

## DEPARTMENT OF WATER AND SANITATION

**APPLICATIONS**

- : **Head Office (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 LI Mabole
- Central Operations (Pretoria):** Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, NWRI Central Operations, Private Bag X273, Pretoria, 000, or hand deliver to 1st Floor, Praetor Forum Building, 267 Van Der Walt Street, Pretoria. For attention: Mr KL Manganyi
- Potchefstroom/Moorivier /schoonsspruit:** Please forward your application quoting the Reference number to the Department of Water and Sanitation, The Acting Area Manager, Po Box 2442, Potchefstroom, 2520. For attention: Ms M Mokgosi
- Standerton:** Please forward your application quoting the reference number to the Department of Water and Sanitation, Private Bag X2021, 2430. For Attention: Ms PN Myeni
- Tugela Vaal:** Please forward your application quoting the reference number to The Area Manager The department of Water and Sanitation Private Bag X 1652 Bergville 3350 Or hand delivery to 01 kiepersol Avenue, Jagersrust 3354 the address For Attention Motsepe.
- Central Operations Bloemfontein / Gariep Dam:** Please forward your application Quoting the Reference number to The Department of Water and Sanitation Private Bag 528 Bloemfontein 9300 Mr Steve For Attention Van der Westhuizen
- Usutu River:** Please forward your applications, quoting the reference number to The Department of Water and Sanitation, Private Bag X1004, Amsterdam, 2375. For Attention Ms KE Thomo.
- Gauteng Regional Office (Pretoria):** Please forward your application, quoting the post reference number, to The Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or Hand delivered at 285 Francis Beard Street, Bothongo Plaza East Building, 15th Floor, Pretoria. For Attention: Mr PS Nevhorwa
- Uitkeer:** 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
- Durban:** Please forward your applications, quoting the reference number to The, 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, 9<sup>th</sup> Floor, Durban For Attention: The Manager (Human Resources)
- Lydenburg/Mpumalanga./ Bronkhorstspuit/ Groblersdal:** Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorum building, Corner Brown & Paul Kruger Street, Mbombela. For Attention: Mr MJ Nzima
- Limpopo:** Please forward your applications, quoting the reference number to The Department of Water and Sanitation. Private Bag X9506, Polokwane, 0700 or hand-deliver to 49 Joubert Street, AZMO Place building, Polokwane, 0699. For Attention: Mr MP Makgakga.
- North West:** Please forward your applications, quoting the reference number to The Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or hand deliver at Mega City Shopping Centre, Cnr. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor. For Attention: Mr. MJ Ntwe.
- : 06 July 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 two (2) months of

**CLOSING DATE**  
**NOTE**

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 25/45** : **DIRECTOR: STRATEGIC ASSET MANAGEMENT REF NO: 060718/01**  
 Branch: NWRI Head Office  
 CD: Strategic Assets Management
- SALARY CENTRE REQUIREMENTS** : R948 174 per annum (all inclusive package), (Level 13)  
 : Head Office Pretoria  
 : A 4 year Degree in Civil Engineering (NQF 7). Five (5) to ten (10) years' experience within an Engineering field (Civil, Electrical, or Mechanical). Five (5) years' experience at a middle /senior managerial level. Understanding of Dam safety legislation. Experience in practical Engineering principles. Experience in programme, project, and financial management. Service delivery innovation (SDI). Knowledge of relevant acts and legislation related to Water and Sanitation. Understanding of Treasury Regulations. Knowledge of operations of large infrastructure such as Waste/Water Treatment Works, Pump Stations, Pipelines, Canals and Dams. Strategic capability, leadership and change management skills. Excellent problem solving, analysis, people management and empowerment skills. Good client orientation, customer focus and communication skills (Verbal and written). Accountability and ethical conduct.
- DUTIES** : Maintenance support to operational areas (Mechanical and Electrical Engineering Support). Manage production and term contracts to assist operations with maintenance and refurbishment of infrastructure. Provide engineering assistance with the management of major equipment overhauls and upgrades in all the operational areas. Develop maintenance guidelines for mechanical equipment. Perform Dam Safety Surveillance monitoring of Department of Water and Sanitation dams by means of instrumentation and assessment as required by legislation. Develop and manage budget for the Directorate. Provide inputs of the budget to Regional Offices. Ensure Departmental targets regarding BEE targets are adhered to. Overall management of the Directorate Strategic Asset Management including the development of the Directorates business plan. Provide progress reports on the achievement of objectives for the Directorate. Respond to Ministerial questions (Parliament and Public). Participate and contribute at Operations Management Committee.
- ENQUIRIES** : Mr. P Muneka, Tel No: (012) 336 7629

#### **OTHER POSTS**

- POST 25/46** : **CHIEF ENGINEER GRADE A: DAM DESIGN REF NO: 060718/02**  
 Branch: NWRI Head Office
- SALARY CENTRE** : R935 172 per annum (all inclusive package) (OSD)  
 : Head Office Pretoria

- REQUIREMENTS** : An Engineering degree (B. Eng/BSc (Eng) or relevant engineering qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (proof of registration must be attached). Six (6) years post qualification experience as registered professional Engineer. A valid driver's license (Please attach a certified copy). Knowledge of programme and project management. Knowledge of engineering, legal and operational compliance. Knowledge of engineering operational communication. Understanding of process knowledge and skills. Knowledge of maintenance skills. Mobile equipment operating skills.
- DUTIES** : Perform final review and approvals or audits on engineering designs according to Design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Allocate, control, monitor and report on all resources. Ensure availability and management of funds to meet the MTEF objectives. Evaluating, editing and authorising all designs, reports, engineering drawings and specifications. Providing professional and technical advice as well as civil engineering support services within the Directorate as well as to other directorates and organizations; Keeping abreast with the latest developments in the fields of Dam Engineering and formulating new guidelines and standards to reflect the latest trends. Managing consulting engineers, and the accompanying contract administration and resolution of claims. Mentoring and training Engineers and Technicians. Managing administrative, financial and personnel-related functions.
- ENQUIRIES** : Mr E. Koadibane, Tel No: (012) 336 7694
- POST 25/47** : **CHIEF ENGINEER GRADE A: BULK PIPE SUPPLY SYSTEMS REF NO: 060718/03**  
Branch: NWRI Head Office
- SALARY CENTRE REQUIREMENTS** : R935 172 per annum (all inclusive package) (OSD)  
: Head Office Pretoria
- REQUIREMENTS** : An Engineering degree (B. Eng/BSc (Eng) or relevant engineering qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (proof of registration must be attached). Six (6) years post qualification experience as registered professional Engineer. A valid driver's license (Please attach a certified copy). Knowledge of programme and project management. Knowledge of engineering, legal and operational compliance. Knowledge of engineering operational Communication. Understanding of process knowledge and skills. Knowledge of maintenance skills. Mobile equipment operating skills.
- DUTIES** : Prepare bulk pipeline designs, design basis and technical specifications. Review, evaluate, edit and approves engineering designs according to design principles and theory. Ensure adequate standard of technical documentation, reporting and contribute in updating of standards. Coordinate design integration across the engineering disciplines within the Directorate as well as to other directorates. Pioneering of new engineering services and management methods. Optimising design and cost-effectiveness of projects and risk management. Managing consulting engineers, and the accompanying contract administration and resolution of claims; Mentoring and training Engineers and Technicians; managing administrative, financial and personnel-related functions.
- ENQUIRIES** : Mr E. Koadibane, Tel No: (012) 336 7694
- POST 25/48** : **CHIEF ENGINEER GRADE A: OPEN AND CHANEL SYSTEMS REF NO: 060718/04**  
Branch: NWRI Head Office
- SALARY CENTRE REQUIREMENTS** : R935 172 per annum (all inclusive package) (OSD)  
: Head Office Pretoria
- REQUIREMENTS** : An Engineering degree (B. Eng/BSc (Eng) or relevant engineering qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (proof of registration must be attached). Six (6) years post

qualification experience as registered professional Engineer. A valid driver's license (Please attach a certified copy). Knowledge of programme and project management. Knowledge of engineering, legal and operational compliance. Knowledge of engineering operational Communication. Understanding of process knowledge and skills. Knowledge of maintenance skills. Mobile equipment operating skills.

**DUTIES** : Perform final review and approvals or audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Allocate, control, monitor and report on all resources; Ensure availability and management of funds to meet the MTEF objectives. Evaluating, editing and authorising all designs, reports, engineering drawings and specifications. Providing professional and technical advice as well as civil engineering support services within the Directorate as well as to other directorates and organization. Keeping abreast with the latest developments in the fields of Open Channel Systems engineering and formulating new guidelines and standards to reflect the latest trends. Managing consulting engineers, and the accompanying contract administration and resolution of claims. Mentoring and training Engineers and Technicians. Managing administrative, financial and personnel-related functions.

**ENQUIRIES** : Mr E. Koadibane, Tel No: (012) 336 7694

**POST 25/49** : **SCIENTIST MANAGER REF NO: 060718/05**  
Branch Operational Integration Limpopo

**SALARY** : R805 806 per annum (all inclusive package) (OSD)  
**CENTRE** : Limpopo

**REQUIREMENTS** : MSc Degree or relevant qualification in Natural Sciences. Six (6) years post-qualification Natural Scientific experience. Compulsory registration with the SACNASP as a Professional Natural Scientist (proof of registration must be attached). Programme and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Policy development and analysis. Scientific presentation. Mentoring. Strategic capability and leadership. Decision making. Creativity. Financial management. Customer focus and responsiveness. Good communication skills .Computer literacy. Good networking, planning, organising and execution. Conflict management. People management. Change management. Problem solving and analysis.

**DUTIES** : Manage the Sub Directorate Water Resource Information Management comprising a groundwater assessment & information dissemination unit, groundwater management & monitoring unit, a hydrological &hygrometry unit, a core drilling unit, a percussion drilling unit, a mechanical maintenance unit, and an administrative support unit. Manage and co-ordinate the assessment of existing and new groundwater resources in terms of their occurrence, quality and exploitation potential. Manage the appropriate development of groundwater resources. Manage the execution of geophysical surveys, borehole census, both core- and percussion drilling programmes, pump testing programmes, and water quality sampling programmes. Interpret and evaluate geophysical, geohydrological, hydro-chemical, and hydrological field data. Compile technical reports for planning, assessment and development purposes. Manage the implementation, operation and maintenance of both groundwater, surface water monitoring networks and river flow gauging structures including betterment works. Manage groundwater and surface water data collection, data processing, data archiving (Hysteria), and reporting. Manage and evaluate hydro geological, hydrological data and report on the status of Limpopo water resources. Manage and report on water resource status (groundwater levels, dam levels and river floe) during disaster events such as drought and flooding. Represent the department at Provincial Disaster Committees and Joint Operations Committees. Manage and maintain an early warning real time flood warning system and confirm and report on flood events. Manage and maintain the regional GRIP project and related

groundwater database both regional and national. Manage and maintain the continuous updating of borehole data in the region by means of borehole census and maintain the issuing of unique borehole numbers. Manage and maintain the mechanical workshop responsible for the servicing, repairing and maintenance of all the sub-directorate's heavy duty construction and drilling vehicles and equipment. Manage the long term Phakisa vehicle fleet as well as the drilling and construction vehicle and equipment fleet. Manage and maintain the Supply Chain, Human Resource, and Finance components of the sub-directorate. Advise water users and managers on groundwater development, management and protection. Educate and inform communities/public/school children of the basics and management of groundwater and surface water. Disseminate groundwater and surface water information to local authorities and individuals. Provide a professional service to the directorate Planning and Information and the Department as a whole. Provide geohydrological, hydrological training and development opportunities to both scientific and engineering technicians and interns. Manage the budget and the performance of the Sub Directorate against the operation plan targets.

**ENQUIRIES** : Ms M Komape, Tel No: (015) 290 1463

**POST 25/50** : **DEPUTY DIRECTOR: STRATEGIC SUPPORT REF NO: 060718/06**  
Branch: NWRI Head Office

**SALARY CENTRE REQUIREMENTS** : R657 558 per annum (all inclusive package) (Level 11)  
: Head Office Pretoria  
: A National Diploma or Degree in Public Management/Administration or equivalent. Three (3) to five (5) years relevant management experience in Administration and strategic planning. Sound knowledge of National Development Plan, Government Priorities and Outcomes approach, Risks Management, Integrated Human Resource Management plan, Government planning processes and framework, and Monitoring Performance Assessment Tool (MPAT). In-depth knowledge and understanding of the Constitutional mandate of the Department of Water and Sanitation and its strategic direction, policies, regulations and legislation. Sound knowledge of the public service framework, legislations and Batho-Pele principles. Knowledge of Project Management principles (Project Management Body of Knowledge). General management, presentation, report writing, interpersonal relations, planning, organising, decision-making, consultation, motivating, conflict resolution and management, Problem solving and analytical skills. Knowledge of computer literacy.

**DUTIES** : Coordinate the inclusion of sector inputs into water and sanitation policies and strategies. Rollout and operationalization of water and sanitation related policies, regulations, strategies and guidelines on National Water Resource Infrastructure Programmes. Promote a culture of knowledge sharing, information exchange and learning in the water sector and facilitate sector advocacy. Coordinate the inclusion of cross cutting issues such as gender, youth etc., into bulk water programmes initiatives with the aim of meeting national strategic objectives. Co-ordinate corporate support services and ensure adherence to HRM & HRD policies and regulations by monitoring recruitment and selection processes; conditions of service benefits; performance management and development system, and labour relations matters. Co-ordinate and ensure the development and implementation of Annual Performance Plan (APP) and operational plan for the Branch. Co-ordinate quarterly & annual performance reports and conduct regular performance review sessions to discuss strategic issues. Ensure compliance with risk requirements, internal and external audit findings and develop action plans across the Branch. Ensure effective and efficient documents management, information and record management system in line with the MISS and National Archive and Records Services of South Africa. Ensure quality assurance with regard to the content, compliance, completeness and accuracy of submissions and documents to be submitted to the Director-General, and Minister. Co-ordinate and manage cabinet, parliamentary questions, referrals and media enquiries related to the Branch and provide responses timeously.

**ENQUIRIES** : Mr M. J. Lambani, Tel No: (012) 336 8620

**NOTE** : This post was previously advertised under the title Deputy Director: Coordination. Applicants who previously applied are encouraged to reapply.

**POST 25/51** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 060718/07**  
Directorate: Risk Management (Audit)

**SALARY** : R657 558 per annum (all inclusive package) (Level 11)  
**CENTRE** : Head Office Pretoria  
**REQUIREMENTS** : Degree or National Diploma in Auditing/Finance/ Economics, Risk Management or relevant qualification. Three (3) to Five (5) years' experience in enterprise risk management. Knowledge of Public Management Act (PFMA) and Treasury regulations. Knowledge and experience of administrative and clerical procedures and systems. Knowledge and understanding of departmental policies, procedures and Governmental financial systems. Knowledge of Risk management in the public sector and implementing policies. Good organisational skills, problem solving and analytical skills. People and Diversity Management. Client orientation and Customer focus. Good Communication skills (verbal and written). Accountability and Ethical Conduct. Commitment to high level of quality control.

**DUTIES** : Review and implement the risk management framework, strategy and policy in the department. Ensure the implementation of risk management procedure/ methodology. Monitor and report on the accuracy and timeous risk management information. Compile a risk profile. Promote and institutionalize risk awareness culture and compliance in the Department. Liaise with various managers regarding risk management in other organisations. Implement risk management business continuity in the department. Develop the fraud risk register that includes mitigating measures.

**ENQUIRIES** : Mr.D.T. Ntuli, Tel No: (012)336 8349

**POST 25/52** : **DEPUTY DIRECTOR: DEMAND MANAGEMENT REF NO: 060718/08**  
(This a re-advert those who have previously applied must re-apply)  
Branch: Finance: WTE

**SALARY** : R657 558 per annum (all inclusive package) (Level 11)  
**CENTRE** : Head Office Pretoria  
**REQUIREMENTS** : National Diploma or Bachelor Degree in Contract Management / Supply Chain Management / Financial Management / Cost Management and Accounting. Three (3) to (5) five years supervisory / management experience in Supply Chain Management or Financial Management. Understanding of Policy development and implementation. Good interpretation of Financial Management and Systems. Knowledge of Supply Chain Management (SCM) policies and Generally Recognised Accounting Practice (GRAP). Knowledge of strategic sourcing and strategic sourcing framework. Understanding of public sector supply chain management models and processes. Knowledge and understanding of National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA act) and Government Supply Chain Management framework. Knowledge of Enterprise Resource Planning e.g. SAP and generally recognized accounting practice (GRAP). Knowledge of techniques and procedures for the planning and execution of operations. Understanding of programme and project management. Knowledge of people and diversity management. Client orientation and customer focus. Good communication skill (verbal and Witten). Accountability and ethical conduct. Knowledge of analytical procedures.

**DUTIES** : Monitoring and ensuring compliance to applicable regulatory framework (PFMA, PPPFA). Advise line managers on appropriate procurement process to follow and monitor end-users of total and of ownership in respect of their needs. Management of the need analysis and consolidate the Water Trading Entity Demand Plan. Liaise and guide project managers on sourcing strategies and manage the utilization of Central Supplier Database. Manage the registration vendors on SAP (Vendor Management). Assist in the drafting of specifications/ TORs and co-ordinating the functions of the Cross Functional Team. Monitor Supply Chain Management compliance and Develop, facilitate consolidate and monitor of demand plans. Manage Demand Management personnel. Prepare monthly reports such as

progress on the Demand Plan implementation, commodity spent, market analysis for commodities.

**ENQUIRIES** : Ms G.V. Mkhabela, Tel No: (012) 336 8880

**POST 25/53** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 060718/09**  
Branch: NWRI: Central Operation

**SALARY CENTRE REQUIREMENTS** : R657 558 per annum (all inclusive package) (Level 11)  
: Central Operation (Pretoria)  
: National Diploma or Bachelor Degree in Administration/Human Resources or Relevant .Three (3) to (5) five years supervisory experience in Administration Knowledge of policy development and implementation. Knowledge and experience of administration process. Knowledge and understanding of HR information. Disciplinary knowledge in HR information. Understanding of Government legislations, financial management and knowledge of PFMA. Understanding of techniques and procedures for the planning and execution of operations. Knowledge of programme and project management .Knowledge of relationship management. Problem solving and analysis. Knowledge of people and diversity management. Client orientation and customer focus. Good communication skill (written and verbal). Accountability and ethical conduct Knowledge of analytical procedures.

**DUTIES** : Manage Corporate Services in the NWRI: Central Operations office and general support of personnel. Provide strategic and general management input and consult with management, interest groups and stakeholders. Assist with the development and implementation of Strategic Plan. Manage the Human Resource unit with regard to HR planning and strategy, policy and implementation, talent management, organisational design, employee relations, EAP and transformation. Manage general administration with regard to document management, administrative support, transport and travel logistics and general service delivery to units. Manage communication with regard to advocacy, communication strategy and media relations. Ensure and develop legal compliance with regard to contract management. Labour relation, legislation and litigation. Compilation of Corporate Service budget.

**ENQUIRIES** : Ms NN Ndumo, Tel No: (012) 741 7302

**POST 25/54** : **ENGINEER PRODUCTION GRADE A- C REF NO: 060718/10**  
Branch: NWRI Head Office

**SALARY CENTRE REQUIREMENTS** : R637 875 per annum (all inclusive package) (OSD)  
: Head Office Pretoria  
: Degree in Engineering or B Engineer/BSc (Eng) or relevant qualification. Three (3) years post-qualification in engineering experience is required. Valid driver licence. Compulsory registration with ECSA as a Professional Engineer (proof of registration must be attached).Programme and management .Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgement. Networking. Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Good communication skills (verbal and written). Computer literacy. Planning and organising. Conflict management. Problems solving and analysis. People management.

**DUTIES** : Evaluation of systems water availability, requirements and infrastructure performance. Testing of water resources management scenarios in order to provide a balance and timely water resources management decision support. Undertake social-economic and environmental impact assessments. Provide technical and administrative support in sub-directorate system Operation and/or system analysis. Building capacity and mentoring young water resources engineers/analysts. Undertake water resources planning /operation modelling developments and /or analyses.

**ENQUIRIES** : Mr E Koadibane, Tel No: (012) 336 7694

**POST 25/55** : **CONTROL ENGINEERING TECHNICIAN GRADE A-B REF NO: 060718/11**  
Branch: NWRI Central Operation

**SALARY CENTRE REQUIREMENTS** : R396 375 per annum (OSD)  
: Gariiep Dam  
: National Diploma or Degree in Civil/Mechanical Engineering or relevant qualification. Six (6) years post qualification technical (engineering) experience. Compulsory registration with ECSA as an Engineering technician (proof of registration must be attached). A valid driver's licence. The following will serve as recommendations. Extensive appropriate experience in Operation and Maintenance of bulk water supply schemes. Extensive and proven management skills. Knowledge of the application of the National Water Act. 1998 and the Occupational Health and Safety Act. 1993. Dam safety regulations and requirements. Experience in civil and mechanical maintenance on large storage dams. Experience of EEP and Transformation. Project management. Knowledge of computer-aided engineering applications. Knowledge of legal compliance and technical report writing Technical Consulting. Problem solving and analysis. Decision making. Team work. Financial Management. Customer focus and responsiveness. Good Communication skills (verbal and written). Computer literacy. Planning and organising. Knowledge and understanding of people management.

**DUTIES** : Manage technical services. Manage administrative and related functions. The successful candidate will have control over personnel who are performing the following functions; water supply; abstraction control; civil, mechanical and electrical maintenance on infrastructure; dam safety monitoring' and all water related matters in terms of the National Water Act and administrative functions for the proper functioning of the Schemes. He/she will also control the budget and control over expenditure at the above-mentioned schemes. He/she will supervise the maintenance of infrastructure, comply with the Occupational Health and Safety Act, act as departmental representative on committees and task teams, supervise and control over contracts and control the execution of contract and the handling of the prescribed payments procedures.

**ENQUIRIES** : Mr H.S. Van Der Westhuizen, Tel No: (051) 405 9216

**POST 25/56** : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION GRADE A (WTE) REF NO: 060718/14**  
Branch: Operational Integration Mpumalanga

**SALARY CENTRE REQUIREMENTS** : R357 150 per annum (OSD)  
: Lydenburg  
: A relevant Honours Degree in Environmental or related fields. Practical experience in the field of Water Quality Management will be an added advantage. Knowledge and understanding of Water Quality Management and prevailing principles of Integrated Water Resource Management. Knowledge of Catchment Management will be an additional requirement. Understanding of the National Water Act and Water Services Act. A valid driver's license is essential requirement (A certified copy must be attached).Willingness to travel extensively and work irregular hours. Good communication skills (both written and verbal). Good computer literacy and report writing skills.

**DUTIES** : Processing of Water Use License Applications in Water Management Areas. Provide comments on Environmental Impact Assessments, Environmental Program Reports and Development Applications in the Oliphant's Water Management area. Liaise with stakeholders in the Water Sector and other government departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, local authorities etc. Undertake water resource monitoring and special investigations. Manage water quality in designated catchments areas. Prepare reports and interpret water quality monitoring results. Processing of Water Use License Applications in Water Management Areas.

**ENQUIRIES** : Mr. S Macevele, Tel No: (013) 932 2061



**POST 25/57** : **CHIEF ARTISAN GRADE A-B (CIVIL) REF NO: 060718/12 (X2 POSTS)**  
Branch: NWRI Central Operation

**SALARY CENTRE REQUIREMENTS** : R343 329 per annum (OSD)  
Standerton Area Office  
National Senior Certificate. Appropriate Trade Test Certificate (Civil Engineering related) Ten (10) years post-qualification experience as an Artisan. Valid driver's license. Computer literacy (Word, Excel, Outlook). Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential. Proven experience in staff supervision.

**DUTIES** : Manage plumbers, carpenters, bricklayers and other related civil trades and construction workers. Undertake budget process and control thereof for Civil section. Planning and organizing of work according to the budget implementation. Conducting of estimated costs/ monitoring of expenditure. Perform Quality assurance during the performance and after completing the task to assure that prescribed standards are adhere to. Construction and Maintenance of civil structures on the scheme. Ensure compliance with Occupational Health and Safety Act. Implement capital project as per PMBOK. Evaluate and identify staff training needs and assist with training facilitation processes. Manage and evaluate staff performance on an on-going basis.

**ENQUIRIES** : Mr J.P. Manyaka, Tel No: (017) 712 9409

**POST 25/58** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 060718/15**  
Branch: NWRI Head Office

**SALARY CENTRE REQUIREMENTS** : R334 545 per annum, (Level 09)  
Head Office Pretoria  
A National Diploma or Degree in Public Administration or equivalent. Three (3) to five (5) years' experience in Administration of which two (2) years must be at a supervisory level. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge and understanding of Government Financial systems. Commitment to high level quality control. Knowledge of PMDS. Problem solving and analytical skills. Report writing and computer skills. Good interpersonal skills. Strong communication skills, both verbal and written integrity and organisational skills.

**DUTIES** : Render support pertaining to logistical arrangements in the Component. Prepare for Corporate Management meetings. Minute taking at corporate meetings. Manage a visitor's schedule. Arrange transport and accommodation for officials. Monitor expenditure in the Component. Manage incoming and outgoing correspondence. Manage workflow within the unit. Establish and maintain a record system. Monitor the budget in the unit.

**ENQUIRIES** : Mr. P Muneka, Tel No: (012) 336 7629

**POST 25/59** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 060718/16**  
Branch: Operational Integration Gauteng  
SD: Sanitation

**SALARY CENTRE REQUIREMENTS** : R334 545 per annum (Level 09)  
Gauteng Regional Office (Pretoria)  
A National Diploma or Degree in Public Administration or equivalent. Three (3) to five (5) years' experience in Administration. Knowledge and experience of Record Management, Corporate travel and Facilities Management. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Public Service Act, Public Service Regulation and HR Policies. Computer literacy skills, excellent verbal and written communication skills are essential. Organisational Skills, Good Interpersonal Skills. A course in records management is essential, Occupational Health and Safety and Contract Management will serve as a recommendation. The ability to work independently and in a team. A valid driver's licence is essential (a certified copy must be attached). Excellent presentation, research, time management and project management skills.

**DUTIES** : Manage the transport function within the Region which includes fleet management, subsidised vehicle management, travel management. Advise on travel management policies. Manage facilities within the Region. Assist with the development and implementation of the housing policy. Ensure that Health and Safety plans are in place. Ensure that there is access control at the office. Manage lease agreement for the Regional Office and contract management. Provide record management for the Provincial Office by ensuring effective and efficient registry duties are provided. Ensure that a filing system is maintained. Provide office services for the Regional Office. Manage contract and cell phone administration. Supervise staff and oversee the work of subordinates. Handle disciplinary actions over subordinates and ensure training and development of subordinates.

**ENQUIRIES** : Mr P.S. Nevhorwa, Tel No: (012) 392 1314

**POST 25/60** : **ASSISTANT DIRECTOR: CUSTOMER RELATIONS MANAGEMENT REF NO: 060718/17**

CD: Revenue Management (WTE)

**SALARY** : R334 545 per annum, (Level 09)

**CENTRE** : Head Office Pretoria

**REQUIREMENTS** : A National Diploma or Degree in Finance Management with Accounting III as a major subject. Three (3) to five (5) years' experience in Financial Management at supervisory level. A valid drivers' licence (Certified copy must be attached). Knowledge of International Financial Reporting Standards. Knowledge and understanding of the Public Finance Management Act (PFMA), National Water Act, Treasury Regulations and the application of International Financial Reporting Standards applicable to Revenue and S.A Generally Accepted Accounting Practice (GAAP). Working experience of an Enterprise Resource Planning (ERP) system with preference for SAP. Knowledge and understanding on Human Resource Management legislation, policies, practices and procedures. Understanding of Public Service Anti-Corruption Strategy and fraud prevention measures. Knowledge and experience of administrative 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 problem solving skills, people diversity management, client orientation and customer focus skills. Good verbal and written communication skills and the ability to work with people. Ability to work under pressure and meet strict deadlines. The incumbent will be expected to travel to Regional/Cluster offices when required.

**DUTIES** : Implement and monitor billing, debt management and Customer Relations Management policies, strategies and procedure. Conduct follow-ups on billed water users to ensure that they are billed regularly and accurately. Ensure invoices and statements are forwarded to customers timorously. Provide support to Deputy Director: Customer Relations Management. Assist with ensuring customers' accounts are paid on time. Assist with reduction of outstanding debt by clearing all obstacles which prevent customers from paying their accounts. Ensure payments are allocated to customers promptly. Ensure the suspense account is cleared regularly and investigate all old un-cleared amounts. Provide support to the Regional/Cluster offices by proving training when necessary. Make sure those customers queries are attended to promptly. Management of staff.

**ENQUIRIES** : Mr M. Mothebe, Tel No: (012)336 8954

**POST 25/61** : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 060718/18**

Branch Finance Main

**SALARY** : R281 418 per annum (Level 08)

**CENTRE** : Head Office Pretoria

**REQUIREMENTS** : A Bachelor's Degree or National Diploma in Accounting/ Financial Management or equivalent tertiary qualification in a recognized accounting field. A minimum of two to three years' experience at a level of Provisioning Administrative Officer in Asset Management environment. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge

of Basic Accounting System (BAS), GRAP and Logis. Computer literacy with sound knowledge of the Ms Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Willingness to work cooperatively with others as a team and good communication skills.

**DUTIES** : Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Update new additions, movements, transfers and disposals. Reconcile BAS with the Asset Register on monthly basis. Monitor all entries made on the Asset Register as per minimum requirements. Retiring of all losses and disposed assets in the register. Update inventory lists. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the Department's asset requirements are included in the budget. Perform quarterly asset count. Conduct Bi –annual physical verification of movable assets and reconcile against the Asset Register and Trial Balance. Implement and manage registers for Finance Leases. Verify the existence of Finance Leases and prepare monthly reconciliation between Bas and amortization tables versus the Finance Leases register. Ensure reconciling items are cleared. Ensure proper annual reporting and reconciliations. Quality assurance of asset management processes. Assist on preparing AFS for interim & final audit for both internal & external Auditors. Quarterly review performance of staff within Asset Management in line with the Human Resources Management guidelines.

**ENQUIRIES** : Mr M.C. Madzhe, Tel No: (012) 336 8717

**POST 25/62** : **SENIOR SUPPLY CHAIN PRACTITIONER: DEMAND MANAGEMENT REF NO: 060718/19**  
Branch Finance: WTE, Demand Management

**SALARY CENTRE REQUIREMENTS** : R281 418 per annum (Level 08)  
: Head Office Pretoria  
: Degree or National Diploma in Supply Chain Management/ Logistics/ Purchasing Management qualification. Three (3) to five (5) experience in SCM administration environment. Knowledge of procurement administration procedures. Knowledge of financial legislation. Knowledge of BAS. Knowledge of SAP. Knowledge of GAAP. Knowledge of labour law (Disciplinary Procedure/Dispute resolution process). Knowledge of labour relation policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Knowledge Management. Problem Solving and Analysis. Knowledge of People and Diversity Management. Client Orientation and Customer Focus. Good Communication skills (verbal and written). Accountability and Ethical Conduct.

**DUTIES** : Review, collate, coordinate and consolidate Demand Plans from Clusters, Regions, Construction Sites and Head Office. Verification of needs on the Demand Plan. Issuing of quotation numbers. Review the Request for Quotation (RFQ). Shortlist suppliers from the Central Supplier Database (CSD) and upload CSD reports per each purchase requisition. Research, advice and monitor end-users of total cost of ownership in respect of their needs. Liaise and guide project managers on sourcing strategies. Assist end-users with the drafting of specifications / terms of reference. Draft and make inputs into management reports (status reports and register). Management of budget. Supervisor staff.

**ENQUIRIES** : Mr M Mdletshe, Tel No: (012) 336 7654

**POST 25/63** : **SENIOR SUPPLY CHAIN PRACTITIONER: ACQUISITION MANAGEMENT REF NO: 060718/20**  
Branch Finance: WTE, Acquisition Management

**SALARY CENTRE REQUIREMENTS** : R 281 418 per annum (Level 08)  
: Head Office Pretoria  
: Degree or National Diploma in Supply Chain Management/ Logistics/ Purchasing Management qualification. Three (3) to five (5) experience in SCM administration environment. Knowledge of procurement administration procedures. Knowledge of financial legislation. Knowledge of BAS. Knowledge of SAP. Knowledge of GAAP.

Knowledge of labour law (Disciplinary Procedure/Dispute resolution process). Knowledge of labour relation policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Knowledge Management. Problem Solving and Analysis. Knowledge of People and Diversity Management. Client Orientation and Customer Focus. Good Communication skills (verbal and written). Accountability and Ethical Conduct.

**DUTIES** : Management of bids (above R500 000) and quotations (below R500 000), including advertising bids and request for quotations(RFQ's); facilitating the tender briefing sessions or site meetings; closing of bids and quotations; responding to bid enquiries; pre-evaluation and advisory support to bid evaluation committees (BECs) and drafting of bid evaluation reports. Draft and make inputs into management reports. Draft and make inputs into management reports (status reports and registers). Management of the budget. Supervise staff.

**ENQUIRIES** : Mr M Mdletshe, Tel No: (012) 336 7654

**POST 25/64** : **SENIOR ADMINISTRATION OFFICER REF NO: 060718/21**  
Branch: NWRI, Head Office  
CD: Strategic Asset Management  
SD: Office Support

**SALARY CENTRE REQUIREMENTS** : R281 418 per annum, (Level 08)  
: Head Office Pretoria  
: A National Diploma or Degree in Public Administration or Social Sciences. Three (3) to five (5) years relevant working experience. Excellent office administration and organisational skills. Disciplinary knowledge of labour law, dispute resolution process and labour relations policies. Understanding of Social and Economic development issues. Excellent interpersonal and communication skills (written and verbal). Basic understanding of financial management and the PFMA. Knowledge management, problem solving, analysis, people, diversity management, client orientation and customer focus skills.

**DUTIES** : Provide administrative, logistical and secretariat support to the Directorate. Coordinate office activities and project/programme information. Liaise with internal and external stakeholders. Arrange meetings, workshops and travel arrangements. Assist with procurement, recording of financial documents and expenditure reporting of the Directorate. Draft reports and contribute to office documents and presentations.

**ENQUIRIES** : Mr. P Muneka, Tel No: (012) 336 7629.

**POST 25/65** : **SENIOR DEVELOPMENT EXPERT REF NO: 060718/25**  
Branch: Operational Integration Durban

**SALARY CENTRE REQUIREMENTS** : R281 418 per annum (Level 08)  
: Durban  
: A National Diploma or Degree in Public Management / Developmental Studies / Business Administration. One (1) to (3) three years management experience in a Water Sector environment. Knowledge and understanding on Human Resource Management Legislation, Policies, Practices and Procedures. Understanding of Public Finance Management Act (PFMA). Knowledge and understanding of Education and Training quality assurance processes and procedures. Acquaintance with equal opportunities and affirmative action guidelines and laws. Knowledge and 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. Good knowledge of Integrated Water Sector matters. Problem solving and analytical skills. Knowledge of People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. A valid driver's licence (A certified copy must be attached). Willingness to travel extensively, work irregular hours, and is proficient in English. Knowledge of IsiZulu will be an added advantage. The candidate will be expected

to possess excellent presentation, research, time management and project management skills.

**DUTIES** : Assist with the coordination of activities of Water Sector through existing sector partners. Maintain conceptualise and visual publications. Assist with the development and implementation of Integrated Water Sector Monitoring and Evaluation system and maintenance thereof. Implement policies and water sector framework that will guide implementation of Water Services Development Planning system (WSDP). Assist with conducting research on recent technology that can be applied. We require a self-motivated, independent thinker that will be able to liaise closely and provide support to various stakeholders including Traditional Leadership, Farmers (commercial and emerging), Local Government, Industries and other external institutions. The candidate must be able to identify key Water Resource Management needs of stakeholders, develop business plans, project proposals and effectively manage water for growth and development projects. Assist in the establishment, co-ordination and management of the Catchment Management Agency, Catchment Management Forums and Water User Associations within the respective Water Management Areas. Advise on government policies and legislation on all matters pertaining to Integrated Water Resource Management. Provide support to resource underprivileged farmers and Rain Water Harvesting Tanks for Food Production Programmes.

**ENQUIRIES** : Mr. N.A.Mkhize, Tel No: (031) 336 2820

**POST 25/66** : **SENIOR COMMUNITY DEVELOPMENT OFFICER REF NO: 060718/26**  
Branch: Operational Integration North West  
Chief Directorate: Sanitation

**SALARY CENTRE REQUIREMENTS** : R281 418 per annum (Level 08)  
: North West  
: National Diploma or Bachelor Degree in Human Sciences. Three (3) to (5) five years working experience. The following will serve as recommendation: An understanding of the roles and responsibilities of all spheres of government in sanitation delivery. Knowledge and understanding of relevant legislation (Water Services Act, Water Act, Sanitation Policies, PFMA and Public Service Regulations). Good written and verbal communication skills; Computer literacy, preferably in MS Excel, MS Word and MS PowerPoint; A valid driver's license.

**DUTIES** : Participate in the development of the sanitation business plan and the strategic plan for the province/region. Promote sanitation prioritization by supporting Water Services Authorities in the development of WSDPs. Monitor and Evaluate implementation of sanitation projects and prepare reports. Participate in the water and sanitation forums and other sector collaborative engagements such as IDP sessions to ensure that sanitation issues are adequately addressed. Support capacity building and skills development programmes for local municipalities. Facilitate the promotion of the Health and Hygiene awareness through the implementation of Water, Sanitation and Hygiene (WASH) and sanitation calendar events. Oversee the organisation and facilitation of workshops to create awareness on policies and guidelines; assist to respond to Ministerial queries, parliamentary questions as well as queries from the members of the public

**ENQUIRIES** : Mr R Kolokoto: Tel No: (018) 387 9500

**POST 25/67** : **SENIOR COMMUNITY DEVELOPMENT OFFICER REF NO: 060718/27**  
Branch: Operational Integration Gauteng

**SALARY CENTRE REQUIREMENTS** : R281 418 per annum (Level 08)  
: Gauteng Regional Office (Pretoria)  
: National Diploma or Bachelor Degree in Human Sciences. Three (3) to (5) five years working experience. Strategic and operational plan management. Policy implementation. Knowledge of monitoring and evaluation principles. Good communication skills. Understanding of conflict management. Creativity and Cultural awareness. Professional development. Flexibility and initiative.

**DUTIES** : Identify and facilitate the implementation of integrated community development interventions in partnership with community and other relevant stakeholders.

		Liaise and co-ordinate with relevant role players, internal and external stakeholders. Support communities and perform administrative support on community development and related activities. Ensure the planning of water programmes. Ensure the implementation of water regulatory framework. Ensure the monitoring and evaluation of water programmes.
<b><u>ENQUIRIES</u></b>	:	Mr P.S. Nevhorwa, Tel No: (012) 392 1324
<b><u>POST 25/68</u></b>	:	<b><u>SENIOR COMMUNITY DEVELOPMENT OFFICER REF NO: 060718/28 (X2 POSTS)</u></b>
		Branch: Operational Integration Durban
<b><u>SALARY</u></b>	:	R281 418 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Durban
<b><u>REQUIREMENTS</u></b>	:	National Diploma or Bachelor Degree in Human Sciences. Three (3) to (5) five years working experience. Strategic and operational plan management. Policy implementation. Knowledge of monitoring and evaluation principles. Good communication skills. Understanding of conflict management. Creativity and Cultural awareness. Professional development. Flexibility and initiative.
<b><u>DUTIES</u></b>	:	Identify and facilitate the implementation of integrated community development interventions in partnership with community and other relevant stakeholders. Liaise and co-ordinate with relevant role players, internal and external stakeholders. Support communities and perform administrative support on community development and related activities. Ensure the planning of water programmes. Ensure the implementation of water regulatory framework. Ensure the monitoring and evaluation of water programmes.
<b><u>ENQUIRIES</u></b>	:	Mr. B Msane Tel No: (031) 336 2860
<b><u>POST 25/69</u></b>	:	<b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A (WATER RESOURCES MANAGEMENT) REF NO: 060718/22</u></b>
		Branch: Operational Integration Durban, WRM
<b><u>SALARY</u></b>	:	R274 440 per annum (OSD)
<b><u>CENTRE</u></b>	:	Durban
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or Degree in Engineering or relevant qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician. Three years post qualification technical Engineering experience. Water resources related experience is a recommendation. Good interpersonal relations. Willingness to travel is essential. Must be computer literate. A valid driver's license (Certified copy must be attached). Knowledge of the National Water Act will be an added advantage. Please note that this is a Civil Engineering post and not related to factory production.
<b><u>DUTIES</u></b>	:	Facilitate Water Resources Management in a Water Management Area, with particular emphasis on registration and identification of unregistered water users. Validation and verification of Water Use. Assessment of water use licenses taking cognizance of hydrological, environmental, social and other factors. Conduct Dam safety evaluations. Attend to water resource related queries.
<b><u>ENQUIRIES</u></b>	:	Mr. S.O. Naidoo, Tel No: (031) 336 2700
<b><u>POST 25/70</u></b>	:	<b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A REF NO: 060718/23</u></b>
		Branch: Operational Integration Mpumalanga
<b><u>SALARY</u></b>	:	R274 440 per annum (OSD)
<b><u>CENTRE</u></b>	:	Groblersdal
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or Degree in Engineering or relevant qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician. Three years post qualification technical Engineering experience. Water resources related experience is a recommendation. Good interpersonal relations. Willingness to travel is essential. Must be computer literate. A valid driver's license (Certified copy must be attached).
<b><u>DUTIES</u></b>	:	Implement the National Water Act with focus on water resource information acquisition. Collect, analyse and manage hydrological flow data. Calibrate and

maintain flow gauging equipment. Run hydrological models and other relevant models. Liaise with relevant components to enforce compliance to water management legislation. Organise field trips and assist with the preparation of required supportive technical information as well as the writing of technical reports. Participate in capacity building and mentorship programmes for junior staff. Implement operational plans, guidelines, policies and projects.

**ENQUIRIES**

: Mr. T Veleko, Tel No: (013) 262 6800

**POST 25/71**

: **ENVIRONMENTAL OFFICER GRADE A (WTE) REF NO: 060718/24 (X3 POSTS)**

**SALARY**

: R240 015 per annum, (OSD)

**CENTRE**

: Bronkhorstspuit (X2 Posts)  
Lydenburg (X1 Post)

**REQUIREMENTS**

: A relevant National Diploma in Environmental Management or Natural Science. Practical experience in the field of water quality management will be an added advantage. Knowledge of Water Quality Management with an understanding of prevailing principles in Integrated Water Resource Management and Knowledge of Catchment Management will be an additional requirement. Understanding of the National Water Act. A valid driver's license (Certified copy must be attached). Willingness to travel extensively and work irregular hours. Good communication skills (both written and verbal). Good computer literacy and report writing skills.

**DUTIES**

: Processing of Water Use License Applications in Water Management Areas. Provide comments on Environmental Impact Assessment, Environmental Program Reports and Development Applications in the Oliphant's Management area. Liaise with stakeholders in the Water Sector and other Government Departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, and local authorities etc. Undertake water resource monitoring and special investigation. Manage water quality in the designated catchments areas. Prepare reports and interpret water quality monitoring results.

**ENQUIRIES**

: Mr S Macevele, Tel No: (013) 932 2061

**POST 25/72**

: **HUMAN RESOURCES PRACTITIONER REF NO: 060718/29**

**SALARY**

: R226 611 per annum (Level 07)

**CENTRE**

: NWRI: Central Operations Bloemfontein

**REQUIREMENTS**

: Bachelor's degree or National Diploma in Human Resources Management or relevant. Three (3) to five (5) years' experience in Human Resources. Knowledge and understanding of human resource management legislation and prescripts as well as Persal. Computer literacy. Problem solving, interpretation, creativity, interpersonal and analytical skills as well as good communication (Verbal and Written) skills. Confidentiality, loyalty and team leadership.

**DUTIES**

: Supervise plan and co-ordinate activities of Senior Human Resource Officers to contribute to the rendering of a professional human resource management service, e.g. personnel development, performance and discipline. Prepare reports on human resource management issues and statistics to enable management to make informed decision. Ensure quality work. Supervise the implementation and maintenance of human resource administration practices concerning service benefits and/or maintenance and provisioning of human resources in the Department to contribute to the rendering of a professional human resource management service. Administer conditions of services and service benefits (leave, housing, medical, injury on duty, terminations, long service recognition, overtime, re-allocation, pension, allowances, etc.). HR Provisioning (Recruitment and Selection, Appointments, Transfer, Verification of qualifications, secretarial functions, interviews, absorptions, probationary periods etc.) Performance management. Address human resource management enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advice the Department. Approve transactions on PERSAL according to delegations (Authorisation should happen on a higher level preferably at AD or Control level 9). Prepare reports on human resource administration issues and statistics.

**ENQUIRIES** : Mr. S Van Der Westhuizen Tel No: (051) 405 9000

**POST 25/73** : **SENIOR WATER CONTROL OFFICER REF NO: 060718/30**  
Branch: NWRI Central Operation

**SALARY** : R183 558 per annum (Level 06)  
**CENTRE** : Potchefstroom (Schoonspruit)  
**REQUIREMENTS** : National Senior Certificate or Adult Education Training (ABET). Mathematical literacy as added advantage. Internal water control courses will be added as an advantage. One (1) to three (3) years in water control related functions. Knowledge In controlling and managing the water distribution 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 resources strategy .Knowledge of floods controlling .Understating of Government legislation. Must be able to perform his/her duties with a bicycle.

**DUTIES** : Opening and closing of sluices according to scheme regulations. Handling the water distribution sheet according to scheme regulations. Perform minor maintenance on structures, fencing and sluices. Assist with opening of blocked pipes and canals. Remove of algae and water grass in canals regularly. Conduct daily inspections on section. Report holes on embankments and any irregularly on canals to Water Control Officer. Look for cracks in measuring structures and report defects. Stagnant water on the embankments must be reported. Painting of sluices and long weir sluices. Ensure that sluice numbers are clearly marked. Keep canal grids clean. Keep gauge plates clean. Keep structures clean and their surroundings. Keep inlet hole to measuring box always open. Clean and lock always the post boxes. Repair minor wash outs. Repair equipment when necessary. Keep equipment's safe and lock the store room always.

**ENQUIRIES** : Ms S.M. Mokgosi, Tel No: (018) 294 9302

**POST 25/74** : **WATER PLANT SUPERINTENDENT REF NO: 060718/31**  
Branch: NWRI Central Operation

**SALARY** : R152 862 per annum, (Level 05)  
**CENTRE** : Usutu River  
**REQUIREMENTS** : National Senior Certificate and Certificate in Plant treatment. One (1) to three (3) years' experience. Knowledge in ensuring the water distribution for all Waterworks within the Area Office's jurisdiction. Policy implementation. Monitoring and evaluation principles. Basic 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 computer pumps and equipment in the pump stations. Report faults in the working environment. Comply with OHS Act requirements in the working environments. Compile shift roasters for officials working on the readings. Monitor analysis and record all relevant readings. Evaluate work performance of human resources and provide the job training. Reports faults in working environment. Operations of water pumps. The protection of water installation.

**ENQUIRIES** : Mr. M.D.Cholo, Tel No: (017) 846 610

**POST 25/75** : **DRIVER (EXTRA HEAVY MOTOR VEHICLE) REF NO: 060718/32**  
Branch: NWRI Southern Operation

**SALARY** : R152 862 per annum (Level 05)  
**CENTRE** : Uitkeer  
**REQUIREMENTS** : A Grade 10 Certificate (or equivalent) qualification plus a valid Code EC driver's license accompanied with a valid Public Drivers Permit (PDP). Three (3) to six (6) years' experience in operation of heavy motor vehicle driving. Knowledge in driving services. Knowledge in operating service. Knowledge of organizational policies



and procedure. Knowledge of process flow. Good communication skills (both verbal and written).

**DUTIES** : Responsible for implementing best practices of driver and operator system. Ability to analyse logistics operations. Conduct quality assurance of driver and operator systems. The delivery and collection of passengers and the maintenance of register regarding deliveries and pickups. Accountable for the routine maintenance of vehicles. Routine inspection for visible defects around the exterior of vehicle/s. Monitor various fluid levels. Monitor the utilization of vehicle and operating system. Attend to special requests. Ensure periodic checks on vehicle maintenance standards. Ensure the safekeeping of vehicles. Ensure that vehicles and operators are guarded at all times. Ensure that cleanliness where equipment is kept to avoid the fire hazards. Promote Occupational Health and Safety on an ongoing basis.

**ENQUIRIES** : Mr. JM Viljoen Tel No: (041) 508 9703

**POST 25/76** : **ADMINISTRATION CLERK REF NO: 060718/33**  
Directorate: NWRI Central Operation

**SALARY CENTRE REQUIREMENTS** : R152 862 per annum (Level 05)  
: Tugela Vaal  
: National Senior Certificate with mathematics or accounting as passed subjects and appropriate experience in finance with particular emphasis in the following: knowledge of National Regulation, PFMA and computer literacy. Knowledge of basic financial operating systems (PERSAL and/or SAP). Ability to work under pressure and as part of team. A valid driver's license will also serve as an added advantage.

**DUTIES** : Preparation and capturing of all sundry payments for suppliers and employees on SAP. Capturing S&T, overtime, night shift, standby, Sunday and public holiday allowances and all other related salary deduction and payments for employees on PERSAL. Filing of financial documentation. Attend to related queries for suppliers and employees. Over-all rendering or financial administration support to scheme level, NWRI and Head Office.

**ENQUIRIES** : Mr J Padayachee, Tel No: (036) 438 8302

**POST 25/77** : **ADMINISTRATION CLERK REF NO: 060718/34**  
Branch: NWRI Central Operation

**SALARY CENTRE REQUIREMENTS** : R152 862 per annum (Level 05)  
: Tugela Vaal  
: National Senior Certificate or equivalent. One (1) year relevant experience in Supply Chain Management /procurement management environment. Good knowledge of PFMA, PPPFA, Treasury Regulations, Government SCM framework/policies and procedures. Knowledge of SAP, Good Communication skills (written and verbal), Computer Literacy skills (Ms Word, excel), good interpersonal, relationship skills and must be able to work under pressure. Valid driver's License.

**DUTIES** : Preparation and capturing of all sundry and order payments for Suppliers and employees on SAP. Capturing of Travel and Subsistence (S&T) claims, overtime, Night shift, Standby, Sunday and Public holiday allowances and all other related salary deductions and payments to employees on PERSAL. Perform cashier duties and Petty cash management. Compilation of monthly reports. Filing of financial documents. Attend to related queries for suppliers, employees and audit. Over-all rendering of financial administration support to scheme level (Assisting Area Offices), NWRI: CO and Head Office.

**ENQUIRIES** : Ms S.M. Magubane, Tel No: (036) 438 8307

**POST 25/78** : **ADMINISTRATION CLERK REF NO: 060718/35**  
Branch: NWRI Central Operation

**SALARY CENTRE** : R152 862 per annum (Level 05)  
: Central Operations (Pretoria)

- REQUIREMENTS** : National Senior Certificate or equivalent. No previous experience required. 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 Resource prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Knowledge of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility. Team work. Basic knowledge of problem solving and Analysis. People and Diversity management. Client Orientation and Customer Focus. Good Communication skills (verbal and written). Accountability and ethical Conduct.
- DUTIES** : Distribute water in respect in instruction given by managers. Conduct general routine inspection. Report irregularities with accordance to schemes regulations. Minor maintenance of canals, measuring structures, sluices and servitude's. Safe keeping of equipment and property. Knowledge of administration in relation to the correct completion of forms.
- ENQUIRIES** : Ms N.D.Ndumo, Tel No: (012) 741 7302
- POST 25/79** : **AUXILIARY SERVICE OFFICER REF NO: 060718/36**  
Branch: NWRI Central Operation
- SALARY CENTRE REQUIREMENTS** : R152 862 per annum (Level 05)  
: Potchefstroom  
: National Senior Certificate with two (2) Years' experience in a relevant or similar field. Must have good technical problem solving abilities. Basic knowledge of Survey will be a recommendation. Ability to swim will serve as an added advantage. Drivers Licence will serve as an added advantage.
- DUTIES** : Assist Technicians and Surveyors in performing survey services, which include the Following: Building and painting of beacons assist with levelling, taking spot-shots with ranging rod and prism at specific positions as shown by technicians, clearing the area to be surveyed by cutting grass, reeds and chopping down trees. Driving and boat handling. Maintenance of boats, trailers and general equipment. Check if lights are working and take the necessary steps by replacing the faulty parts. Maintaining of survey equipment and also perform inspection after returning from task. Loading and unloading of equipment on boats and from vehicles. Clean boats, equipment and workplace when returning to the office. Report any unserviceable and lost equipment to the Technician. The incumbent will work away from the office for extended periods of time. He must be willing to travel in the execution of his duties.
- ENQUIRIES** : Mr. G.J.Conradie, Tel No: (018) 294 9314
- POST 25/80** : **ACCOUNTING CLERK REF NO: 060718/37 (X2 POSTS)**  
Branch: Finance: Main Account
- SALARY CENTRE REQUIREMENTS** : R152 862 per annum (Level 05)  
: Head Office Pretoria  
: National Senior Certificate with Accounting as a subject. 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 legislatures, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA Financial Manual). Knowledge and understanding of basic financial operating systems (PERSAL, BAS LOGIS etc.). Knowledge management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill. Accountability and ethical conduct.
- DUTIES** : Perform salary administration support services. Perform bookkeeping and debt management support services. Perform accounts payable support services .Perform records management within Financial Accounting.
- ENQUIRIES** : Ms F.M. Monyeki, Tel No: (012) 336 7742

- POST 25/81** : **ACCOUNTING CLERK REF NO: 060718/38**  
Branch: NWRI Central Operation
- SALARY CENTRE REQUIREMENTS** : R152 862 per annum (Level 05)  
: Central Operation Pretoria  
: National Senior Certificate with Mathematics and Accounting as passed subject. One (1) to (3) three years' experience in financial environment. Knowledge of Treasury Regulations, PFMA and computer literacy. Knowledge of PERSAL and/or SAP. Good verbal and written communication skills. Good planning and organizing skills, interpersonal, problem solving and conflict management. Ability to work extra hours when required. A valid driver's license will also serve as an added advantage.
- DUTIES** : Preparation and capturing of all sundry and order payments for suppliers and employees on SAP. Capturing of Travel and Subsistence (S&T) claims, overtime, night shift, standby, Sunday and public holiday allowances and all other related salary deductions and payments for employees on PERSAL. Perform cashier duties and petty cash management. Compilation of monthly reports. Filing of financial documents. Attend to related queries for suppliers, employees and audit. Over-all rendering of financial administration support to scheme level (assisting area office), NWRI: Central Operation and Head Office.
- ENQUIRIES** : Ms P Mohlala, Tel No: (012) 741 7336
- POST 25/82** : **GENERAL FOREMAN REF NO: 060718/39**  
Branch: NWRI Central Operation
- SALARY CENTRE REQUIREMENTS** : R127 851 per annum (Level 04)  
: Potchefstroom  
: Grade 8 or equivalent, one (1) to two (2) relevant experience. Knowledge and experience of gardening equipment's and appliances. Knowledge and experience of lawn care process, pruning: and trimming process and techniques. Knowledge of daily maintenance procedures for efficient machine / equipment performance. Knowledge of health and safety procedures. Knowledge of garden maintenance and planting practices. Must be able to read and write. Good communication skills (verbal and written), Good interpersonal skills self-motivated and show willingness to work. Ability to work under pressure, independently and in a team. Be able to supervise subordinates. Valid driver's licence.
- DUTIES** : Do maintenance of canals, keep structures clean and their surroundings, keep canals in good condition, holes on canals must be reported, Ensure that the correct mixer of concrete are used to repair canal system Ensure that stagnant water on the canals must be reported, ensure that maintained plan is in place for uninterrupted service, keep records of repaired equipment, keep job cards up to date, repair minor equipment, cut grass ,trees and herbicides application, ensure that p reparation of all fencing as well as installation of new fencing is according to standard, handling of conflicts in section and identify training on a continuous basis and ensure health and safety adhered to by sub ordinates within Government Water Schemes.
- ENQUIRIES** : Ms S.M. Mokgosi, Tel No: (018) 294 9302
- POST 25/83** : **WATER CONTROL AID REF NO: 060718/40**  
Branch: NWRI Central Operation
- SALARY CENTRE REQUIREMENTS** : R127 851 per annum (Level 04)  
: Mooiriver Potchefstroom  
: National Senior Certificate or (Adult Education Training) AET, Good verbal, writing and reading skills in English and Afrikaans. Must be able to perform his/her duties with a bicycle.
- DUTIES** : Opening and closing of sluices according to scheme regulations. Handling the water distribution sheet according to scheme regulations. Perform minor maintenance on structures, fencing and sluices. Assist with opening of blocked pipes and canals. Remove of algae and water grass in canals regularly. Conduct daily inspections on section. Report holes on embankments and any irregularly on

canals to Water Control Officer. Look for cracks in measuring structures and report defects. Stagnant water on the embankments must be reported. Painting of sluices and long weir sluices. Ensure that sluice numbers are clearly marked. Keep canal grids clean. Keep gauge plates clean. Keep structures clean and their surroundings. Keep inlet hole to measuring box always open. Clean and lock always the post boxes. Repair minor wash outs. Repair equipment when necessary. Keep equipment's safe and lock the store room always.

**ENQUIRIES** : Ms SM Mokgosi Tel No: (018) 294 9302

**POST 25/84** : **WATER CONTROL AID REF NO: 060718/41**  
Branch: NWRI Central Operation

**SALARY** : R127 851 per annum (Level 04)  
**CENTRE** : Schoonspruit Potchefstroom  
**REQUIREMENTS** : National Senior Certificate or (Adult Education Training) AET. Good verbal, writing and reading skills in English and Afrikaans. Must be able to perform his/her duties with a bicycle.

**DUTIES** : Opening and closing of sluices according to scheme regulations. Handling the water distribution sheet according to scheme regulations. Perform minor maintenance on structures, fencing and sluices. Assist with opening of blocked pipes and canals. Remove of algae and water grass in canals regularly. Conduct daily inspections on section. Report holes on embankments and any irregularly on canals to Water Control Officer. Look for cracks in measuring structures and report defects. Stagnant water on the embankments must be reported. Painting of sluices and long weir sluices. Ensure that sluice numbers are clearly marked. Keep canal grids clean. Keep gauge plates clean. Keep structures clean and their surroundings. Keep inlet hole to measuring box always open. Clean and lock always the post boxes. Repair minor wash outs. Repair equipment when necessary. Keep equipment's safe and lock the store room always.

**ENQUIRIES** : Ms. S.M. Mokgosi, Tel No: (018) 294 9302

**POST 25/85** : **GROUNDSMAN REF NO: 060718/42 (X2 POSTS)**  
Directorate: NWRI Central Operation

**SALARY** : R90 234 per annum (Level 02)  
**CENTRE** : Usutu River  
**REQUIREMENTS** : Zero (0) to (1) one year working experience. Knowledge and experience of gardening equipment and appliances. Knowledge of lawn care process. Knowledge of the pruning and trimming process and techniques. Knowledge of the chemical use (dilution/mix) chemical product knowledge. Knowledge of daily maintenance procedures for efficient machine/ equipment performance. Basic knowledge in supporting water utilisation and water resources strategy. Knowledge of health and safety procedures. Knowledge 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 fertilizer, herbicides onto grass, shrubs and tree using hand or automatic sprayers or spreaders.

**ENQUIRIES** : Mr. M.D. Cholo, Tel No: (017) 846 6108

**POST 25/86** : **GENERAL WORKER REF NO: 060718/43**  
Branch: NWRI Central Operation

**SALARY** : R90 234 per annum (Level 02)  
**CENTRE** : Potchefstroom  
**REQUIREMENTS** : ABET Certificate. 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 uses (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

**DUTIES**

garden maintenance and plating practices. Basic understanding of Government legislation.

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

**ENQUIRIES**

: Ms S.M.Mokgosi, Tel No: (018) 294 9302