

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **Limpopo Provincial 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: Ms L Van Wyk
Uitkeer / Port Elizabeth Mthatha (Operations Kei): Please forward your application, quoting the post reference number Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer. For Attention: Mr S Madyungu
Standerton Area Office,Grootdraai Pump Station: Please forward your applications quoting the relevant reference number to .The Department of Water and Sanitation, Private Bag X 2021, Standerton 2430 or hand deliver at Grootdraai Dam, Admin Building, Room 1. For Attention Ms PN Myeni
NWRI: Central Operation Pretoria /Tugela: Please forward your applications quoting the relevant reference number to Department of Water and Sanitation, Private Bag X 273, Pretoria, 0001 or Hand Deliver at Praetor Forum Building, 1st Floor Reception, 267 Lillian Ngoyi Street, Pretoria, 0001. For Attention: Mr KL Manganyi
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** : 18 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

- POST 18/63** : **CHIEF DIRECTOR: PROVINCIAL HEAD: LIMPOPO REF NO: 180518/01**
 (This is a re-advertisement and those who have previously applied are encouraged to re-apply).
- SALARY** : R1 127 334 per annum (All inclusive package) Level 14
- CENTRE** : Limpopo Provincial Office
- REQUIREMENTS** : A Degree in Natural Sciences or Environmental / Agricultural / Engineering /Economic Science or Hydrology (NQF 7). An NQF 8 qualification in Natural or Social Science / Scientific Environment / Financial Management or Equivalent will be an added advantage. Eight (8) to ten (10) years experience in Water and Sanitation and related environment of which five (5) years should be on a Senior Management level. Understanding of Water and Sanitation Engineering and river

systems (dams, rivers and pumps). Understanding of practical engineering principles. Knowledge of Project and Programme management. Knowledge of Human Resources Management. Knowledge of Industrial Relations. Understanding of Procurement. Knowledge of National Water Act and Water Services Act of 1998 and related legislation. Understanding of policy and strategy development.

DUTIES : Ensure that basic water and sanitation service delivery are met within the province. Manage sector collaboration and intergovernmental relations. Lead, direct and manage the Provincial Offices. Provision of support to the DDGs, DG, Deputy Minister and Minister. Manage Special Programmes and Institutional Development. Effective Human Resources Management.

ENQUIRIES : Mr C Greve Tel No: (012) 336 8402
APPLICATIONS : For purposes of response handling, please forward your applications for this post 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.

OTHER POSTS

POST 18/64 : **CHIEF ENGINEER (GRADE A AND B) REF NO: 180518/02 (X2 POSTS)**
Chief Directorate: Infrastructure Development (NWRI Head Office)

SALARY : R935 172 per annum (All inclusive OSD salary package)
CENTRE : Pretoria
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). Experience in Planning of Water Resources Management and Development Projects. Ability to relate with associated professional fields in a multi-disciplinary team. Additional studies or experience in Water Resources Engineering, Water Resource Systems Analysis, Water Quality, Project Management, Engineering Economics, Environment and Law are recommended. Experience in Water Resource Planning related aspects, such as Economic and Environmental impact. Assessments of projects, financing, institutional aspects, negotiation. High level communication skills (verbal and written). Conflict management. Dispute resolution and negotiation. Problem solving and analysis. Computer proficiency (Ms Word, Ms excel, MS Power Point, Ms Outlook). Understanding of Public Service Regulations. Must be able to work independently, self-motivate, responsible and reliable.

DUTIES : To manage and oversee all aspects of a project. Promote the implementation of a portfolio of mega-projects. Co-ordinate water users, institution and stakeholder input to decision-making on infrastructure projects. Projects manage the technical, environmental, contractual, risk, relationship and financial aspects of in-house development projects. Promote the DWS's interests in projects implemented by external bodies. Ensure sureties for funding through implementation and supply agreements. Ensure compliance with technical standards, legal requirements, timeframes and approved budgets during the implementation of water resource projects. Ensure the co-ordination and management of contracts with service providers for projects. Ensure the co-ordination of the commissioning of the infrastructure and takeover by the Operations Unit. Provide leadership and direction to the Directorate. Manage Human Resources and the budget of the directorate. Promote transformation. Promote a culture of innovation and performance.

