

## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **KwaZulu Natal (Durban):** Please forward your application quoting the reference number to the Provincial Head: KwaZulu-Natal, Department of Water and Sanitation. P.O. Box 1018, Durban, 4000 or hand-deliver to 88 Joe Slovo Street (previously Field Street), Southern Life Building, 9th Floor, Durban. For attention: The Manager (Human Resources)  
**Eastern Cape Region (Mthatha / King Williams Town):** Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X7485, King William's Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William's Town. For Attention: Ms T Solwandle  
**Gauteng Regional Office:** Please forward applications quoting reference number to: The Regional Head, Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Baard Street, Pretoria, 0001. For attention: Mr D Masoga  
**Hydrometry Office (Boskop Dam):** Please forward applications quoting reference number to: The Area Manager, Department Water and Sanitation, Private Bag X08, Noordbrug, 2522. or hand deliver at Department Water and Sanitation office, Boskop Dam. (On the R501 between Potchefstroom and Carletonville, 16 kilometres from Potchefstroom). For attention: Ms MMM Buyskes  
**Tugela Vaal:** Please forward your application quoting the reference number to The Area Manager The department of Water and Sanitation Private Bag X1652 Bergville 3350 Or hand delivery to 01 kiepersol Avenue, Jagersrust 3354 the address For Attention Motsepe  
**Upington (Lower Orange WMA):** Please forward your application, quoting the post reference number to: The Provincial Head, Department of Water and Sanitation, Private Bag X5912, Upington, 8800 or hand-deliver to our offices in Louisvale Road, Upington. For attention: Mr TT Sithole  
**Standerton:** Please forward applications quoting reference number to: the Department of Water and Sanitation, Private Bag X2021, Standerton 2430. Hand delivered, Grootdraai Dam, Admin Building, office number 1. For attention: Ms Pinky Myeni
- CLOSING DATE** : 03 August 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). 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.

## OTHER POSTS

- POST 29/43** : **ENGINEER PRODUCTION GRADE A REF NO: 030818/01**  
 Branch: Operational Integration: Eastern Cape  
 DIR: Infrastructure Development and Maintenance
- SALARY** : R679 338 per annum (all inclusive OSD salary package)  
**CENTRE** : Eastern Cape Regional Office: King William's Town  
**REQUIREMENTS** : Engineering Degree (B Eng/ BSC (Eng) or relevant qualification. Three (3) years post qualification engineering experience. Compulsory registration with ECSA as a Professional Engineer (certified copy must be attached). Contract management, project management, operations and maintenance and financial management for

Water Services Infrastructure. Computer literacy in the following: MS Word, MS Excel, MS PowerPoint, MS Outlook. Good verbal and written communication skills and be able to communicate at all sectors of the Department and other institutions. Understanding of the National Water Act, Water Services Act, National Environmental Management Act, Public Service Regulations Act and the PFMA. Must be able to work independently, be self-motivated and reliable. A valid driver's license (certified copy must be attached).

**DUTIES** : Provide assistance in the design systems, structures and installation of water services related infrastructure. Support the comprehensive planning in Water Services Infrastructure. Manage multifaceted projects in the technical investigation, development and refurbishment of Water Services Infrastructure. Provide assistance and support in administration. Inspect test equipment, infrastructure, systems and installations including the preparation of reports of the findings. Identify, review and comment on operation and maintenance plans of Water Services Infrastructure in the Region. Compile, review and comment on contract documentation proposals, bill of quantities and tenders. Coordination of the Water Services Planning in the Region. Manage financial allocations to projects and programs. Provide technical engineering support, guidance and advice to junior personnel, consultants, contractors and water service authority's (WSA). Support functional arrears to arrange supply chain, human resources and financial needs

**ENQUIRIES** : Ms N Msebi Tel No: (043) 604 5413

**POST 29/44** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 030818/02**  
Branch: Operational Integration: Gauteng  
SD: Financial Management

