strategies relevant to the section. Manage the relationship with other stakeholders on the implementation of integrated water sector policies. Manage Community

		Participation in the Departmental Programmes: Engage communities in departmental programmes and projects through community water sector forums. Mr PH Ntabeni, Tel No: 013 759 7306
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 16/41</u></b>	:	<b><u>DEPUTY DIRECTOR: STRATEGIC SUPPORT REF NO: 040518/09</u></b>
<b><u>SALARY</u></b>	:	R657 558 per annum (all inclusive package) Level 11
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or Degree in Social Science. Three (3) to five (5) years management experience in Administration. Knowledge and experience of policy development and implementation. Knowledge and experience of administrative processes. Knowledge and understanding of HR information. Understanding of Government legislation. Knowledge and experience in financial management. Understanding of the PFMA. Programme and Project management skills, problem solving and analytical skills, People and diversity management, good client orientation and customer focus, excellent communication skills and accountability and ethical conduct. Knowledge and experience of techniques and procedures for the planning and execution of operations. A valid driver's Licence (certified copy must be attached).
<b><u>DUTIES</u></b>	:	Monitoring of strategic management inputs and programmes. Ensure co-ordination and analysis of strategic inputs and budget planning. Ensure the creation of coherence and synergy across all functional areas. Ensure compilation of the budget and monitor expenditure. Monitor reports in progress and flagship projects. Develop systems to coordinate the flow of correspondence between all relevant role players. Manage all incoming and outgoing strategic documents. Oversee the planning and preparations of meetings. Coordinate the support of external services required by the Chief Director. Ensure the development and maintenance of the Regional Operations Business Plans. Ensure effective management of all projects. Liaise with service providers to negotiate service level agreement. Analyse the entire operations Regional budget and expenditure report to provide the Chief Director with a summarized version of activities taking place that may require attention.
<b><u>ENQUIRIES</u></b>	:	Mr F Guma, Tel No: 013759 7310/7311
<b><u>POST 16/42</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 040518/10</u></b>
<b><u>SALARY</u></b>	:	R657 558 per annum (all inclusive package) Level 11
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or Degree in recognised in Human Resources / Public Management / Administration. Three (3) to five (5) years relevant experience within the HRM sphere with regard to Recruitment and Selection, Talent Management, Employment Equity, Organisational Development and Service Conditions. Computer literacy, including extensive experience in PERSAL. Extensive knowledge and understanding of all Acts governing HR practices, sound knowledge of HR budgeting. Excellent communication and people management skills. Organisational and analytical skills. Good drafting and report writing skills. The ability to liaise with staff at all levels. A commitment to ethical conduct. People Management. A valid driver's Licence (certified copy must be attached).
<b><u>DUTIES</u></b>	:	Manage Recruitment and Selection. Ensure the smooth running of the process, from advertising to actual appointment. Recommend appointable candidates in respect of appointments, promotions and transfers. Ensure the proper application of HR policies and procedures, compliance with legislation and the achievement of all HR Policies and procedures, compliance with legislation and the achievement of all HR objectives. Advise line Managers and staff on the application of relevant HR policies and procedures to ensure the correct and consistent implementation of all HR processes and systems, as well as compliance with legislation. Co-ordinate organisational structure, job profiles and evaluations. Conduct functional analysis; manage all projects concerning employee wellness in the Region. Advise Management and employees on all aspects of Organisational Development. Monitor and evaluate the region's performance in terms of transformation imperatives. Facilitate and co-ordinate the Region's participation in Special

Programmes. Manage conditions of service, with specific reference to, amongst others, the Government Employees Pension Fund, general leave administration, PILIR, injury-on-duty, overtime, housing allowances, appointments, PERSAL administration and general information management practices. Monitor and evaluate all activities. Support the transfer of employees from mother institutions and provide restructuring support to the Region. Deal with oversight reports in terms of terminations of service, appointments and transfers of staff. Strengthen the Division: HR Transactions and Information Management's capacity in terms of best practices with regards to pension administration, general conditions of service and appointments. Facilitate skills development programmes. Liaise with training providers and ensure that decisions are implemented. Ensure the customisation of leadership programmes is in line with the needs of the organisation. Co-ordinate the delivery of training programmes. Provide strategic direction and guidance. Develop competency profile for all levels of leadership. Manage and develop a succession plan. Monitor and evaluate the impact of interventions. Implement and monitor all PMDS activities. Develop mechanisms to ensure that all work plans are submitted on time and ensure that reviews are taking place per policy directives, enforcing compliance therewith. Supervision of staff.

**ENQUIRIES** :

Mr A.A Lessing, Tel No: 013 759 7336

**POST 16/43** :

**DEPUTY DIRECTOR: CORPORATE COMMUNICATION REF NO: 040518/11**

CD: Corporate Communications

Dir: Communication Services

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

R657 558 per annum (all inclusive package) (Level 11)

Pretoria

A National Diploma or Degree in Communication / Public Relations / Marketing. Three (3) to six (6) years of working experience in a communications environment including events and stakeholder management. Extensive experience in broad community engagement. Conversant in at least three (3) official languages of South Africa. Plus the following competencies: proven experience in communications. Ability to work in a team, manage a team and manage own projects independently. Problem solving skills and analysis. People and diversity management. Ability to work under pressure, travel nationally and meet deadlines. Computer literacy. Client orientation and customer focus. An understanding of and commitment to government objectives, policies and programmes. A valid drivers Licence (Certified copy must be attached).

**DUTIES** :

Manage logistical arrangements for the execution of Ministerial, Departmental and other events to ensure the standardisation of all activities (venues, equipment's, etc.) Identifying relevant and strategic platforms for the implementation of the Public Education and Awareness Campaigns. Ensuring compliance to the Departmental and Government Corporate Identity during all Ministerial and Departmental events. Mobilization of relevant communities for Izimbizo, Public Participation Programmes, etc. Manage the implementation of the Impact Assessment and benefits derived from meaningful engagements with communities through public education programme for effective service delivery. Financial management and knowledge of PFMA. Programme and project management. Willingness and ability to travel across South Africa. Provide insightful communication advice.

**ENQUIRIES** :

Ms Peggy Mabuza, Tel No: (012) 336 8248

**POST 16/44** :

**SCIENTIST PRODUCTION GRADE A REF NO: 040518/12**

Branch: Operational Integration: North West

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

R549 639 per annum (all inclusive OSD salary package, offer based on proven years of experience)

Mmabatho

Science degree (Bsc) (Hon) or relevant qualification. Compulsory registration with the SACNASP as a professional Natural Scientist. Three (3) years post qualification natural scientific experience. Knowledge and experience in ground water resources exploration, aquifer characterizations and development of management information products. Ability to analyze and interpret hydrogeo hydrological data. Good report writing and knowledge of ground water information

		systems. Knowledge and experience of computer based ground water assessments programs. Knowledge of guidelines, protocol, standards and norms for ground water developments, protection and management. Understanding of Integrated Water Resources Management. Knowledge of the National Water Act, Water Services Act, Environmental Management Act, Water Services Development plans and National Water Resources Strategy.
<b><u>DUTIES</u></b>	:	Provide scientific and technical expertise in the field of physical and earth sciences in order to assess, develop, protect, use, conserve and manage ground water resource in the Northwest Regional Office. Support the implementation of the ground water protection strategies and related protocols at the regional level. Provide ground water extension services. Provide inputs to the environmental impact assessment and related ground water protection issues. Evaluate and assess ground water use Licence applications. Plan and supervise implementation of regional ground water monitoring and information programs.
<b><u>ENQUIRIES</u></b>	:	Mr M Mandavha Tel No: 018 387 9500
<b><u>POST 16/45</u></b>	:	<b><u>SCIENTIST (PRODUCTION) GRADE A REF NO: 040518/13</u></b> Directorate: Water Resource Classification
<b><u>SALARY</u></b>	:	R549 639 per annum (all inclusive OSD salary package, offer based on proven years of experience)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Science degree (Bsc) (Hon) or relevant qualification. Compulsory registration with the SACNASP as a professional Natural Scientist. Three (3) years post qualification natural scientific experience. Knowledge of water quality, geochemistry, chemistry, hydrology and geo-hydrology as major subject would be ideal. The candidate must have good knowledge of water related and relevant environmental management legislation and policies. Sound knowledge towards integrated water resource management and protection. The candidate must have good interpersonal skills, project management and financial management practices, skills and experience. A valid driver's licence (Certified copy must be attached) and excellent written and verbal communication skills. Innovation and the ability to work in a team environment. Computer literacy especially with related software such as GIS/WMS/ArcMap/RDM DSS etc, and NIWIS is important. Due to the nature of these work requirements, the candidate must also have the ability to analyse and interpret data and results
<b><u>DUTIES</u></b>	:	The incumbent will be part of a team with the primary responsibility of determining the Water Resource Classification and the Resource Quality Objectives either the surface water component or the groundwater component in the country; Review and recommend internal scientific projects; Monitor progress on the implementation of projects related to water resources protection; Production of WMA Maps; Conducting literature reviews of WMA under study and be able to review Water resource classification reports. Assist line function water resource managers in the implementation of water resource protection requirements. Provide technical service with regards to water resource protection to the Department of Water and Sanitation as part of the Chief Directorate: Water Ecosystems.
<b><u>ENQUIRIES</u></b>	:	Ms Lebogang Matlala, Tel No: (012) 336-6707
<b><u>POST 16/46</u></b>	:	<b><u>CONTROL ENVIRONMENTAL OFFICER: GRADE A REF NO: 040518/14</u></b> Branch: Operational Integration: Western Cape
<b><u>SALARY</u></b>	:	R439 917 per annum (OSD)
<b><u>CENTRE</u></b>	:	Bellville
<b><u>REQUIREMENTS</u></b>	:	A Four (4) year degree or equivalent qualification in natural or environmental sciences. Six (6) years post qualification experience. Experience in Research and development. Knowledge and experience in Project and Programme Management. Understanding of Social and Economic development issues. Experience in technical report writing and Professional judgment. Data analysis. Knowledge of Policy development and analysis. Presentation skills, Mentoring, Decision making, Team leadership and financial management. Problem solving and analytical skills. Computer literacy. People management, conflict

**DUTIES**

management, planning and organizing skills. A valid Driver's License (attach certified copy).  
: Manage Water Quality Data and Information (WMS) in the Region. Liaison and contract management with the Laboratories services – ease of relationship building, especially for those sections that need to get data samples analysed urgently for prosecution etc. Analysis of collected and historic data: instead of merely being loaded onto the system, there is active checking, quality control, and bringing intensive focus if a problem seems to show up. Audit and quality check of information provided by WSA, by water users, and ensuring the honesty, reliability and integrity of information on the system. Point of contact for background information on status of river quality – vs evidence gathered at times of sewage spills – pollution incidents: able to flag up issues as they occur on WMS. Systematic and regular management of the health and quality of the water quality monitoring and data entry team – provide vision, leadership and heart for the water quality function. Point of contact for information, able to draw relevant reports and make reports required by decision makers. Ensures the department is able to deliver on its core function of sustainable and healthy aquatic ecosystem. Technical Report writing including and not limited to the spatial representation of data (ArcGIS). Management of Staff and Human Resource Management in the Sub-Directorate. Financial Management including expenditure reporting, budgeting as well as cash flow projections. Co-ordinate the development of local policies. Lead local consultative processes in terms of data management on Water Management System (WMS). Interpret and advise management and stakeholders on water quality data and information and maintain the integrity of the WMS data basis in the Western Cape. Lead the development and implementation of catchment integrated water quality management monitoring programmes. Monitor implementation of water quality management monitoring programmes for municipalities and industries. Update sub catchment information system (WMS). Capacity building of staff and stakeholders on the use of WMS data. Guide research and formulate strategies and guidelines for cleaner production technologies. Provide inputs into regional cleaner production strategies. Disseminate data and information on a quarterly basis as and when requested. Representing the Region on various Forums (Internal and External) might require travelling.

