

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

- Pretoria Head Office:** Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms L Van Wyk
- 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 PS Nevhorwa
- 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)
- 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
- Tugela Pump Station / Grootdraai Pump Station (Standerton):** Please forward your application, quoting the post reference number to the Area Manager, Department of Water and Sanitation, Private Bag X 2021, Standerton, 2430. For attention: Ms PN Myeni
- Usutu River (Heyshope Dam):** Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 1004, Amsterdam 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource Office. For attention: Ms KE Thomo
- Mbombela:** 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 Prrom Building, Corner of Brown and Paul Kruger Streets, Mbombela. For attention: Mr MJ Nzima
- 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
NOTE

- : 08 June 2018 Time: 16H00
- : 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. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within three (3) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

MANAGEMENT ECHELON

POST 21/40 : **CHIEF DIRECTOR: STRATEGIC ASSET MANAGEMENT REF NO: 080618/01**

Branch: NWRI

CD: Strategic Assets Management

SALARY : R1 127 334 per annum (All inclusive package) (Level 14)

CENTRE : Pretoria

REQUIREMENTS : B Degree or NQF level 7 qualification in Engineering. Five (5) to Ten (10) years senior management experience in the water sector engineering environment (Mechanical / Electrical / Civil engineering / Public Infrastructure Maintenance Programme). Dam safety legislation. Five (5) years of experience at a senior managerial level. Experience in practical engineering principles. Experience in Programme and Project Management. Financial management. Knowledge Management. Service delivery innovation. (SDI) Knowledge of relevant acts and legislation related to Water and Sanitation. Treasury regulations. Knowledge of operations of large infrastructure such as Waste/Water Treatment Works, pump stations, pipeline, canals and dams. Strategic Capability and Leadership. Change Management. Problem solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication, Accountability and Ethical Conduct.

DUTIES : The provisioning of strategic direction in the management of infrastructure assets. The provision of engineering support. The safety surveillance of civil, mechanical, electrical infrastructure. The management of dam safety rehabilitation. The management of conveyance systems rehabilitation. The provision of business planning and general management for the Chief Directorate.

ENQUIRIES : Ms Z Makhathini, Tel No: (012) 336 7305

POST 21/41 : **DIRECTOR: REGULATION REF NO: 080618/02**
DIV: Operational Integration KZN, Water Regulation and Use

SALARY : R984 174 (All inclusive package) (Level 13)

CENTRE : Durban

REQUIREMENTS : A Bachelor Degree in Science or equivalent (NQF 7). Five (5) to ten (10) years experience in water and/or environmental sector of which five (5) years of experience should be at a middle/senior management level. Programme and Project Management. Knowledge of Water Quality Management. Knowledge of Monitoring of Water Quality and Quantity. Knowledge and experience in Water Compliance and Enforcement Management. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Public Service Act and Regulations. Financial management and knowledge of PFMA. Strategic Capability and Leadership. Financial Management. Change Management. Service Delivery Innovation (SDI). Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct.

DUTIES : Provide Strategic leadership in the Directorate: Water Sector Regulation and Use (incl. improved human resource management and financial management in the Directorate). Ensure Universal access to safe and affordable water services (Regulate all water users). Ensuring Sustainable and Equitable Water Resource Management (Improved Water Resource Quality Management including promotion of intergovernmental relations and stakeholder participation). Ensures effective implementation of policies and strategies for the Section functions. Ensures compliance and enforcement. Ensures promotion of inter-governmental relations. Regulates Water Management Institutions.

ENQUIRIES : Mr ACC Starkey Tel No: (031) 336 2700

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 21/42 : **DEPUTY DIRECTOR: CAPACITY BUILDING (NORTH WEST) REF NO: 080618/03**

Branch: Operational Integration, Water Sector Support

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

REQUIREMENTS : A National Diploma or Bachelor Degree in Human Sciences. Three (3) to (5) five years experience on Junior Management level. Exposure to Strategic and operational plan, Policy implementation and monitoring and evaluation principles. Knowledge of research procedures and techniques. Disciplinary knowledge in political science and policy. Disciplinary knowledge in public administration. Knowledge and understanding of design principles, techniques and tools. Writing skills and reviewing of correspondence. Good interpretation of government legislation.

DUTIES : The facilitation of the department and implementation of policies on water services delivery programmes. The development, co-ordination and align Water Services training and capacity building at Water Services Authorities and other Water Services Institutions. The fostering of relationships with civil society and the private sector. The creation of democratic water governance that is transparent, inclusive, coherent and equitable.