**SALARY CENTRE REQUIREMENTS** : R356 289 per annum, (Level 09)  
: Gauteng Regional Office, (Pretoria)  
: A National Diploma or Degree in Finance or Supply Chain Management. Three (3) to five (5) years' experience in Supply Chain Management. Knowledge and experience of policy development and implementation. Practical knowledge of organizational and government structures. Understanding of Government legislation. Knowledge of Supply Chain Management Regulations, practice notes, circulars and policy frameworks. Knowledge of Broad Based Black Economic Empowerment Act 53 of 2003. Knowledge of contract management. Knowledge and experience of strategic sourcing, Public sector supply chain management models and processes. Understanding delegation authority. Financial management skills and knowledge of PFMA. Practical knowledge of techniques and procedures for the planning and execution of operations. Programme and project Management. Knowledge of relationship management. Problem solving and Analysis. People and diversity management, client orientation and customer focus skills. Good communication skills. Accountability and ethical conduct. Knowledge of analytical procedures. A valid driver's licence (Attach certified copy).

**DUTIES** : Manage Demand and Acquisition Management Units. Ensure full compliance to all Acquisition and Demand Management Prescripts, Policies and Delegations of Authority. Coordinate inputs in the Demand Plan. Conduct market and commodity research. Maintenance of Supplier and Public Service Provider Database. Ensure that procurement is in line with the approved demand plan. Ensure effective functioning of all Bid Committees. Assist with drafting of specifications. Develop and implement internal control measures for procurement. Ensure that quotations and bids are managed effectively and efficiently according to National Treasury prescripts and Departmental Supply Chain Management Policy. Communicate SCM policies and procedures to all officials in the Regional Office. Ensure that documents submitted to logistics for order creation are fully compliant with Acquisition Management prescripts. Provide regular feedback to database management on the performance of suppliers. Manage all contracts awarded by the Regional Office. Monthly reporting of procurement, irregular, fruitless and unauthorized expenditure incurred by the Regional Office. Monthly reporting on procurement against Demand Plan. Management and supervision of team members.

**ENQUIRIES** : Ms. N Bonkolo, Tel No: 012 - 392 1335

<b><u>POST 29/45</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATION (CATCHMENT MANAGEMENT)</u></b> <b><u>REF NO: 030818/03</u></b> Branch: Operational Integration: KZN
<b><u>SALARY</u></b>	:	R356 289 per annum, (Level 09)
<b><u>CENTRE</u></b>	:	Durban
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or Degree in Administration or relevant qualification. Three (3) to five (5) years of relevant experience in the administration field of which two (2) years must be supervisory level. Knowledge in community, rural development or institutional arrangement will be a major benefit. Knowledge of development of Business plans and reporting requirements. Experience in financial management and budgeting. Proven experience in database management. The appropriate candidate should have extensive knowledge of the National Water Act, water related legislation, policies and practices nationally and internationally. Knowledge of Integrated Water Resources Management plus relevant experience or knowledge in the establishment and management of water management institutions. Ability to interpret and apply legislation, policy and strategy. A valid driver's licence is essential (A certified copy must be attached). Ability to work under pressure and deadline oriented. Ability to plan, organise and co-ordinate according to allocated activities. Interpersonal skills, good communication skills, report writing, analytical thinking, honesty, integrity, innovation and creativity. Problem solving, and decision making skills. High level proficiency in relevant computer literate (Microsoft Excel, PowerPoint, MS Word, Internet).
<b><u>DUTIES</u></b>	:	Ensure administrative and co-ordination support to the component. Assist with planning and implementation in respect of business plan of the Directorate. Assist with the Strategic planning for the component. Ensuring accurate administration of information. Respond to general enquiries on behalf of the Director. Provide advice on administration information to managers. Advise on government policies and legislation on all matters pertaining to integrated water resource management. Compilation and presentation of verbal and written reports. Monitoring policy implementation. Development of databases, extraction of information and compilation of reports. Quality control of captured data. Supervision of staff. Planning of information processing and output required for the Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. N.A Mkhize Tel No: (031) 336 2700
<b><u>POST 29/46</u></b>	:	<b><u>COMMUNITY DEVELOPMENT SUPERVISOR: CURRICULUM SUPPORT REF NO: 030818/04</u></b> Branch: Operational Integration: Eastern Cape SD: Sector Collaboration (IGR)
<b><u>SALARY</u></b>	:	R299 709 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Eastern Cape Regional Office: King William's Town
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or Degree in Human Sciences. Three (3) to five (5) years relevant experience. A qualification in Natural Science will be an added advantage. Sound knowledge in the Water and Education Sectors. Competencies must include presentation skills; leadership skills; interpretation and application of policy and strategy. Demonstrated Human Resource Management. Project and Programme Management skills. Ability to analyze and synthesize information. Willingness to travel and work beyond normal working hours. A valid driver's license (certified copy must be attached).
<b><u>DUTIES</u></b>	:	Effectively manage the implementation of the Aqua Enduro Project, The South African Youth Water Prize Project and Career Promotions of the 2020 Vision for Water and Sanitation Education Programme. Capacitate and be able to support schools that participate in these projects. Develop a provincial plan which will highlight targets, collaboration projects, implementation plans, and interventions on these projects. Monitor and review budget, budgetary matters and report on expenditure. Strengthen existing partnerships by identifying representatives from all institutions involved with education and awareness programmes in schools. Develop a monitoring and evaluation tool to assess the impact of the Aqua Enduro Project, The South African Youth Water Prize Project and Career Promotions.