**ENQUIRIES**

: Ms Z Bila-Mupariwa Tel No: (021) 941 6089

**POST 16/47**

: **CONTROL ENVIRONMENTAL OFFICER: GRADE A REF NO: 040518/15**  
Branch: Operational Integration: Gauteng

**SALARY  
CENTRE  
REQUIREMENTS**

: R439 917per annum (offer based on proven years of experience) (OSD)  
: Gauteng  
: A Four (4) year degree or equivalent qualification in natural or environmental sciences. Six (6) years post qualification experience. A valid driver's License (Attach certified copy). Computer literacy. Experience and knowledge of institutional arrangements and legal regime pertaining to integrated water resource management. Designated as an Environmental management inspector. Knowledge and understanding of criminal and administrative enforcement. Knowledge and understanding of the National Water Act, Water Services Act and related regulations and implementation and enforcement. Understanding of the Environmental law and the environmental compliance and enforcement management system. Ability to link technical and legal aspects related to illegal water use and environmental compliance issues. Strategic capability and leadership skills, knowledge of government administration and financial procedures. Ability to develop and apply policies. Good communication skills verbal, written and report writing with experience in stakeholder engagement. Sound organizing and planning skills; customer focus, networking, conflict management, People management, change management, Problem solving and analytical skills. A valid driver's Licence is required (certified copy must be attached). The ability and willingness to travel and work long hours when necessary.

**DUTIES**

: Provide support in the implementation of policies and strategies to manage sector water use impacts in accordance with the National Water Act, 1998 (Act 36 Of

1998) and other Departmental policies and strategies. Supervision of staff. Undertake both routine and special investigations. Prepare reports and interpret analytical results. Ensure reported alleged illegal water use are recorded on the Cas system and investigated fully with the Enforcement Business Process. Compile, update the Data base and Case management. Interact with law enforcement agencies and other Departments dealing with environmental crime. Respond to client queries within and outside the Department. Participate in the Water Use Authorisation Assessment Advisory Committee. The willingness to work irregular hours and travel extensively, including to remote areas. Give inputs in the projects relevant to the management of water resources initiated by the Department. Provide strategic planning for the Sub-directorate. Facilitate training and career development of staff, Supervision of staff, Assist in the establishment and regulation of water management institutions.

- ENQUIRIES** : HD Mabada Tel No: (012) 392 1423)
- POST 16/48** : **CONTROL ENGINEERING TECHNICIAN CIVIL GRADE A: REF NO: 040518/16 (X 2 POSTS)**  
Branch: Operational Integration: North West  
(Infrastructure, Development and Maintenance)
- SALARY CENTRE REQUIREMENTS** : R396 375 per annum  
: Mmabatho  
: A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. A valid driver's license (certified copy must be attached). Good communication skills both verbal and written. Ability to negotiate and monitor municipalities to facilitate delivery of Water and Sanitation services. Initiative and innovate skills. Understanding of Service Transformation and knowledge of the National Water Act, Water Service Act, and National Environmental Management Act. Understanding of the transformation and imperatives of the National Government. Experience in Project Management. Knowledge in technical design and analysis. Knowledge of research and development. Knowledge and experience in Computer-aided engineering applications. Technical report writing skills, problem solving and analytical skills, decision making skills, team work, customer focus and responsiveness. Good planning and organizing skills. People management skills. It will be expected from the incumbent to travel extensively.
- DUTIES** : Coordinate with Head Office and Regional teams to ensure successful planning and implementation of the Regional Bulk Infrastructure Programme. Monitor quality control. Engaging with communities, leadership structure and key stakeholders to elicit support or intervene on critical situation issues. Facilitation of technical support services to the communities. Assistance to priorities and programme management in all capital works. Preparing interim and financial project investigational and performance report. Attending meetings and providing information on performance assessments. Certify payment or non-payment of invoices. Monitoring and managing projects under project circle stages. Manage water use registration and licensing. Technical record keeping and reporting. The collection of data for planning and management of future developments. Compile monthly, quarterly and annual progress reports on the implementation of regional bulk infrastructure projects.
- ENQUIRIES** : Mr M Mandavha Tel No: 018 3879500
- POST 16/49** : **CONTROL ENGINEERING TECHNICIAN GRADE A (HYDROLOGY) REF NO: 040518/17**  
Branch: Operational Integration: KZN
- SALARY CENTRE REQUIREMENTS** : R396 375 per annum  
: Durban  
: A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. Valid driver's license (certified copy must be attached). Project Management; Technical

		design and analysis knowledge; research and development and computer-aided engineering applications; Technical report writing skills; Problem solving and Analysis; Decision making skills; Financial management skills; Communication skills; Computer skills; Planning and organising skills; People management skills.
<b><u>DUTIES</u></b>	:	Manage the Development of the Hydrological Monitoring Network; Manage the Hydrological Data Collection and Computing Services; Manage the Data Processing unit; Manage the Hydrological Database; Manage the Instrumentation and measuring equipment; Manage the Real time monitoring system; Manage the Hydrological Calibration Activities; Chairing of Data Processing meetings; Provide inputs into the budgeting process; Compile and submit reports when required; Continuous professional development to keep up with new technologies and procedures; Supervise and manage staff; Develop and maintain an effective training and capacity building programme for staff; Monitor workflow and collate progress reports; Assist in the administration of Departmental staff; Support to the Disaster Management forum and IWRM committee.
<b><u>ENQUIRIES</u></b>	:	Mr. B Pillay, Tel No: 031 336 2700
<b><u>POST 16/50</u></b>	:	<b><u>ASSISTANT DIRECTOR: CORPORATE COMMUNICATION REF NO: 040518/18</u></b> CD: Corporate Communications Dir: Communication Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 Pretoria A National Diploma or Bachelors Degree in Communication, Journalism, Public Relations, Media Studies. Three (3) to five (5) years working experience in the newsroom environment. Proficiency in at least three (3) official languages. Practical working experience in communication and media. Knowledge of communication principles, techniques and tools. Knowledge and practical working experience in writing, reviewing and proofreading. Knowledge and understanding of media management. Knowledge of Social Media trends. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Ability to work under pressure, travel nationally and meet deadlines. An understanding of and commitment to government objectives, policies and programmes. Working experience with Social Media
<b><u>DUTIES</u></b>	:	Develop and implement communication plans and strategies. Develop and implement media plans, organise media briefings and ensure media coverage. Develop media products. Disseminate knowledge relating to information on DWS mandate, policies and projects. Organise and implement publicity projects. Establish and maintain stakeholder relations with the media. Manage all Social Media platforms.
<b><u>ENQUIRIES</u></b>	:	Mr Andile Tshona Tel No: (012) 336 8632
<b><u>POST 16/51</u></b>	:	<b><u>ASSISTANT DIRECTOR: EVENTS AND REGIONAL COORDINATION (VIDEOGRAPHER) REF NO: 040518/19</u></b> CD: Corporate Communications, Dir: Communication Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 Pretoria A National Diploma or Bachelors Degree in Communication, Public Relations, Photography, Videography, Journalism or similar. Three (3) to six (6) years relevant experience in Communication. Experience as a Videographer and Photographer will be an added advantage. Knowledge and experience in events industry and management. Knowledge and experience in communication and media studies. Knowledge and experience of techniques and procedures for the planning and execution of event operations. Good understand of Programme and Project Management. Knowledge of Language Services management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and

- commitment to government objectives, policies and programmes. Willingness to travel extensively.
- DUTIES** : Plan and manage all aspects of events including financial management. Manage events for the Department. Ensure efficient and effective events to market the department. Liaise with National, Provincial and local government in terms of event management. Assist with coordination of Regional Office communication activities as well as provide, advise and support.
- ENQUIRIES** : Mr Motsamai Motlhalwa Tel No: (012) 336 7957
- POST 16/52** : **ENFORCEMENT OFFICER/REGULATORY INSPECTOR REF NO: 040518/20**  
Branch: Operational Integration Northern Cape
- SALARY** : R281 418 per annum (Level 8)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : A National Diploma or Degree in Public Administration or equivalent qualification in the field of Natural Science or Policing. Three (3) years experience in relevant field. Knowledge of the National Water Act, 1998, the Water Services Act, 1997, and related policies. Knowledge in water use investigation, inspections, sampling procedures, report writing and relevant legislation. Knowledge and understanding of natural resource management which is technical assessment of action plans.
- DUTIES** : To ensure compliance of the National Water Act through inspections, investigations, administrative (prepare and issue notices and directives), criminal and civil enforcement action. Prepare necessary information, reports and evidence for court applications.
- NOTE** : Persons with disabilities, African Females, Indian Females and Males are encouraged to apply.
- ENQUIRIES** : Mr G Van Dyk Tel No: (053) 830 8802
- POST 16/53** : **ENFORCEMENT OFFICERS/REGULATORY INSPECTOR REF NO: 040518/21**  
Branch: Operational Integration: KZN
- SALARY** : R281 418 per annum (Level 8)  
**CENTRE** : Durban  
**REQUIREMENTS** : A National Diploma or Degree in Public Administration or equivalent qualification in the field of Natural Science or Policing. Three (3) years experience in relevant field. Knowledge of the National Water Act, 1998, the Water Services Act, 1997, and related policies. Knowledge in water use investigation, inspections, sampling procedures, report writing and relevant legislation. Knowledge and understanding of natural resource management which is technical assessment of action plans.
- DUTIES** : To ensure compliance of the National Water Act through inspections, investigations, administrative (prepare and issue notices and directives), criminal and civil enforcement action. Prepare necessary information, reports and evidence for court applications.
- ENQUIRIES** : Ms A Masefield Tel No: (031) 336 2700
- POST 16/54** : **COMMUNITY DEVELOPMENT OFFICER: SANITATION REF NO: 040518/22**  
Branch: Operational Integration: KZN
- SALARY** : R281 418 per annum (Level 8)  
**CENTRE** : Durban  
**REQUIREMENTS** : A National Diploma or Degree in Human Sciences. Three (3) to five (5) years experience in the Water Sector Environment. A sound knowledge of the norms and standards of sanitation services, and other relevant legislation. 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. Experience in fieldwork. Willingness to travel extensively and work irregular hours. Flexibility. Initiative. Computer literacy and a valid driver's license are essential requirements.
- DUTIES** : Ensuring sustainable health and hygiene education delivery and health and hygiene education needs to be integrated as part of local health care programmes. Advocate communication of activities of the water sector through existing sector

partners. Ensure planning and implementation of health and hygiene education as part of water and sanitation projects. Develop and maintain conceptualise and visual publications. Develop integrated water sector monitoring and evaluation system and maintenance thereof. Develop policies and water sector frame work that will guide implementation of WSDP. Handle project management and conduct research on the recent technology that can be applied. Supervision of staff.

**ENQUIRES** : Ms B Msane Tel No: (031) 336 2700

**POST 16/55** : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A-C REF NO: 040518/23**  
Branch: Operational Integration: Northern Cape

**SALARY** : R274 440 per annum (OSD - Offer based on proven years of experience)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : A National Diploma in Mechanical Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with Engineering Council of South Africa (ECSA) as Engineering Technician (proof of registration must be attached) A valid driver's license (Certified copy attached). Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Problem solving and analysis. Decision making. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Change management.

**DUTIES** : Render technical services. Assist Engineers, Technologists and associates in field, workshop and technical office activities. 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. 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. 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. Supervise and control technical and related personnel and assets.

**ENQUIRIES** : Mr. K Kgarane, Tel No: 053 - 830 8800

**POST 16/56** : **ENVIRONMENTAL OFFICER GRADE A – C REF NO: 040518/24**  
Branch: Operational Integration: Western Cape

**SALARY** : R240 015 per annum (OSD - Offer based on proven years of experience)  
**CENTRE** : Bellville  
**REQUIREMENTS** : A National Diploma or Degree in Natural Sciences or Environmental. Programme and project management. Research and development skills. Knowledge and experience in Project and Programme Management. Understanding of Social and Economic development issues. Technical report writing. Professional judgment. Data analysis. Policy development and analysis. Presentation skills. Mentoring. Decision making. Team leadership. Financial Management. Analytical skills. Creativity. Communication. Problem solving and Analysis skills. Computer literacy. People management/Conflict management. Planning and organizing. Valid driver's License (certified copy).

**DUTIES** : Give input into the development of local policies. Ensure dissemination of legislative, technical and policy changes to relevant stakeholders. Interpret/advise stakeholders on policies, legislation, protocols, regulations and guidelines. Management and Regulation of municipal water and wastewater treatment. Assess and monitor wastewater systems for compliance with the Green Drop Regulatory standards. Assess and monitor drinking water systems for compliance with the Blue Drop Regulatory standards Advice Water Management Institutions on the development and implementation of Water/ Wastewater (W/WW) management action plans. Monitor implementation of W/WW action plans for municipalities. Monitor W/WW treatment works performance on the Integrated Regulatory Information System (IRIS) or Blue Drop (BD)/ Green Drop (GD)

system. Capacity building of staff and stakeholders. Disseminate information. Provide advice pertaining to water use authorisation requirements. Monitor operation and performance of facilities. Conduct research with the aim of advising local municipalities on sludge management. Compile monthly reports. Ensure that the promotion of environmental awareness is in order to maintain water quality policies, legislation, protocols, regulations and guidelines. See to the processing of small to medium environmental authorization applications for development and utilization of areas in terms of environmental legislation. Ensure responsible management of water quality within municipal boundaries. Co-ordinate the promotion of strategies for cleaner production technologies. Ensure enforcement of statutory obligations regarding water quality.

**ENQUIRIES** : Ms MS Enele Tel No: (021) 941 6076

**POST 16/57** : **PERSONAL ASSISTANT REF NO: 040518/25**  
CD: Auxiliary Services

**SALARY** : R226 611 per annum (Level 07)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years experience in secretarial duties in rendering a support service to senior management. Knowledge of administration procedures. Knowledge in secretarial duties. Computer literacy. Sound organizational skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Knowledge of dispute resolution process. Understanding of social and economic development issues. Basic financial management and knowledge of PFMA. Knowledge management. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Accountability and ethical conduct.

**DUTIES** : Provide a secretarial / receptionist service to the manager. Render administrative support services. Provide support to manager regarding meetings. Support manager with administration relating to the manager's budget. Advise management on good administrative practices. Provide feedback on identified administrative gaps. Supply statistics. Record keeping.

**ENQUIRIES** : Mr K Govender Tel No: (012) 336 7765

**POST 16/58** : **SECRETARY REF NO: 040518/26**  
Branch: Operational Integration: North West

**SALARY** : R152 862 per annum (Level 5)  
**CENTRE** : Mmabatho  
**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** : RM Mandavha Tel No: 018 3879500

**POST 16/59** : **SECRETARY REF NO: 040518/27**  
CD: Human Resource Management  
Directorate: Employee Performance Management

**SALARY** : R152 862 per annum (Level 5)  
**CENTRE** : 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 M Moagi Tel No: 012 336 7447

**POST 16/60** : **HUMAN RESOURCES OFFICER REF NO: 040518/28 (X4 POSTS)**  
CD: Human Resource Management  
Dir: Planning Recruitment & Selection

**SALARY** : R152 862 per annum (Level 5)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A National Senior Certificate. Twelve (12) months working experience will be an added advantage. Basic knowledge and insight of Human prescripts. Knowledge of registry duties, practices as well as ability to capture data, and operate

computer. Knowledge of the Public Service Act and Public Service Regulation. Working knowledge and understanding of legislative framework governing the Public Services. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis.

**DUTIES** : Receiving and sorting of applications, capturing of data in the system and processing of detailed schedules of applications. Establishing and developing a system database of applications received. From time to time assist with pre-screening, shortlisting and interviewing of candidates for the filling of posts within the department. Verification of qualifications (SAQA, Security Vetting etc). Preparing interview packs and ensuring schedules for interviews are accurately captured. Rendering human resource management support and advice.

**ENQUIRIES** : Ms T Bapela Tel No: 012 336 8980

**POST 16/61** : **SECURITY OFFICER REF NO: 040518/29 (X5 POSTS)**  
CD: Auxiliary Services

**SALARY** : R127 851 per annum (Level 04)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A National Senior certificate. Basic security officer's course and training. Knowledge of the access control procedures. Knowledge of measures for the movement of equipment and stores. Knowledge of prescribed security procedures (e.g MS, NSA, Protection of information Act. etc) and the authority of security officers under these documents. Experience and knowledge on the relevant emergency procedures. Ability to work under pressure and long hours. Report writing, Investigations and riot control skills. Effective communication skills. First aid and fire prevention competencies. Good searching and evacuation skills.

**DUTIES** : Perform access control functions. Ensure safety in the building and the premises. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorized. Ensure all incidents are recorded in the occurrence books / registers.

**ENQUIRIES** : Mr JV Mdluli, Tel No: 012-336 6886