ENQUIRIES : Ms EL Bogopa, Tel No: 018 387 9500

POST 21/43 : **SCIENTIST PRODUCTION GRADE A-C REF NO: 080618/04**

Branch Planning and Information

SD: Streamflow Hydraulics

SALARY CENTRE : R549 639 per annum (all inclusive OSD salary package)
: Pretoria

REQUIREMENTS : A BSc Honours degree or equivalent qualification. Compulsory registration with SACNASP as a Professional Scientist (Proof must be attached). Three (3) years post qualification experience in hydrological and/or river hydraulics modelling. A valid driver's licence. Service certificate if not employed by DWS Experience in usage of hydrological and hydraulic models used in South Africa. Knowledge of flood analysis. Basic understanding of meteorology and weather forecasts. Willingness to take part in extensive in-service training programmes; Willingness to travel extensively, do field work and work irregular hours; Strong communication skills; Technical report writing skills.

DUTIES : Configure and run hydrological and hydraulic flow routing models for flood monitoring and forecasting Issue flood warnings and provide technical input on floods in disaster management forums. Liaise with Dam Operators on operation of dams for flood control. Support DWA Provincial Offices on flood monitoring by assessing the performance and facilitating the maintenance of flood monitoring gauging stations and near real-time telemetry systems. To provide flood warning service to downstream riparian neighbouring states sharing the major river systems with South Africa. Develop, implement and maintain rapid flood management information dissemination and early warning systems Write technical reports and regular flood status update reports during floods. Train co-workers on the operation of real-time data flow data transmission, flood management and early warning systems. Research and development in the field of flood management.

ENQUIRIES : Mr Zacharia Maswuma Tel No: (012) 336-8784

POST 21/44 : **CONTROL ENVIRONMENTAL OFFICER (GRADE A) REF NO: 080618/05**

Operational Integration Mpumalanga

SD: Resource Protection

SALARY : R439 917 per annum (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Mbombela
	:	A four-year degree or equivalent qualification in Natural Science and/or Environmental Science. Six years post-qualification experience. Knowledge of the National Water Act, 1998 (Act 36 of 1998) and all water-related and relevant Environmental Management legislation and policies. Sound knowledge of all aspects and processes related to Resource Directed Measures and Integrated Water Resource Management. Experience in River Health Monitoring and indices. Knowledge and understanding of the tools developed for Reserve determination. Proven ability and experience to write and interpret technical and scientific reports and documents. Management and negotiation skills. Ability to work productively in an environment consisting of multi-disciplinary internal and external Department of Water and Sanitation staff and stakeholders. Computer literacy A valid driver's licence (certified copy must be attached). Good communication (verbal and written), presentation and report writing skills. Able to provide technical and scientific support to other DWS functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups.
<u>DUTIES</u>	:	Implementation of the National Water Act, 1998 with focus on Resource Directed Measures (RDM). The implementation of the Reserve. Implementation and co-ordination of the Adopt-a-River Initiative (ARI) River Health Monitoring, conduct low confidence reserves, including running hydrological and other relevant models where necessary. Organize field trips and assist with the preparation of the required supportive technical information as well as the writing of technical and other reports Liaise with the National office on ARI, reserve determination and implementation, River Health Programmes and other programmes Liaise with internal and external stakeholders regarding RDM initiatives, especially ARI Integrate reserve determinations with other DWS functions within the Regional Office such as licence applications and provide general technical and scientific support Develop ToRs and manage PSPs Participate in capacity building programmes and mentorship programmes for junior staff Prepare monthly and quarterly reports. Manage and ensure effective financial planning for water resource management.
<u>ENQUIRIES</u>	:	Mr S Kheva, Tel No: 013- 759 7313
<u>POST 21/45</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 080618/07</u> Branch: Operational Integration Gauteng CD: Provincial Operations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 (Level 09)
	:	Gauteng
	:	National Diploma or Degree in Public Management/Business Management or Project Management. Three (3) to five (5) years management experience in monitoring and evaluation. Exposure in project management is highly recommended. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge and experience of developing tools of monitoring and evaluation. Experience in the development of procedures for data collection. Knowledge and experience of compiling reports. Exposure to departmental policies and procedures. Understanding of Governmental financial systems. Understanding of the Framework for managing performance information. Ability to work under pressure to meet deadlines. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication, accountability and ethical conduct. Valid driver's license is essential (Attach certified copy).
<u>DUTIES</u>	:	Active involvement in the development of Business Plans, demand and risk management plan. Collate and coordinate monthly and quarterly progress reporting. Assist in the development of monitoring and evaluation tools. Develop and implement and organisational performance. Monitoring and evaluation systems aligned to policies, strategies, guidelines, directives and

procedures. Assist in the design of an impact evaluation plan. Conduct sport checks on progress of projects on a regular basis. Compile monitoring and evaluation reports. Conduct research to contribute to continuous improvement of organisational planning process of the Department. Analyse legislative prescripts policy documents and reports.

ENQUIRIES : Mr P.S. Nevhorwa, Tel No: 012 392 1324

POST 21/46 : **INFORMATION TECHNOLOGY TECHNICIAN REF NO: 080618/08 (X2 POSTS)**

Branch: Operational Integration KZN
DIV: Information Technology

SALARY : R334 545 per annum (Level 09)

CENTRE : Durban

REQUIREMENTS : A National Diploma or Degree in Information Technology. Three (3) years appropriate experience in IT. Certification in the following will be an added advantage: Certified Microsoft Engineer, Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE). A+ and Network+ certification is required. Knowledge of Windows 7; Windows 8; Window 10; MS Office 2010, 2013 and Office 365; Symantec Anti-virus; Microsoft MS; Transversal systems (Persal, BAS and LOGIS) and ITIL will serve as an advantage. Applicants must have a valid driver's license (Certified copy must be attached) and be willing to travel to various remote sites and offices. Competences: An in-depth knowledge of client server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word, Excel and PowerPoint). Ability to work under pressure. Good communication skills (verbal and written). Exposure to different business application platforms.

DUTIES : Manage calls logged on the call management systems. Provision of end-user support with regards to hardware, software and network connectivity. Ensure that all IT policies, norms and standards are enforced. Perform quality control for the Local Area Network (LAN). Perform installation, maintenance and upgrading of computer hardware as second fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up-to-date. Initiate and co-ordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine back-up for all the available servers. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary as well as assist the Deputy Director: Regional Information Systems Support with all IT related tasks.

ENQUIRIES : Mr P Buthelezi, Tel No: 031 336 2700

POST 21/47 : **INFORMATION TECHNOLOGY TECHNICIAN REF NO: 080618/09**

Branch: Operational Integration Northern Cape
DIV: Information Technology

SALARY : R334 545 per annum (Level 09)

CENTRE : Kimberley

REQUIREMENTS : A National Diploma or Degree in Information Technology. Three (3) years appropriate experience in IT. Certification in the following will be advantageous: Certificated Microsoft Engineer, Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE). A+ and Network+ certification is required. Knowledge of Windows 7; Windows 8; Windows 10; MS Office 2010, 2013 and Office 365; Symantec Anti-virus; Microsoft SMS; Transversal systems (Persal; BAS; and LOGIS) and ITIL will serve as an advantage. Applicants must have a valid driver's licence (Certified copy must be attached) and be willing to travel to various remote sites and offices. Competencies: An in-depth knowledge of client-server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word; Excel and Power Point).

		Ability to work under pressure. Good communication skills (verbal and written) Exposure to different business application platforms.
<u>DUTIES</u>	:	Manage calls logged on the call management system. Provision of end-user support with regards to hardware; software and network connectivity. Ensure that all IT policies, norms and standards are enforced. Perform quality control for the Local Area Network (LAN). Perform installations; maintenance and upgrading of computer hardware and second-line fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up-to-date. Initiate and co-ordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine back-up for all the available servers. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary as well as assist the Deputy Director: Regional Information Services Support with all IT related tasks.
<u>ENQUIRIES</u>	:	Mrs F Adamson Tel No: 053 830 8891
<u>POST 21/48</u>	:	<u>SENIOR ADMINISTRATION OFFICER: TRANSPORT (GAUTENG) REF NO: 080618/10</u> Branch: Operational Integration Gauteng DIV Transport
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 (Level 08) Gauteng A National Diploma or Degree in Public Administration or Social Sciences. Three (3) - five (5) years experience in transport administration. A valid driver's license (a certified copy must be attached). Computer literacy skills. Knowledge and experience of administrative procedures. Knowledge and understanding of the Road Traffic Act 93 of 1996 and the National Road Traffic Regulations of 2000. Knowledge of labour law, labour relations policies and dispute resolution processes, financial legislation. Problem solving and analytical skills. People and Diversity Management skills. Client orientation and Customer focus. Good interpersonal and communication skills and Supervisory skills. Ability to work independently and within predetermined time frames. Accountability and Ethical conduct.
<u>DUTIES</u>	:	Implement administrative procedures for the component. Analyze business plan of the component. Analyze procurement trends. Engage supplier regarding purchased materials. Control and manage the transport division. Supervise the following day-to-day administrative functions; processing of subsidized log sheets, management of leased fleet and departmental fleet management. Ensure that correct procedures are followed on issuing of vehicles. Ensure that the requested items are received and the services are rendered as requested. Implement policies. Develop action plan for the section. Supervise human resources. Check if the information is captured correctly on the system. Prepare itinerary documents for vehicles. Ensure vehicle inspection before issuing. Authorize payments. Capture logbooks on the system accordingly. Develop implementation plan. Ensure that financial procedures are observed in the section. Compile and present monthly reports to Managers. Assist with the compilation of the budget. Ensure that Subsistence and Travel advances and oversees travelling claim expenses are checked. Do early warning systems. Advise management on good administrative practices. Provide feedback on identified administrative gaps.
<u>ENQUIRIES</u>	:	Mr PS Nevhorwa, Tel No: 012 392 1324
<u>POST 21/49</u>	:	<u>PERSONAL ASSISTANT REF NO: 080618/11</u> Branch: Operational Integration Gauteng CD: Provincial Operations
<u>SALARY CENTRE</u>	:	R226 611 per annum (Level 07) Gauteng

- REQUIREMENTS** : Secretarial Diploma/certificate or equivalent qualification. Three (3) to five (5) years experience in secretarial duties in rendering a support service to senior management. Knowledge and experience of administration procedures. Excellent computer literacy skills. Sound organizational skills. Good people skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Basic financial management and knowledge of PFMA. Knowledge management. Problem solving and analytical skills. People management and empowerment. Excellent client orientation and customer focus. Excellent communication skills (verbal and written). Good accountability and ethical conduct.
- DUTIES** : Provide secretarial or personal assistant service to the manager. Render administrative or secretariat support services to the manager. Provide support to manager regarding meetings or managing the Director's diary. Support manager with administration of the manager's budget. Acquaintance with the relevant Public Services and departmental prescripts or policies and other documents.
- ENQUIRIES** : Mr PS Nevhorwa, Tel No: 012 392 1324
- POST 21/50** : **PRINCIPAL WATER PLANT SUPERINTENDENT REF NO: 080618/12**
Branch: NWRI Central Operations
- SALARY CENTRE REQUIREMENTS** : R226 611 per annum, (Level 07)
: Tugela Pump Station, Standerton
: Grade 12. Two (2) to Three (3) years related experience. Experience in the supervision of staff. Knowledge in controlling and managing the water distribution for all Government Waterworks within the Area Office of Jurisdiction. Policy implementation. Monitoring and evaluation principles. Knowledge in managing human resources. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in Public administration. Knowledge in supporting water utilisation and water resource strategy. Knowledge of flood controlling. Understanding of Government legislation.
- DUTIES** : Operate pumps and equipment in the pump stations. Check faults report daily and have repaired daily. Determine stock levels required for operational purposes. Safeguard hazardous chemicals. Check laboratory results and do adjustments when necessary. The inspection of associated pipelines.
- ENQUIRIES** : Mr DJ Mbokazi, Tel No: 017 712 9340
- POST 21/51** : **SENIOR WATER PLANT SUPERINTENDENT REF NO: 080618/13**
Branch: NWRI Central Operations
- SALARY CENTRE REQUIREMENTS** : R183 558 per annum (Level 06)
: Grootdraai Pump Station
: Grade 12 and Certificate in Water Plant treatment. Two (2) to three (3) years relevant experience. Knowledge in controlling and managing the water for all Government Waterworks within the Area Office's jurisdiction. Policy implementation. Monitoring and evaluation principles. Knowledge in managing human resources. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in Public administration. Knowledge in supporting water utilisation and water resource strategy. Knowledge of flood controlling. Understanding of Government legislation.
- DUTIES** : Operate pumps and equipment in the pump stations. Report faults in the working environment. Comply with OHS Act requirements in the working environments. Compile shift rosters for officials working on the readings. Monitor, analyse and record all relevant readings. Evaluate work performance of human resources and provide the job training.
- ENQUIRIES** : Mr DJ Mbokazi, Tel No: 017 712 9340

POST 21/52 : **GENERAL WORKER II REF NO: 080618/14 (X 5POSTS)**
Branch: NWRI Central Operations

SALARY : R90 234 per annum (Level 02)
CENTRE : Usutu River (Heyshope Dam)
REQUIREMENTS : ABET or equivalent qualifications. Ability to work under supervision and in a team. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general works including lawn care processes. Knowledge of the pruning and trimming processes and techniques. Basic knowledge of chemical use (Dilution/Mix) chemical product knowledge. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance and planting practices.

DUTIES : Load and off load of equipments and any other goods to relevant destination. Fencing and weed control, Garden maintenance, Painting .Spraying with round up. Cleaning of dam premises and canals. Housekeeping at the pump station. Adhere to OHS Act Extinguish veld fires. Digging of trenches. Clean government vehicles

ENQUIRIES : Mr MD Cholo Tel No: (017) 846 6000