ENQUIRIES : Mr S. Arumugam, Tel No: 012 - 336 7027

POST 18/65 : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 180518/03**

SALARY : R657 558 per annum (All-inclusive salary package), Level 11
CENTRE : Pretoria
REQUIREMENTS : A National Diploma or Degree in Human Resources or relevant. Three (3) to five (5) years supervisory experience in Human Resource Development. Knowledge and experience in HRD policy implementation and monitoring. Knowledge and

experience in Project and Programme Management. Knowledge and experience in Skills Development Planning. Knowledge and experience in PMDS and Adult Education and Training (AET). Knowledge and experience of Recognition of Improved Qualification (RIQ). Knowledge and experience in Workplace Skills Plans (WSP). Knowledge and experience in HRD principles. Policy implementation. Problem solving, analysis, people and diversity management. Client and customer focus. Good communication/interpersonal skills. Accountability and ethical conduct.

DUTIES : Manage the implementation of HRD strategy and plan. Co-ordinate the development of the Annual HRD implementation plan. The facilitation of the review of the HRD strategy. Development and implementation of workplace Skills Plans (WSP). To co-ordinate the establishment, training and effective functioning of Skills Development Committees (SDC). To ensure the implementation of Adult Basic Education and Training (ABET). Development and implementation of bursary scheme policy. To ensure the implementation of the Bursary Scheme.

ENQUIRIES : Ms. M Moagi, Tel No: (012) 336 7447

POST 18/66 : **DEPUTY DIRECTOR: BUDGET CONTROL: REF NO: 180518/04**

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

CENTRE : Pretoria

REQUIREMENTS : A National Diploma or Degree in a Financial related qualification. Appropriate experience in financial management with considerable experience of at least three (3) – five (5) years in a Management Accounting environment at junior management level i.e. Assistant Director level. Extensive knowledge of government budget process, financial systems (BAS, Persal and Logis) Computer Literacy such as MS Word, Excel, Power point. Highly familiar with governance regulations (PFMA and Treasury Regulations) Possess organisational, analytical, verbal and written, problem finding, communicating and time management skills, with attention to detail and high level of accuracy . Ability to develop strategic plans. The person/s should be able to work independently and in a team, under extreme pressure in a demanding environment .The candidate should possess the following qualities: resolve problems, have a sense of responsibility, initiative, creative, demonstrate good work ethics and service orientated towards Batho Pele principles.

DUTIES : Monitoring of expenditure to ensure alignment with approved budget and cash flow projections/expenditure control. Ensure compliance with PFMA and Treasury Regulations. Assist programme/budget managers in compiling and co-ordinating MTE, ENE Adjustment Estimates of National Expenditure, Unforeseeable and unavoidable expenditure, Rollover of funds. Prepare database of budget inputs acquired by the programme/budget managers in accordance with National Treasury prescriptions. Prepare a monthly expenditure reports to programme managers in terms of PFMA. Review, evaluate, comment on and identify incorrect transactions against relevant programme's detailed budget Verify availability of budget and allocations prior to procurement of goods and services. Prepare budget briefing presentations to programme managers. Resolve all budget related audit queries. Provide advice to programme/budget managers in respect of all budgeting related matters.

ENQUIRIES : Mr J Mogane, Tel No: 012 336 8541

POST 18/67 : **CHIEF DEVELOPMENT EXPERT REF NO: 180518/05**

SALARY : R417 552 per annum (Level 10)

CENTRE : Mmabatho

REQUIREMENTS : National Diploma or Degree in Social Sciences. Three (3) to (5) five years management experience in water sector environment. Knowledge and understanding on Human Resource Management, Legislation, policies, practices and procedures. Public Finance Management Act (PFMA) Knowledge of education and training quality assurance processes and procedures. Knowledge of equal opportunities and affirmative action guidelines and laws. Good understanding of administrative and clerical procedures and systems. Good interpretation of Departmental policies and procedures. Understanding of governmental financial

		systems. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of integrated water sector matters. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct.
<u>DUTIES</u>	:	Advocate communication of activities of water sector through existing sector partners. Develop and conceptualise 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. Management of Human Resources.
<u>ENQUIRIES</u>	:	L Bogopa Tel No: 018 387 9500
<u>POST 18/68</u>	:	<u>SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 180518/06 (X4 POSTS)</u> Directorate: Asset Management (WTE)
<u>SALARY</u>	:	R281 418 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Supply Chain Management / Logistics / Purchasing Management qualification. Three (3) to (5) five years experience in SCM administration environment. Knowledge and experience in procurement administrative procedures. Knowledge and understanding of financial legislation. Knowledge and experience of BAS, SAP and GAAP. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge and understanding of labour relations policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Knowledge management, problem solving and analysis. People and diversity management. Good client orientation and customer focus. Good communication skills. Accountability and ethical conduct.
<u>DUTIES</u>	:	Render demand and acquisition support. Provide effective provisioning of logistical support services. Administer the provision of tender services and contract management. Manage asset disposal. Administer the payment process for the goods and services acquired.
<u>ENQUIRIES</u>	:	Mr T Nevhutalu, Tel No: 012 336 8193
<u>POST 18/69</u>	:	<u>RISK PRACTITIONER REF NO: 180518/07 (X4 POSTS)</u> Risk Management
<u>SALARY</u>	:	R281 418 per annum, (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate 3 year degree/national diploma in the field of risk management or related areas (e.g. ICT, Finance, Auditing, etc.) or equivalent. Minimum of 2 years' experience in a risk management environment. Knowledge of risk management processes, strategies and techniques. Public Sector Risk Management Framework, ISO 31000 standard and COSO Framework. King III and or IV Report on Corporate Governance .Knowledge of Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Knowledge of risk management in the public sector. Project Management skills. Communication skills (written and verbal). Analytical skills. Computer literacy in MS Office, Excel, Outlook and Power Point. Organisational skills. Problem solving and Analysis. People and Diversity Management. Ability to work under pressure and the ability to work alone. Integrity, honesty, ethical behaviour, transparency and trustworthiness. Attention to detail. Customer focus.
<u>DUTIES</u>	:	Assist in the identifications and prioritising of risks. Conduct risk assessments. Assist in the compilation of risk mitigation plans. Assist in the collation of risk management information. Provide administrative support to the Strategic and Operational Risk Management (Risk Committee) committees.
<u>ENQUIRIES</u>	:	Mr GS Naidoo, Tel No: (012) 336 8759

<u>POST 18/70</u>	:	<u>PERSONAL ASSISTANT REF NO: 180518/08</u> CD: Supply Chain Management-WTE
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum (Level 07) Pretoria Grade 12 Certificate and Secretarial Diploma or equivalent qualification. Three (3) to (5) five years experience in secretarial or personal assistant duties in rendering a support service to senior management. Knowledge of administrative procedures. Practical knowledge in secretarial/ personal assistant duties. Computer literacy. Sound organisational skills. Good people skills. High level of reliability. Good communication skills (written and verbal). Ability to research, analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. 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 and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct.
<u>DUTIES</u>	:	Provide a secretarial or personal assistant service to the manager. Render administrative or clerical support services to the manager. Provide support to manager regarding meetings. Support manager with administration of the manager's budget. Studies the relevant Public Services and departmental prescripts or policies and other documents. Ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms GV Mkhabela: Tel No: 012 336 8880
<u>POST 18/71</u>	:	<u>SUPPLY CHAIN PRACTITIONER REF NO: 180518/09 (4 POSTS)</u> Directorate: Finance WTE
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum (Level 07) Pretoria Degree or National Diploma in Supply Chain Management/Finance/Purchasing/logistics Management. One (1) year to two (2) years experience in Supply Chain Management. Knowledge of procurement administrative procedures. Knowledge of financial legislation. Knowledge of BAS. Knowledge of SAP. Knowledge of GAAP. Disiplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of social and Economic development issues. Basic Financial Management and knowledge of PFMA. Knowledge Management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication skills (written and verbal). Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Compile a procurement / demand plan. Administer goods receipts and goods issues. Provide logistical support services. Conduct inventory checks. Provide tender administration services. The provision of assets management.
<u>ENQUIRIES</u>	:	Mr TM Nevhutalu, Tel No: 012 336 8193
<u>POST 18/72</u>	:	<u>ACCOUNTING CLERK REF NO: 180518/10</u> Directorate: Financial Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862 per annum, (Level 05) Pretoria A grade 12 certificate or equivalent qualification. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service Financial Legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge management. Problem solving and analysis. People solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Receive invoices. Perform salary administration support services. Perform Bookkeeping support services.

ENQUIRIES : Mr ME Lidzade, Tel No: 012 336 7327

POST 18/73 : **SENIOR HUMAN RESOURCE OFFICER REF NO: 180518/11**
Branch: NWRI Central Operation

SALARY CENTRE REQUIREMENTS : R152 862 per annum (Level 05)
: Central Operation Pretoria
: Grade 12 certificate or equivalent. Knowledge and experience of human resource functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of registry duties, practices as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Working knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of work procedures in terms of working environment. Flexibility. Team work. Basic knowledge of problem solving and Analysis.

DUTIES : Implement human resource administration practices. Address human resource administration. Provide HR registry services.

ENQUIRIES : Mr M Nzama, Tel No: 012 741 7340

POST 18/74 : **ADMINISTRATION CLERK REF NO: 180518/12**

SALARY CENTRE REQUIREMENTS : R152 862 per annum (Level 05)
: Pretoria
: A Grade 12 certificate or equivalent. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (SAP). Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of working procedures in terms of the working environment. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Training on SAP will be added advantage.

DUTIES : Packing and Unpacking of stock in the warehouse. Physical receipt and issuing of stock items, Updating Bin Cards, Safe keeping of Stock, Conduct regular spot checks in the store. Keep proper filing of records, Handle enquiries. Will be required from time to time to perform adhoc duties (e g processing of key accounts receipts on SAP for payments).

ENQUIRIES : Mr S Cakwe: Tel No: (012 336 6827)

POST 18/75 : **ADMINISTRATION CLERK REF NO: 180518/13**
Branch: NWRI Southern Operation

SALARY CENTRE REQUIREMENTS : R152 862 per annum (Level 05)
: Port Elizabeth
: A Grade 12 certificate or equivalent. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of working procedures in terms of the working environment. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct.

DUTIES : Provides a secretarial receptionist support service to the manager. Provide a clerical support service to the manager. 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 manager.

ENQUIRIES : Ms Goboza: Tel No: 041 508 9701

POST 18/76 : **DRIVER/MESSENGER REF NO: 180518/14**

SALARY : R127 851 per annum (Level 04)
CENTRE : Pretoria
REQUIREMENTS : A grade 12. A valid Driver License (Certified copy must be attached). One (1) to three (3) years experience in drive/messenger services. Sound knowledge in messenger services. Knowledge of organisational policies procedures and structures. Basic knowledge of government regulations, practice notes, circulars and policy frameworks. Knowledge of process flow and tracing retrieving files. Knowledge of internal sorting and distribution matrix. Practical knowledge of organisations record keeping practices/system. Client orientation and be customer focus. Excellent communication skills. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes.

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 and documents to various locations. Check and record outgoing files. Place correspondence on the files.

ENQUIRIES : Mr I Govender Tel No: 012 336 7683

POST 18/77 : **GENERAL WORKER (STORES ASSISTANT) REF NO: 180518/15**
NWRI: Central Operations

SALARY : R90 234 per annum (Level 02)
CENTRE : Standerton
REQUIREMENTS : ABET. Knowledge of store equipment and appliances. Knowledge of receiving and issuing materials. Knowledge of tracking order of status. Knowledge of updating stores procedures. Knowledge of chemical use (dilutions / mix) chemical product knowledge. Knowledge of daily maintenance procedures for efficient machine/equipment performance. Basic knowledge in supporting water utilisation and water resource strategy. Knowledge of health and safety procedures. Knowledge of stores maintenance and issuing practices. Basic understanding of Government legislation.

DUTIES : Ensure that stock and material are received and issued in the stores. Received and distribute non stores goods to correct components or officials. Ensure that stocks control and economic levels are maintained. Arrange logistics of materials to sites which are purchased by various components. Updating of materials on the stock collating material requisition.

ENQUIRIES : MS PN Myeni, Tel No: 017 712 9400

POST 18/78 : **GENERAL WORKER REF NO: 180518/16**
Branch: Central Operations
Directorate: Rietfontein Pump Station

SALARY : R90 234 per annum (Level 02)
CENTRE : Standerton
REQUIREMENTS : ABET Certificate will be considered for appointment. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of pruning and trimming process and techniques. Basic knowledge of chemicals use (dilution/mix) chemical product knowledge. Basic knowledge of daily maintenance procedures for efficient machine/equipment performance. Basic knowledge in supporting water utilisation and water resource strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance and planting practices. Basic understanding of Government legislation.

DUTIES : Perform general assistant work. Load and off load furniture, equipments and any other goods to relevant destination. Clean government vehicle. Clean relevant workstation.

ENQUIRIES : Ms DJ Mbokazi, Tel No: 017 712 9340

POST 18/79 : **CLEANER REF NO: 180518/17**
Branch: NWRI Central Operation
Directorate: Slang River-Zaaihoek Pump Station

SALARY : R90 234 per annum (Level 02)
CENTRE : Standerton
REQUIREMENTS : ABET Certificate. No experience required. Knowledge of cleaning principles. Knowledge of chemicals use (dilution/mix). Knowledge of cleaning equipment used. Knowledge of health and safety requirements. Knowledge of basic records keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly.

DUTIES : Cleans above the floor surfaces according to surfaces type and best cleaning practice. Cleans hard and resilient floors according to the surface type and best cleaning practice. Cleans textile surfaces according to the surface type and best cleaning practices. Cleaning ablution facilities toilets, urinals, baths, showers and basin, fixtures and fittings according to surface type and best cleaning practices. Cleans Kitchens, kitchens items and surface systematically in accordance with the surface type, cleaning specification, worksite procedures and basic cleaning principles. Cleans building surrounds systematically in accordance with the area, surface type, cleaning specification, worksite procedures and basic cleaning principles.

ENQUIRIES : DJ Mbokazi, Tel No: 017 712 9340

POST 18/80 : **GENERAL WORKER REF NO: 180518/18**
Branch: NWRI: Southern Operation
Sub-Directorate: Operations KEI

SALARY : R90 234 per annum (Level 02)
CENTRE : Mthatha (Operations Kei)
REQUIREMENTS : ABET Certificate. One (1) to Two (2) years' experience will be an added advantage. In performing manual work will be an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of the pruning and trimming process and techniques. Basic knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge of daily maintenance procedures for efficient machine/equipment performance. Basic knowledge in supporting water utilization and water resource strategy. Knowledge of Health and Safety procedures. Basic knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Communication skills and ability to work in a team. Must be punctual, productive and loyal. Must be able to work away from the office for long periods and stay at camp sites near a place of work. Must be able to work in or near rivers and dams.

DUTIES : Clean and maintain grounds and repair tools and structures such as buildings, fences and benches using hand and power tools. Mix spray or spread fertilizers, herbicides or insecticides onto grass, shrubs and tree using hand automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other ground features. Maintain existing grounds/ gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, grounds and clean buildings by sweeping, washing floors and cleaning windows.

ENQUIRIES : Mr Boyce, Tel No: 047 532 8009

POST 18/81 : **GENERAL WORKER REF NO: 180518/19**
Branch NWRI Southern Operation

SALARY : R90 234 per annum (Level 02)
CENTRE : Uitkeer (Lower Fish/Sundays)
REQUIREMENTS : ABET qualifications. One (1) to Two (2) years experience in performing manual work will be added advantage. Knowledge of lawn care process. Knowledge of the pruning and trimming process and techniques. Knowledge of chemical use (dilution / mix) chemical product knowledge. Understanding of daily maintenance procedures for efficient machine / equipment performance. Basic knowledge in

- supporting water utilisation and water resource strategy. Basic knowledge of health and safety procedures. Good understanding of garden maintenance and planting practices. Basic understanding of government legislation.
- DUTIES** : Clean and maintain grounds and repair tools and structures such buildings, fences and benches using hand and power tools. Mix spray or spread fertiliser, herbicides or insecticides onto grass, shrubs and trees using hand or atomic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other grounds features. Maintain existing grounds / gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, grounds, clean buildings by sweeping, washing floors and cleaning windows.
- ENQUIRIES** : Mr Eksteen: Tel No: (042 243 6137)
- POST 18/82** : **GENERAL WORKER REF NO: 180518/20**
Directorate: Southern Operations
- SALARY** : R90 234 per annum (Level 02)
CENTRE : Mthatha (Operations: Mzimvubu)
REQUIREMENTS : ABET qualifications. One (1) to Two (2) years experience in performing manual work will be added advantage. Knowledge of general work in handling equipments and appliances. Knowledge of working on various general work including lawn care process. Knowledge of the pruning and trimming process and techniques. Basic knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge daily maintenance procedures for efficient machine/equipment performance. Basic in supporting water utilisation and water resources strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Communication skills and ability to work in a team. Must be punctual, productive and loyal. Must be able to work away from the office for long periods and stay at camp sites near place to work. Must be able to work in or near river and dams.
- DUTIES** : Clean and maintain grounds and repair tools and structures such as building, fences and benches using hand and power tools. Mix spray or spread fertilizer using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, fountains planters and other ground features. Maintain existing grounds/gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, grounds and clean buildings by sweeping, washing floor and cleaning windows.
- ENQUIRIES** : Mr J Viljoen, Tel No: 041 508 9703
- POST 18/83** : **GENERAL WORKER REF NO: 180518/21 (X2 POSTS)**
Directorate: Southern Operations
- SALARY** : R90 234 per annum (Level 02)
CENTRE : Uitkeer (Civil Maintenance)
REQUIREMENTS : ABET qualification. One (1) to Two (2) years experience in performing manual work will be added advantage. Knowledge of general work in handling equipments and appliances. Knowledge of working on various general work including lawn care process. Knowledge of the pruning and trimming process and techniques. Basic knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge daily maintenance procedures for efficient machine/equipment performance. Basic in supporting water utilisation and water resources strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Communication skills and ability to work in a team. Must be punctual, productive and loyal. Must be able to work away from the office for long periods and stay at camp sites near place to work. Must be able to work in or near rivers and dams.
- DUTIES** : Clean and maintain grounds and repair tools and structures such as building, fences and benches using hand and power tools. Mix spray or spread fertilizer using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, fountains planters and other ground features.

ENQUIRIES

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Maintain existing grounds/gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, grounds and clean buildings by sweeping, washing floor and cleaning windows.
Mr AS. Hattingh, Tel No: 042 243 1172