

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
Bellville, George and Worcester: Please forward your applications quoting the relevant reference number to the Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville. For attention: Ms K Melelo
Eastern Cape Region: 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
Gouritz River / Villierdorp (Theewaterkloop Dam): Please forward your applications: 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 Ms N Ngele
- CLOSING DATE** : 20 July 2018 Time: 16H00
- NOTE** : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously 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.
ERRATUM: Kindly note that the post of Administration Clerk with Ref No: 060718/35 advertised in vacancy circular 25 dated 22 June 2018, the duties has been amended. The correct duties read as follows: Render clerical support services, record, organise, store and capture and retrieve correspondence and data. Update registers and statistics. Make photocopies and receive or send fascimiles. Distribute documents/packages to various stake holders. Keep and maintain the filing system for the component. Keep and maintain the coming and outgoing documents register of the component. Provide supply chain management support within the component. To do any other related duties. And also the closing date has been extended to the 20 July 2018.

MANAGEMENT ECHELON

- POST 27/38** : **DIRECTOR: INSTITUTIONAL ESTABLISHMENT REF NO: 200718/01**
 Branch: Operational Integration: Western Cape
 Directorate: Institutional Management
- SALARY CENTRE** : R948 174 per annum (all Inclusive package), (Level 13)
 : Bellville

REQUIREMENTS : A Bachelor of Science Degree or Business Management (NQF 7). Five (5) to ten (10) years relevant experience in the Water Resource Management environment of which five (5) years should be at middle or senior management level. Knowledge and experience of the water sector and water related legislation including relevant policies preferably in Integrated Water Resource Management. Knowledge and experience of business management principles. Knowledge of Public Service Act and Regulations. Knowledge and experience of strategic planning, resource allocation and Human Resources. Problem solving and analytical skills. Appropriate experience in the establishment and management of Water Management Institutions. Ability to develop policies and strategies in terms of key performance areas in the Region. Good understanding of Integrated Water Resource Management and water use efficiency. Proven managerial and leadership abilities. Ability to interact at a high level both nationally and internationally. Excellent communication (verbal and written) skills. Good financial management skills, negotiation skills problem solving skills, interpersonal and decision-making skills. Knowledge of project and programme management. A valid driver's licence (certified copy must be attached).

DUTIES : Develop and implement a performance improvement suggestion scheme. Advise top management and the legislature as well as relevant sector bodies on policies and strategies relevant to the Directorate. Assist in the development of the Business Plan for institutions. Investigate and make recommendations for license applications. Monitor license conditions. Manage river control systems. Manage Water Use Licence Applications (WULA). Provide technical information and support services to Waste Management and Sanitation Improvement (WMI). Coordinate and manage the information Monitoring and Evaluation system. Monitor environmental flows, eco-systems and habitat integrity. Manage water conservation campaigns. Manage Water Resource Management functions. Lead, direct and manage the establishment of Proto CMA in an effective and efficient manner. Ensure water quality objectives are maintained. Coordinate the establishment and administration of integrated catchment forums. Plan the execution of resource water quantities for short and medium term. Coordinate Proto-CMA meetings and forums. Effectively manage relationship in order to achieve Directorate's goals. Oversee risk management and mitigation plans. Perform monitoring and evaluation dashboard.

ENQUIRIES : Ms L Peter, Tel No: 021 941 6207
APPLICATIONS : For purposes of response handling, kindly forward applications for this post to Centre: Head Office (Pretoria) 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.

OTHER POSTS

POST 27/39 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 200718/02**
Branch: Operational Intergration: Western Cape
SD: Financial Management: WTE

SALARY : R697 011 per annum (all inclusive package), (Level 11)
CENTRE : Bellville
REQUIREMENTS : A National Diploma or Degree in Financial Administration. Three (3) to five (5) years management experience in Public Financial Administration. Working experience on SAP and Persal. Knowledge and experience of Assets management, Supply Chain Management, Expenditure Management and Revenue Management. Practical knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and all applicable legislation, policies, practices and procedures. Practical knowledge and understanding of Public Service Anti-corruption Strategy and fraud prevention measures. Knowledge of affirmative action guidelines and laws. Knowledge and understanding of principles and practices pertinent to Financial Accounting. Practical knowledge and understanding of Standard Chart of Accounts (SCOA). Be computer literate and have sound knowledge of Microsoft Office. Ability to write reports and submissions. Ability to compile presentations and excellent presentation skills. Excellent problem solving and analytical skills. People and

- diversity management. Client orientation and customer focus. Excellent verbal and written communication skills. A valid Driver's License is required (certified copy must be attached).
- DUTIES** : Manage accounts receivable and revenue collection. Manage payments - supply chain and assets management services. Manage integrated budget planning and expenditure. Provide financial system support and reporting. Monitor and revise steps to recover debt. Manage resources (human, financial, equipment/assets). Monitor and advise on budget and expenditure for the Directorate. Analysis of Trial Balance information (e.g. suspense accounts, loans accounts, asset accounts, identify problematic accounts). Analyse annual financial statements. Monitor policy implementation. Evaluate strategic plans. Evaluate business plans and budget. Provide professional expertise according to the financial requirements in Head Office and Regions. Provide annual and interim financial statements. Analysis of audit reports. Attend to management instructions and requests. Establish and maintain strong relationships with key stakeholders internally and externally. Build financial capacity, transfer of knowledge/skills and empower financial staff on policies, procedure guides and training i.e. formal and informal. Develop and implement a financial inspection plan to address high risk areas.
- ENQUIRIES** : Mr. MJ Murovhi, Tel No: 021 941 6237
- POST 27/40** : **CONTROL ENGINEERING TECHNICIAN CIVIL GRADE A REF NO: 200718/03**
Branch: Operational Integration: Western Cape
DIV: Data Management
- SALARY** : R422 139 per annum, (OSD)
CENTRE : George
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician (attach proof of registration). A valid driver's license (certified copy must be attached). Good computer literacy and computer programming skills. Good communication skills (verbal and written) and negotiation skills. Experience in project management. Technical design and analysis knowledge. Knowledge of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing and technical consulting skills. Problem solving, analysis, decision making and team work skills. Creativity, financial management, customer focus and responsiveness skills. Good planning, organising and people management.
- DUTIES** : Manage and Co-ordinate an effective data collection component within the Gouritz Water Management Area. Manage and Co-ordinate an effective calibration component within the Gouritz Water Management Area. Manage and co-ordinate an effective construction and maintenance component. Management of supply chain management, human resources and corporate services for the sub district office. Manage technical services and support in conjunction with engineers, technologists and associates in the field. Ensure compliance with regard to Occupational Health and Safety Act (OHS) in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorise/make recommendations for approval by the relevant authority. Manage budgeting processes, cash flow projections and expenditure management. Compile and submit budgetary reports as and when required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation, maintenance and integrity of all databases including but not limited to the Hydstra database. Manage personnel and assets. Continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on engineering-related matters. Travel extensively as and when required.
- ENQUIRIES** : Ms Z Bila-Mupariwa, Tel No: 021-941 6089

<u>POST 27/41</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 200718/04</u> Branch: Corporate Management DIR: Human Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum, (Level 09) Head Office, Pretoria A National Diploma or Degree in Public Administration or relevant qualification. 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 organizational skills.
<u>DUTIES</u>	:	Render support pertaining to logistical arrangements in the Component. Prepare for HR Management meetings. Minute taking at HR Management meetings. Arrange transport and accommodation for officials. Monitor expenditure in the Chief Directorate. Manage incoming and outgoing correspondence i.e. maintain document flow in the Chief Director's office. Manage workflow within the unit. Establish and maintain a records management system. Monitor the budget in the unit. Assisting the Deputy Director: Strategic Support in compiling reports and other related documents.
<u>ENQUIRIES</u>	:	Ms T. Maliha, Tel No: 012-336 7198
<u>POST 27/42</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: 200718/05</u> Branch: Operational Integration: Western Cape DIV: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R299 709 per annum, (Level 08) Bellville A National Diploma or Degree in Financial Management or relevant qualification. Two (2) to three (3) years' experience in Financial Management. Working experience on government financial systems (BAS, Logis and Persal). Knowledge of the PFMA, Treasury Regulations, DORA and HRM policies. Computer literacy is essential which is inclusive of Advanced MS Excel. Experience in accounts payable and receivable as well as the review of aging accounts. Strong analytical and problem solving skills. Supervisory skills. Ability to clearly and firmly enforce departmental deadlines. Ability to perform scheduled tasks with minimal supervision. Interpersonal and organizing skills. Good mathematical and number expertise. Ability to work long hours and under pressure. Problem solving skills. Strong sense of responsibility and ability to work independently and in a team. A valid driver's licence (certified copy must be attached).
<u>DUTIES</u>	:	Ensure compliance with management of invoices. Manage creditors by ensuring major accounts are reconciled with supplier statements. Monitor compliance with 30 day payments, administration of payroll management, authorise BAS, LOGIS and PERSAL payments and journals. Monitoring of petty cash and Revenue (weekly and monthly). Supervise banking and cash management. Oversee safeguarding of state monies. Ensure proper document control pertinent to financial documents. Compliance with monthly reporting on payables/accruals, 30 day reports, creditor reconciliation reports, petty cash reconciliation and suspense account reconciliation. Supervision of team members.
<u>ENQUIRIES</u>	:	Ms S Kapela, Tel No: 021 941 6318
<u>POST 27/43</u>	:	<u>SENIOR COMMUNITY DEVELOPMENT OFFICER: SECTOR COLLABORATION (IGR) REF NO: 200718/06</u> Branch: Operational Integration: Western Cape Sub-Directorate: Sector Collaboration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R299 709 per annum, (Level 08) Bellville A National Diploma or Degree in Human Sciences. Three (3) to five (5) years relevant experience. Knowledge and experience in strategic and operational plan

management. Knowledge in Policy implementation. Monitoring and evaluation tools and principles. Good communication skills (written and verbal). Computer literacy skills. Creativity and awareness. Experience in professional development and project management. Cultural awareness, flexibility and initiatives skills. Presentation, leadership and interpretation skills. Knowledge in application of policy and strategy. Knowledge of relevant Water related legislation, policies and practices. Knowledge of Intergovernmental Relations (IGR). Understanding of water resource programmes. Experience in Community or Rural development as well as interacting with other spheres of Government. Ability to manage conflict through a transparent and participatory approach. A valid driver's license (certified copy must be attached). Willingness to travel extensively and work irregular hours.

DUTIES

: Support the development of a shared vision and mission for the section. Promote active community participation. Ensure adequate support to subordinates. Promotes transformation within the section. Ensure a culture of innovation and performance. Develop and implement a performance improvement suggestion scheme. Communicates effectively with stakeholders in the sector about the functions of the section. Support the establishment and sustainability of provincial partnerships. Supports project stakeholder engagements in various municipalities. Participate as a key player in the Water and Sanitation Sector strategic plan. Support activities towards sustainable and functional water and sanitation forums. Support mobilization for Ministerial public participation programmes. Develop strategic plan for the section. Assist with the development and management of the budget for the section. Assist with the development of an expenditure forecast on a quarterly basis for the section. Manage Human Resources for the section. Participate in the Recruitment and Selection of staff. Manage development of individuals in subordinate positions. Ensure that Human Resource Development policies are applied to staff members within the section. Promote Water Advocacy Programmes. Assist in the regulation and support of WSAs in Water and Sanitation implementation and reporting. Assists with Water and Sanitation Capacity Building, skills training and job creation through EPWP.

ENQUIRIES

: Mr N Phillip Tel No: 021 941 6145

POST 27/44

: **ARTISAN FOREMAN CIVIL GRADE A REF NO: 200718/07**
Branch: Operational Integration: Western Cape

SALARY CENTRE REQUIREMENTS

: R286 500 per annum, (OSD)
: Worcester
: An appropriate Trade Test Certificate (certified copy must be attached). Five (5) years post qualification experience as an Artisan. A valid driver's license (A certified copy must be attached). A minimum of five (5) years' experience in staff supervision will serve as a recommendation. Good computer literacy in MS Word, Excel and Outlook. Must be prepared to work away from the office and camp in the field for long periods of time. Good communication skills, both verbal and written. Ability to work in a team.

DUTIES

: Supervise and quality assure hydrological gauging stations. Inspect electronic equipment and facilities for technical faults. Repair equipment where necessary and facilities according to standards. Supervise maintenance at gauging stations as well as the upstream of pools. Supervise small to medium construction jobs when and where necessary. Service sites and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Update register of maintained and repaired faults. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Planning of resources. Schedule work, small construction works and general maintenance on canals, weirs and dams. Clean and maintain gauging station pools and access roads. Ensure compliance with the Occupational Health and Safety Act of 1993. People management and administration.

ENQUIRIES

: Mr C. Botma, Tel No: 023 342 6271

POST 27/45 : **SENIOR SUPPLY CHAIN PRACTITIONER (CONTRACT MANAGEMENT) REF NO: 200718/08**
Branch Finance (WTE)

SALARY : R299 709 per annum, (Level 08)
CENTRE : Head Office Pretoria
REQUIREMENTS : A National Diploma/ Degree in Supply Chain Management / Logistics / Purchasing Management or relevant qualification. Three (3) to five (5) experience in Supply Chain Management. Knowledge of policies relating to Supply Chain Management and Systems, Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Government SCM Framework. SAP system knowledge will be an advantage. Interpersonal skills, good communication skills (verbal and written). Excellent planning, organizing and people management skills. Good computer literacy skills.

DUTIES : Ensuring compliance applicable to regulatory framework (PFMA; PPPFA). Ensure compliance with the Framework for Supply Chain Management in particular to the Contract Management Framework. Maintain an efficient and effective Contract Management within WTE. Review existing Water Trading Entity (WTE) contracts and lease agreements. Maintain and effective and efficient SAP Contract Management System, Retention Contract Register and Variation Orders Register. Liaise and guide project managers/ users on all related contract issues. Monitor Supply Chain Management compliance. Review contract forms and documents. Co-ordinate Performance Assessment on contractors. Implement and monitor compliance of Departmental Contract Management Guidelines.

ENQUIRIES : Ms S Sajini Tel No: 012 336 8916 / Mr S Mahapa, Tel No: 012 336 8017

POST 27/46 : **PROVISIONING ADMINISTRATION OFFICER: ASSET MANAGEMENT REF NO: 200718/09**
Branch: Finance

SALARY : R242 475 per annum, (Level 07)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A National Diploma or Degree in Economics / Business Economics / Financial Management Accounting. One (1) year experience in Asset Management. Treasury Regulation and other relevant legislation. Knowledge of PFMA, BAS and LOGIS, Ms Office suite preferably Excel. Good client orientation and customer focus 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. Good interpersonal relations and communication skills.

DUTIES : Assist with performing monthly asset reconciliation for both assets and finance lease and reconcile Bas with Asset register on monthly basis. Assist with the updating of the asset register (Historic and Additions), movement of assets, updating inventory lists, updating disposal database and loss register. Bar-coding of assets and Perform quarterly asset count. Conduct Bi-annual physical asset verification of movable, finance lease asset Quality assurance of asset management processes.

ENQUIRIES : Ms GM Makapane, Tel No: 012 336 8844

POST 27/47 : **REGISTRY CLERK REF NO: 200718/10**
Branch: Operational Integration: Western Cape
DIV: Auxiliary Services

SALARY : R163 563per annum, (Level 05)
CENTRE : Bellville
REQUIREMENTS : A Senior Certificate. Knowledge of Registry Procedures, processes, applicable prescripts and Acts. Knowledge of file management. Basic computer literacy skills. Knowledge of filing, registered mail, priority mail and the sorting of mail. Problem solving, analysis, client orientation and customer focus skills. Good communication skills. Accountability and ethical conduct skills. Good interpersonal skills.

DUTIES : Efficient running of the registry office. Open post and parcels. Accurate filing of all correspondences on a daily basis. Open and close files. Assist with the execution of functions attached to the registry office. Maintain a register of documents

received and delivered. Receiving and dispatching of courier items. Ensure that there is no backlog on documents to be filed. Ensure that there is no file that leaves registry without being recorded. Issue and collect files from officials. Replace file covers and ensure that registry is efficient and effective. Deal with all registry related queries on a daily basis, in accordance with Batho Pele Principles.

ENQUIRIES : Ms Z Matiso, Tel No: 021 941 6098

POST 27/48 : **ADMINISTRATION CLERK: WARMS REF NO: 200718/11**

Branch: Operational Integration: Western Cape
Sub-Directorate: Water Use License Authorisation

SALARY : R163 563 per annum, (Level 05)

CENTRE : Bellville

REQUIREMENTS : A Senior Certificate. Be computer literate and have sound knowledge of Microsoft Office. Knowledge of Water Services Act and National Water Act 1998(Act No 36 of 1998). Knowledge of the National Water use Registration process. Knowledge of administrative procedures. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Problem solving and analysis. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct.

DUTIES : Implement administrative procedures for the component. Implement policies. Implement action plan for the section. Adhere to the financial procedures in the section. Compile monthly reports. Advise management on good administrative practices. Provide feedback on identified administrative gaps. Serve as the main interface between the clients and other functions in the national water use registration process including the handling of enquiries from clients. Handle all aspects relating to the filing and retrieval of water use files. General office administration.

ENQUIRIES : Ms H Khoza Tel No: 021- 941 6083

POST 27/49 : **ADMINISTRATION CLERK REF NO: 200718/12**

Branch: Operational Integration: Western Cape
DIV: Water Quality Related Water Use Management

SALARY : R163 563 per annum, (Level 05)

CENTRE : Bellville

REQUIREMENTS : Grade 12 certificate. Be computer literate and have sound knowledge of Microsoft Office. Knowledge of administrative functions, practices as well as the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge of Human Resource prescripts, basic financial management. Knowledge and understanding 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. Client orientation and customer focus. Good verbal and written communication skills.

DUTIES : Implement administrative procedures for the component. Implement policies. Implement action plan for the section and adhere to the financial procedures. Compile section monthly report assist management on good administrative practices. Provide feedback to identified administrative gaps. Update registers and statistics. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Keep and maintain the coming and outgoing document register of the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation for the section. Coordinate section meeting with clients. Support the catchment manager with the coordination of the sections projects. General office administration.

ENQUIRIES : Ms T Torch, Tel No: 021 941 6236

POST 27/50 : **ACCOUNTING CLERK REF NO: 200718/13**
Branch: Operational Integration: Western Cape
DIV: Financial Accounting (Main Account)

SALARY : R163 563 per annum (Level 05)
CENTRE : Bellville
REQUIREMENTS : Grade 12 certificate. 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 legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS). Knowledge Management. Problem solving and analysis. Client orientation and customer focus. Good communication skills. Be computer literate. Accountability and ethical conduct.

DUTIES : Receive invoices and record on invoice register, check and capture transactions on Persal; Check and capture Sundry Payments, receipts, Journals on BAS. Request reports on Persal and BAS. Monitor outstanding Subsistence and Travel advances. Be responsible for cashier functions. Safekeeping of cash and checking of Petty cash issued. Replenish Petty Cash when required. Be responsible for Payroll administration. Distribution of salary and supplementary payslips to officials, update registers, compile sundry payments for big creditors; assist with clearing and monthly reporting of suspense accounts. Ensure monthly statements for creditors are reconciled. Compile monthly reports.

ENQUIRIES : Ms S Kapela Tel No: 021 941 6318

POST 27/51 : **WATER CONTROL AID REF NO: 200718/14**
Branch: NWRI Southern Operations

SALARY : R136 800 per annum (Level 04)
CENTRE : Gouritz River
REQUIREMENTS : A Grade 12 Certificate or equivalent ABET Certificate. Relevant work experience will be an added advantage. The ideal candidate should not be afraid of heights and confined spaces. Knowledge in Occupational Health and Safety, Public Administration, Flood Controlling and in supporting water utilization and water resource strategy. Basic understanding of Government legislation.

DUTIES : Opening and closing of sluices according to schedule indicated on order form. Do routine maintenance, clear water plants, grass and algae in canals and remove sand and stones on water canals. Water will be distributed to water users according to approved application. Maintain gauge blade clean. Ensure new feeder charts be affixed to the notice board at the prescribed times and the old feeder charts be removed. Report holes and stagnant water on the embankment. Monitor the canal daily for obstructions. Ensure that sluice numbers are clearly painted. Keep grids clean and repair minor wash outs.

ENQUIRIES : Mr JJ Raats, Tel No: 023 348 5600

POST 27/52 : **TRADESMAN AID III REF NO: 200718/15**
Branch: Operational Integration Eastern Cape

SALARY : R115 437 per annum, (Level 03)
CENTRE : Eastern Cape: Mthatha
REQUIREMENTS : Applicants must be in possession of an Abet certificate (Ability to read and write). One (1) to two (2) years relevant experience in Drilling Services. Willingness to travel. Good Interpersonal skills. Must be prepared to work away from the office and camp in the field for long periods of time. Able to work under pressure and independently. Basic knowledge in maintenance of structures and managing the water distribution for all Government Waterworks within the Area Office's jurisdiction. Basic disciplinary knowledge in Occupational Health and Safety. Basic disciplinary knowledge in Public Administration. Basic knowledge in supporting water utilization and water resource strategy. Basic knowledge of flood controlling. Basic understanding of government legislation. Knowledge of administration in relation to the correct completion of forms.

- DUTIES** : Maintenance of hydrological gauging sites, power tools and equipment at dam sites and workshop. Do maintenance in the Departmental offices including construction of survey services structures (gauging stations). Assist with the maintenance at hydrology offices. Adhere to all occupational Health and Safety regulations and ensure that protective equipment is used appropriately. Safe keeping of power tools, equipment and property. Do routine maintenance of power tools and equipment. Do maintenance and construction at hydrological gauging sites. Clean the working area. Attend to all problems on gauging site and in the workshop. Maintain departmental houses. Cut grasses around gauging stations. Paint gauging stations regularly. Keep inlet hole to measuring box open. Look for cracks in measuring structures and report defects. Paint a mark above gauge plate. Do maintenance of hydrological gauging structures. Keep structures and their surroundings clean. Keep embankments in good condition. Holes on embankments must be reported. Stagnant water on the embankments must be reported. Ensure that Occupational Health and Safety is maintained. Keep grids clean. Clean the area around the recorder hut and cabinet. Ensure that recorder hut and cabinet are locked. Repair minor wash outs. Keep equipment in the stores safe. Keep grids clean. Keep the store rooms locked always. Repair equipment when necessary. Update administration records. Fill in the necessary information on records daily. Keep register up to date.
- ENQUIRIES** : Mr H Botha, Tel No: 043 701 0376
- POST 27/53** : **GENERAL WORKER REF NO: 200718/16**
Branch: NWRI Southern Operations
- SALARY CENTRE REQUIREMENTS** : R90 549 per annum (Level 02)
: Villierdorp (Theewaterkloop Dam)
: Applicants must be in possession of an Abet certificate. Knowledge of gardening equipment and appliances. Knowledge of lawn care process. Knowledge of the pruning and trimming process and techniques. Willing to work shifts, overtime and perform standby duties including on weekends and public holidays.
- DUTIES** : The successful candidate will be responsible for cleaning and maintaining grounds and repair tools and structure such as building, fences using hand and power tools. Mix spray or spread fertilizers using hands or automatic sprayers or spreaders. Provide proper maintenance of sideways, driveways, parking lots, fountains, planters and other grounds features. Maintain existing grounds / gardens by caring for sod, plants and trees. Rake and mulch leaves irrigate plants and lawns. Sweep parking lots walkways, ground clean buildings by sweeping washing floors and cleaning windows.
- ENQUIRIES** : Mr J Raats 082 805 9838