Compile progress reports as required. Represent the region in National 2020 Vision programmes.

**ENQUIRIES** : Ms LT Radebe Tel No: (043) 604 5560

**POST 29/47** : **COMMUNITY DEVELOPMENT SUPERVISOR: CAPACITY BUILDING AND SUPPORT REF NO: 030818/05**  
Branch: Operational Integration: Eastern Cape  
SD: Capacity Building

**SALARY CENTRE REQUIREMENTS** : R299 709 per annum (Level 08)  
: Eastern Cape Regional Office: Mthatha  
: A National Diploma or Degree in Human Sciences. Three (3) to five (5) years relevant experience. Sound experience in the water sector. Competencies may include presentation skills; leadership skills; interpretation and application of policy and strategy. Knowledge of Project and Programme Management (certified copy must be attached). A valid driver's license (certified copy must be attached).

**DUTIES** : Facilitate, support and monitor the ongoing support activities for capacity building and training initiatives to local government and other Water Services Institutions. Coordinate the implementation of the Water Sector Business Plans for capacity building to Water Services Authorities. Participate in the process of awareness creation, capacity building and empowerment of Water Services Sector Stakeholders. Promote and Maintain effective working relations with internal and external stakeholders in water business. Provide institutional and social development support to Municipalities and other stakeholders. Ensure public participation and stakeholder empowerment in water governance areas. Liaise with other spheres of government. i.e. Municipalities on water sector issues. Engage the public on water sector issues and establish water and sanitation forums. Support and monitor water and sanitation forum activities. Ensure media monitoring and facilitate responses from Water Services Authorities. Provide guidance and leadership to sector partners and stakeholders. Foster and manage relations and partnerships with the private sector, business sector and civil society organizations in the water arena. Provide Management support to a team of Development Experts and administrators.

**ENQUIRIES** : Mr M Mamabolo Tel No: (043) 604 5526

**POST 29/48** : **ASSISTANT TECHNICAL OFFICER REF NO: 030818/06**

**SALARY CENTRE REQUIREMENTS** : R163 563 per annum, (Level 05)  
: Hydrometry Office, (Boskop Dam)  
: A Senior Certificate inclusive of mathematics or mathematics Literacy. One (1) to two (2) years relevant working experience will be an added advantage. A valid driver's licence is a statutory requirement. (Certified copy must be attached). Considerable travelling is required. Good verbal and written communication skills. Good computer literacy skills. Basic knowledge of Occupational Health and Safety.

**DUTIES** : Collection of hydrological data from various hydrological monitoring sites in the area of responsibility. Registering and capturing incoming hydrological data. Collection of water samples. Perform routine maintenance and inspections at hydrological gauging sites. Assist in the installation of monitoring instruments. Provide assistance to other technical personnel.

**ENQUIRIES NOTE** : