

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
- Gauteng Regional Office:** 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, Pretoria. For attention: Mr PS Nevhorwa
- Cradock, Mthatha, King William's Town:** Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X7485, King William's Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William's Town. For attention: Ms T Solwandle
- 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)
- Port Elizabeth:** Please forward your application, quoting the post reference number to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer. For Attention: Mr S Madyungu
- Kimberly:** Please forward your application, quoting the post reference number to the Chief Director, Department of Water and Sanitation, Private Bag X 6101, Kimberley 8300 or hand deliver to 28 Central Road, Beaconsfield, Kimberley, 8301, For Attention: Ms. Winnie Malope

CLOSING DATE
NOTE

- : 15 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 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. The Department reserves the right not to make an appointment.
- ERRATUM:** Kindly note that the following posts advertised on vacancy circular 21 dated 25 May 2018, the requirements and duties has been amended and the closing dated has been extended to the 15 June 2018.; the requirements and duties read as follows: **DIRECTOR: REGULATION REF NO: 080618/02:** 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 as well as Water Sector Regulation. Knowledge and experience in Water Compliance and Enforcement Management. Knowledge of business and management principles. Knowledge of Strategic

Planning, Resource Allocation Human Resources, the Public Service Act and Regulations, National Water Act and Water Services Act. Knowledge of Financial Management and Public Finance Management Act. Strategic Capability and Leadership. Change Management. Service Delivery Innovation (SDI). Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills, 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. Ensure effective implementation of policies and strategies for the Section functions. Ensure compliance and enforcement. Ensure promotion of inter-governmental relations. Regulates Water Management Institutions. **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 080618/07:** REQUIREMENTS: National Diploma or Degree in Public Management/Business Management or Project Management. Three (3) to five (5) years management experience in monitoring and evaluation. Experience on supervisory level. Exposure in project management is highly recommended. Knowledge and understanding of 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). DUTIES: Report to the Deputy Director: Strategic Support and M&E. Ensure the integration of all the existing monitoring and evaluation systems within the Department. Coordinate planning, monitoring and evaluation of Departmental programmes and align them with Government wide programme of action. Manage and coordinate reporting instruments and tools on monitoring and evaluation. Establish early warning systems on reporting performance of the Department. Develop the Provincial Business Plan and Support Components on the development of their Business Plans. Co-ordinate and consolidate the performance information report on monthly, quarterly and Annual basis Verification of Portfolio of Evidence (PoE) for the progress reports submitted. Conduct project site spot checks to verify progress reported and attend project performance evaluation sessions. Assist in the provision of information and coordinate responses to Ministerial, Parliamentary Questions and National Council of Provinces (NCOP) reports. **PRINCIPAL WATER PLANT SUPERINTENDENT REF NO: 080618/12:** REQUIREMENTS: A Grade 12 certificate and certificate in Water Plant Treatment. Three (3) to four (4) 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. A valid driver's license. Pump Station certificate. Water and Waste Water Treatment certificate. Computer Literate. DUTIES: Ensuring safe operation of pump station meeting daily supply targets. Daily reporting of pump station performance to management. Chairing of pump station daily meetings. Equipment inspection and reporting defects to maintenance team for correction. Represent specific pump station to area office meetings. Compile shift rosters for officials. Evaluate work performance of human resource and assist in the development of employees. Implementation of Performance Management and Development System. 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. **SENIOR WATER PLANT SUPERINTENDENT REF NO: 080618/13**: REQUIREMENTS: A Grade 12 Certificate. One (1) to two (2) years relevant experience. A certificate in Water Plant Treatment will be advantageous. 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. Computer Literate. A Valid driver's license (Certified copy must be attached). DUTIES: Operate pumps and equipment in the pump stations. Report faults in the working environment. Comply with OHS Act requirements in the working environments. Recovery of logbooks. Reporting equipment defects to maintenance and management. Inspection of pipelines as per operation and maintenance strategies. Perform stand-by and overtime duties. Record and report dam levels. Compile shift roster for officials working on the readings. Monitor, analyse and record all relevant readings. Evaluate work performance of human resources and provide the job training.

MANAGEMENT ECHELON

POST 22/65 : **CHIEF DIRECTOR: REGIONAL BULK INFRASTRUCTURE PROGRAMME REF NO: 150618/01**
Branch: National Water Resource Infrastructure

SALARY : R1 127 334 per annum (All inclusive salary package), (Level 14)
CENTRE : Pretoria

REQUIREMENTS : B Degree (NQF level 7) qualification in the Built Environment. NQF level 7 qualifications in the field of Business Management will be an added advantage. Five (5) to Ten (10) years experience in the Water or Regulation environment of which (5) five years should be at a senior managerial level. Experience in Project management within a Water Services background. Knowledge and application of Risk Management. Knowledge and application of technical report writing. Knowledge of Water Resource Management, Water Resource Infrastructure Management and Water Services Management. Knowledge of Division of Revenue Act, Public Finance Management Act. Strategic Capability and Leadership skills. Knowledge Management skills, Service Delivery Innovation (SDI) and Change Management. Problem solving and analytical skills. People management and empowerment. Good client orientation and customer focus. Good communication skills, accountability and ethical conduct. Good understanding and knowledge of intergovernmental relations framework.

DUTIES : Facilitate the cooperation with other sector departments to ensure that water targets are achieved. Support the Provincial Management Operations to develop and implement respective regional Water Services Projects. Provide oversight and strategic support to ensure that the programme objectives and goals are achieved. Ensure effective management, coordination, monitoring and reporting of the Provincial Management Operations Bulk Infrastructure Programme. Sound financial management and application of Division of Revenue Act.

ENQUIRIES : Mrs Z Makhathini, Tel No: 012 336 7305

POST 22/66 : **DIRECTOR: POLICY REF NO: 150618/02**
Branch: Planning & Information
Chief Directorate: Water Policy

SALARY : R948 174 per annum (All inclusive salary package), (Level 13)
CENTRE : Pretoria

REQUIREMENTS : B-Degree (NQF level 7) qualification in Policy Development/ Development Studies/ Political Sciences / Environmental Sciences/Natural Sciences. Six (6) to ten (10) years experience in Policy Development/ Development Studies/ Political Sciences/ Environmental Sciences/ Water Resource Management. Five (5) years experience should be at Middle/ Senior Managerial level. Knowledge and experience in the

water and sanitation or related sector will be an advantage. Extensive knowledge and experience of National Government Policy Frameworks and Strategic Policy Direction. Demonstrated experience in evidence informed Policy Development. Knowledge of Public sector functions. Demonstrated knowledge and experience in policy review, assessment and evaluation. Understanding of strategic capability and leadership. Sound knowledge of programme and project management. Knowledge and experience in financial and change management. Excellent client orientation, customer focus and communication skills.

DUTIES : Development and co-ordination of Water and Sanitation sector policies and guidelines. Review policies for the sector. Conducting, monitoring, evaluation and reporting on the implementation of policies. Advise the Department on evidence informed policies in the Water and Sanitation and other related sectors. Coordinate with other Government Departments to ensure coherent and aligned policy development. Respond to Ministerial, Parliamentary and other enquiries. Advocacy and alignment of policies and guidelines to the sector.

ENQUIRIES : Mr AB Singh, Tel No: 012 336 7531

POST 22/67 : **DIRECTOR: STRATEGY (WSR) REF NO: 150618/03**

Branch: Planning & Information
Chief Directorate: Water Policy

SALARY : R948 174 per annum (All inclusive salary package), (Level 13)

CENTRE : Pretoria

REQUIREMENTS : Bachelors Degree (NQF level 7) qualification in Environmental Studies/ Engineering Studies/ Policy Development/ Development Studies/ Natural Sciences. Six (6) to ten (10) years experience in Environmental Studies/Engineering Studies/ Policy Development/ Development Studies/ Water Resource Management. Five (5) years experience should be at Middle/Senior Managerial level. Knowledge and experience in policy and strategy development. Knowledge of Public Sector functions and strategic frameworks and plans. Knowledge of and experience in Water, Sanitation and related Sector legislation, policies and strategies. Analytical skills together with demonstrated experience in monitoring, reviewing and reporting on sector strategies. Strategic capability and leadership. Experience in programme and project management. Knowledge of financial, change and knowledge management. Service Delivery Innovation (SDI). Problem solving and analytical skills. Good people and diversity management skills. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct.

DUTIES : The development of the strategic framework for Water and Sanitation sector as mandated by the National Water Act, Act 36 of 1998. The management and coordination of the sector strategic framework. Conducting monitoring, evaluation and reporting on the implementation of the Water and Sanitation Sector Strategic Framework. Review the strategic framework as required by legislation. Respond to Ministerial, Parliamentary and other enquiries. Liaise with stakeholders in relation to the implementation and development of the strategic framework for the water and sanitation sector. Coordinate disaster management in the Department, consolidate reports and represent the Department at the National Disaster Management Centre.

ENQUIRIES : Mr. AB Singh, Tel No: 012 336 7531

POST 22/68 : **DIRECTOR: NATIONAL PROJECT MANAGER REF NO: 150618/04**

Branch: National Water Resource Infrastructure
Chief Directorate: Regional Bulk Infrastructure Programme

SALARY : R948 174 (All inclusive salary package), (Level 13)

CENTRE : Pretoria

REQUIREMENTS : B Degree (NQF level 7) qualifications in Water Resources/ Built Environment/ Project Management. Six (6) to Ten (10) years management experience in Water Resource Management, policy and strategy development, and project management. (5) Five years experience at Middle/Senior Management level. Sound knowledge and understanding of public management. Knowledge and experience of water services management. Knowledge of Public Finance

Management Act (PFMA). Understanding of legislative regime. Strategic capability and leadership. Knowledge and experience in programme and project management. Knowledge of change management and knowledge management. Service Delivery Innovation (SDI). Problem solving and analytical skills. Good people management and empowerment. Good client orientation and customer focus. Good communication skills. Accountability and ethical conduct.

DUTIES : Development of strategic and business planning. Manage the development and implementation of policies and strategies for the directorate. Facilitate the rendering of support to institutions. Rendering of technical support services. Effective planning and support of the Water Sector. Development and implementation of a financial strategy and budget responsibility for the section as per the Division of Revenue Act.

ENQUIRIES : Mrs Kgadi Boikanyo, Tel No: 012 336 7691

OTHER POSTS

POST 22/69 : **CHIEF ENGINEER GRADE A REF NO: 150618/05**

Branch: Operational Integration KZN

DIR: Institutional Establishment

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

CENTRE : Durban

REQUIREMENTS : An Engineering degree (B. Eng / B.Sc. (Eng). Six (6) years post qualification experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Proof of registration must be attached). A valid driver's license (Please attach a certified copy). Willingness to travel extensively. Experience in Water Resources Planning and Management, Program, Project and Contract Management. Ability to relate with associated professional fields in a multi-disciplinary team and ability to train and develop young graduates. Knowledge of the National Water Act, Water Services Act, the Public Finance Management Act (PFMA), Environmental and land legislation. Additional studies or experience in water resource management, hydrology, water quality, project management, engineering economics, project financing modelling, environmental engineering, assessments of projects, institutional aspects will be an added advantage. Computer proficiency. Good written, verbal communication and presentation skills.

DUTIES : The Chief Engineer will be responsible for Water Resource Planning and related duties within the region including the coordination of all Water Resource Planning Programs. Assessment of Provincial water needs and associated budgets. Processing Water Use License Applications in terms of National Water Act while investigating and providing advice regarding registration of Water Use. Demand management and water conservation. Verification of Water Use. Assessment of Water Use Licenses taking cognizance of hydrological, environmental, social and other factors and Dam safety evaluations. Attending and addressing stakeholder meetings on water resource related issues. Negotiation with stakeholders and affected parties to obtain acceptable licence conditions. Promote integrated planning through coordination and management of the water sector stakeholder planning. Participate in provincial intergovernmental (IGR) cluster committees. Advise Water Users and Water Services Authorities on appropriate technological applications. Coordination and processing of inputs from a wide range of disciplines. Comparative analysis, optimization and providing professional advice. Management of appointed Professional Service Providers. Capacity building and mentoring of subordinate engineers and technicians.

ENQUIRIES : Mr SO Naidoo, Tel No: (031) 336 2700

POST 22/70 : **CHIEF ENGINEER GRADE A REF NO: 150618/06**

Operational Integration: Eastern Cape

DIR: Infrastructure Development Maintenance

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

CENTRE : King Williams Town

- REQUIREMENTS** : An Engineering degree (B. Eng / B.Sc. (Eng). Six (6) years post qualification experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Proof of registration must be attached). A valid driver's license (Please attach a certified copy). Knowledge of Contract management, project management, operation and maintenance and financial management for Water Services Infrastructure. Computer literacy (Ms Word, Ms Excel, Ms PowerPoint, Ms Outlook). Good verbal and written communication skills and the ability to communicate at all sectors of the Department and other institutions. Understanding of the National Water Act, Water Services Act, National Environmental Management Act, Public Service Regulations Act and the Public Finance Management Act (PFMA). Must be able to work independently, be self-motivated and reliable.
- DUTIES** : Provide assistance in the design systems, structures and installation of water services related infrastructure. Support the comprehensive planning in Water Services Infrastructure. Manage multifaceted projects in the technical investigation, development and refurbishment of Water Services Infrastructure. Provide assistance and support in administration. Inspect test equipment, infrastructure, systems and installations including the preparation of reports of the findings. Identify, review and comment on Operation and Maintenance Plans of Water Services Infrastructure in the Region. Compile, review and comment on contract documentation proposals, bill of quantities and tenders. Coordination of the Water Services Planning in the Region. Manage financial allocations to projects and programs. Provide technical engineering support, guidance and advice to personnel on various levels, consultants, contractors and Water Service Authorities. Support functional arrears to arrange Supply Chain, Human Resources and Financial needs.
- ENQUIRIES** : Ms. N. Msebi Tel No: (043) 604 5413
- POST 22/71** : **CHIEF ENGINEER GRADE A: REF NO: 150618/07**
Branch: Planning and Information
Sub Directorate: Systems Operations
- SALARY CENTRE REQUIREMENTS** : R935 172 per annum (all inclusive OSD salary package)
: Pretoria
- DUTIES** : An Engineering degree (B. Eng / B.Sc. (Eng). Six (6) years post qualification experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Proof of registration must be attached). A valid driver's license (Please attach a certified copy). Relevant years of experience in the field of Water Engineering or Integrated Water Resources Management (IWRM) will be an added advantage. Knowledge of water resources system operation. Understanding of Water Resource Assessment. Analysis of water requirements and water quality assessment. Good knowledge in Hydrology, Geo-hydrology, Dam Engineering, Hydropower, Engineering economics and Water resource Planning skills. Should have knowledge of supply chain management, contractual, legal requirements and business planning. Ability to relate work with associated professional fields in a multi-disciplinary team. Good writing, communication, policy and strategy development skills.
- DUTIES** : Evaluation of systems, water availability, requirements and infrastructure performance. Conceptualising and testing of water resources management scenarios in order to provide a balance and timely water resources management decision support. Undertake social-economical and environmental impact assessments. Provide technical, management and administrative leadership in Sub directorate System Operation and/or System analysis. Build capacity and mentor young water resources engineers/analysts. Undertake water resources planning/operation modelling developments and/or analyses. Service as a Liaison officer in water resource planning/operation matters both nationally and internationally with respect to trans-boundary watercourses.
- ENQUIRIES** : Mr LS Mabuda Tel No: 012 336 8477

<u>POST 22/72</u>	:	<u>DEPUTY DIRECTOR: REVENUE MANAGEMENT: REF NO: 150618/08</u> CD Revenue Management DIR Customer Relations (WTE)
<u>SALARY</u>	:	R657 558 per annum, (All-inclusive salary package), (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Finance Management with Accounting as a subject. Three (3) to five (5) years management experience in financial environment/sector. A valid drivers' licence. (Certified copy must be attached). Research and development. Knowledge of International Financial Reporting Standards. Knowledge of the Public Finance Management Act (PFMA), National Water Act, Treasury Regulations and guidelines. Working experience of an Enterprise resource planning (ERP) system e.g. SAP. Knowledge and understanding on Human Resource Management legislation, policies, practices and procedures. Public Service Anti-Corruption Strategy and Anti-corruption and fraud prevention measures. Knowledge of administrative, clerical procedures and systems. Ability to keep abreast with commercial Laws. Understanding and application of Departmental policies and procedures. Framework for managing performance information. Business strategy transaction and alignment. Good problems solving and analytical skills. People diversity management, client orientation and customer focus. Good verbal and written communication skills. Ability to work under pressure.
<u>DUTIES</u>	:	Implement and Minister Billing and Debt Management Policies, Strategies and Procedures to ensure the completeness and accuracy of billing and debtors books. Collate, coordinate and consolidated revenue data for reporting purpose. Ensure seamless integration of revenue related systems. Manage and co-ordinate Internal and External Auditors. Attend to customers queries related to revenue management. Render support to the Director in servicing key customers. Provide support to Regional and Cluster offices by providing training. Regularly monitor and provide support to revenue management offices across the country.
<u>ENQUIRIES</u>	:	Mr M. Mothebe, Tel No: 012 - 336 – 8954
<u>POST 22/73</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE TRANSACTIONS: REF NO: 150618/09</u> Operational Intergration: Eastern Cape DIV: HR Administration
<u>SALARY</u>	:	R334 545 (Level 09)
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Human Resource Management or relevant. Three (3) years supervisory experience in Human Resource Transactions. Extensive experience in computer systems i.e. PERSAL, Ms Word, Ms Excel, Ms Powerpoint and Ms Outlook. Knowledge of policy development and implementation. Knowledge of HR transactions. Disciplinary knowledge in HR transactions. Understanding of Government legislation. Financial management and knowledge of Public Finance Management Act (PFMA). Knowledge of techniques and procedures used for the planning and execution of operations. Good programme and project management skills. Knowledge of relationship management. Problem solving and Analytical skills. People and Diversity Management. Client Orientation and Customer Focus. Good Communication skills (verbal and written) Accountability and ethical conduct. A valid driver's license (certified copy must be attached) and willing to travel extensively throughout the region at short notice.
<u>DUTIES</u>	:	Oversee Human Resource administration inclusive of Human Resource planning, Data Management and Human Resource Information. Monitoring and updating Employment Equity statistics in the Region. Building sound and sustainable relationships between Human Resource personnel and clients. Collate and analyse data on Human Resource activities for report purposes and ensure safe keeping of personnel records. Thoroughly manage and deal with conditions of service. Manage Human Resource budget and other Human Resource activities. Advice and guide line managers on Recruitment and Selection processes, staff establishment as well as the statistical requirements of the Region. Compilation of Recruitment and Selection reports on a monthly basis. Updating of Recruitment

and Selection tracking system. Evaluate staff performance through Performance Management Development System (PMDS). Update service condition database. Present updated / newly created policies. Provide an advisory service on HR policies in the Department. Monitor policy implementation. Conduct road shows advising department on key policy issues. Draft and quality check submissions. Analyze human resource transaction trends. Develop implementation plan. Implement HRM processes and procedures according to delegations. Give expert advice to managers on the implementation of HR transaction information. Implement the best practice on HR transaction. Conduct research on the latest development on HR issues. Measure compliance in terms of HR information processes.

ENQUIRIES : Ms T Solwandle, Tel No: 043 643 6251

POST 22/74 : **SENIOR INTERNAL AUDITOR REF NO: 150618/10**

CD: Internal Audit

DIR: Forensic Audit

SALARY : R281 418 per annum, (Level 08)

CENTRE : Pretoria

REQUIREMENTS : A National Diploma or Degree in Forensic Auditing/ Investigation/ Internal Auditing/ Auditing / Accounting. Two (2) to three (3) years experience in Forensic Investigations. A valid driver's license (Please attach certified copy). A Certified Fraud Examiner (CFE) designation will be an added advantage. Sound knowledge of Auditing / Accounting and Forensic investigation. Sound knowledge of the Public Finance Management Act, Treasury Regulations and Generally Accepted Accounting Principles. Sound knowledge of the Prevention and Combating of Corrupt Activities Act, Prevention Organised Crimes Act and Protection of Access to information Act (PAIA). Sound Knowledge of the Public Service Anti-Corruption Strategy and anti- corruption and fraud prevention measures. Skills in the application of audit methodology and execution of audit procedures in accordance with the approved audit programme. Administrative and clerical procedures and systems. Knowledge of principles and practice of financial accounting. Willingness and ability to travel. Computer Literacy skills. Problem solving, analysis, diversity management skills. Be client-orientated and customer focused. Good communication skills. Accountability and ethical conduct.

DUTIES : Provide input and contribute to the development and implementation of the Department's Fraud Prevention and Anti-Corruption strategy. Conduct fraud awareness campaigns. Conduct forensic investigations in accordance with the investigation methodology and within the prescribed time frames. Liaise with other State Law enforcement agencies on the reported cases. Represent the Department in disciplinary cases, criminal or civil recovery processes.

ENQUIRIES : Mr M. Motsatsi, Tel No: 012 336 7905

POST 22/75 : **SENIOR STATE ACCOUNTANT REF NO 150618/11 (X 2 POSTS)**

Operational Integration Gauteng

DIV: Financial Accounting (WTE)

SALARY : R281 418 per annum, (Level 08)

CENTRE : Gauteng Provincial Office: Pretoria

REQUIREMENTS : A National Diploma or Degree in Financial Management. Two (2) to three (3) years experience in Financial Management inclusive of account payables, Salary Administration, and general Ledger. Working knowledge of the PFMA, Treasury Regulations and relevant Public Service Financial Prescripts, also working knowledge of SAP and Persal systems. Computer literate on Ms Office (Ms Word and Ms Access a necessity). The candidate should possess strong analytical and problem solving abilities and a strong sense of accountability. Ability to work independently and be a team player. Supervisory skills and experience would be an added advantage. A driver's licence. (Attach certified copy).

DUTIES : Ensure reconciliation of the major suppliers accounts of the Gauteng: Catchment Management Agency. Ensure effective payroll management within the Provincial Office. Check, verify and certify as correct and compliant to all finance related transactions. Approve and Authorise transactions for payments, allowances,

deductions, etc on the financial systems SAP and Persal. Ensure clearing of ledger and suspense accounts. Ensure that all audit requests are provided and audit queries are responded to. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system. Supervise and manage the performance of employees in accordance with the departmental policies.

ENQUIRIES : Ms G Skosana, Tel No: 012 392 1312.

POST 22/76 : **ENGINEERING TECHNICIAN GRADE A REF NO: 150618/12**
Branch: Operational Integration Eastern Cape
SD: WS Planning and Support

SALARY CENTRE REQUIREMENTS : R274 440 per annum (OSD)
: Mthatha
: A National Diploma in Engineering or relevant qualification. Three years post qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician (certified copy must be attached). A valid driver's license (certified copy must be attached). Project management, Technical design and analytical skills. Research and development. Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Problem solving, Decision making, Team work, Creativity, Customer focus, Communication and Computer skills. People management.

DUTIES : Render technical services to the Directorate. Assist Engineers, Technologists and Associates in the appraisal of Business Plans and Technical Reports. Monitor the implementation of Regional Bulk Infrastructure Programme (RBIG) and Water Services Infrastructure Grant (WSIG) projects through conducting site inspections; site meetings; compilation and submission of progress reports. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs with specifications and submit for approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit expenditure reports as required. Verify and certify invoices for payment of contractors and Public Service Providers. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the infrastructure development operational plan. Develop, implement and maintain databases. Research and development. Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES : Mr M Vonco Tel No: (047) 505 6436

POST 22/77 : **ENGINEERING TECHNICIAN GRADE A REF NO: 150618/13**
Branch: Operational Integration Eastern Cape
SD: Resource Protection

SALARY CENTRE REQUIREMENTS : R274 440 per annum (OSD)
: Cradock
: A National Diploma in Engineering or relevant qualification. Three years post qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician (certified copy must be attached). A valid driver's license (certified copy must be attached). Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications of legal compliance. Knowledge of technical report writing. Problem solving and analysis. Decision making. Team work. Creativity. Customer focus and responsiveness. Good communication skills. Computer skills. People 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. 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. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr. H Botha Tel No: (043) 701 0376

POST 22/78 : **HUMAN RESOURCE PRACTITIONER REF NO: 150618/14**
Operational Integration: Eastern Cape
Sub Directorate: HR Administration

SALARY : R226 611 per annum (Level 07)
CENTRE : King William's Town
REQUIREMENTS : National Diploma or Degree in Human Resources or equivalent. Two (2) to four (4) years relevant experience in Human Resource Management environment. Extensive experience on Persal. Extensive experience in recruitment and selection. Knowledge of best practice in recruitment and selection. Knowledge of PILIR. Knowledge of Public Service Regulatory Framework. Excellent written and verbal communication skills. Supervisory skills. Computer literacy.

DUTIES : Advertise posts; ensure databases are updated on a regular basis. Serve as secretary during short-listing and interviews, compile submissions, check appointments/ promotions/ transfers and regret letters. Write monthly reports in terms of recruitment and selection and service conditions. Administer service terminations and write monthly reports thereafter. Handle Pension and Injury on Duty cases. Approve leave, allowances, appointments, promotions, probations and transfers on Persal. Approve merit awards and long service awards on Persal. Give guidance to team members on how to deal with PILIR cases. Supervise staff. Deal with all HR related queries on a daily basis, in accordance with Batho Pele Principles.

ENQUIRIES : Mr C Gqomfa, Tel No: 043 604 5480

POST 22/79 : **ARTISAN PRODUCTION GRADE A REF NO: 150618/15**
Operational Integration: Eastern Cape
Directorate: Integrated Data Collection

SALARY : R167 778 per annum
CENTRE : Mthatha
REQUIREMENTS : An appropriate Trade Test Certificate (certified copy must be attached). A valid driver's license code 14 (certified copy must be attached). Problem solving analytical and decision making skills. Team driven, self-manageable, creativity, customer focus and responsiveness. Good communication skills. Computer, planning and organising skills.

DUTIES : To render technical design, production, operation and maintenance services. Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and facilities against specifications. Service equipment and facilities according to schedule. Quality assure serviced and maintained equipment. Perform administrative and related functions. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record / register and supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.

ENQUIRES : Mr. H Botha Tel No: (043) 701 0376

POST 22/80 : **ACCOUNTING CLERK: PRODUCTION REF NO: 150618/16**
NWRI: Southern Operations
DIV: Financial Accounting (WTE)

SALARY : R152 862 per annum (Level 05)

<u>CENTRE REQUIREMENTS</u>	:	Port Elizabeth
	:	A National Senior certificate with Accounting as a subject. Basic knowledge of Financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislators, procedures and Treasury regulations (PFMA, DoRA, PSA, PISR, PPPFA, Financial Manual). Knowledge of financial operating systems such as PERSAL, BAS, LOGIS etc. Knowledge management, Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication skill. Accountability and ethical conduct. Must be able to work under pressure.
<u>DUTIES</u>	:	Responsible for checking and capturing transactions on PERSAL and SAP e.g. Subsistence and Travel claims, overtime, deductions and payroll. Conduct abnormal salary payments on SAP. Manage Payroll administration and all financial transactions. Process Vendor payments and assist with General Ledger. Distribute pay slips including supplementary pay slips to officials. Process vendor invoices and deal with enquiries relating to SAP Transactions and functions. Perform cashier duties when necessary. File all face value books and documents. Ensure that creditors are paid within 30 days.
<u>ENQUIRIES</u>	:	Ms P Erasmus, Tel No: 041 508 9704
<u>POST 22/81</u>	:	<u>ACCOUNTING CLERK: PRODUCTION REF NO: 150618/17 (X 3 POSTS)</u> CD: Revenue Management DIR: Debt Management (WTE)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862 per annum, (Level 05)
	:	Pretoria
	:	A National Senior Certificate with Accounting as a subject. Understanding of the Public Financial Management Act and Treasury Regulations. Knowledge of PERSAL and SAP. (1)One working experience in the financial field will be an added advantage. The ability to work under pressure. Willingness to travel as and when required. Computer literacy skills. Knowledge of general administration within the Public Service. Good interpersonal relations. Good communication skills.
<u>DUTIES</u>	:	Capture and update of data into SAP and Customer Relationship Management systems. Check, capture information and clear accounts. Follow up reports that are inclusive of Subsistence and Travel advances report and unpaid Electronic benefit transfer (EBT) control account. Provide effective office services to the section. Assist managers with revenue management functions.
<u>ENQUIRIES</u>	:	Mr M. Mothebe, Tel No: 012 336 8954
<u>POST 22/82</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION REF NO: 150618/17</u> Branch: Sanitation Chief Directorate: Sanitation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862 per annum (Level 05)
	:	Kimberly
	:	A National Senior certificate or equivalent .Computer literate with good knowledge of Ms Word, Excel, Outlook and PowerPoint. Knowledge of administration procedure/s. Good Communication skills (written and verbal) Good interpersonal relations and the ability to work under pressure and beyond normal working hours.
<u>DUTIES</u>	:	Filing of correspondence, reports, financial and other documents. Scanning and filing of all documents on the electronic filing system. Compiling agenda, sending invitations, arrange for venue, equipment and catering for meetings. Filing minutes of all meetings. Requesting and monitoring the submission of monthly progress reports. Data capturing, screening of log sheets and claims, updating section's leave register Liaise with stakeholders and respond to routine queries. Keep cash flow up to date and support budget management process. Any other general admin duties.
<u>ENQUIRIES</u>	:	Mr. Gavin January Tel No: 053 830 8800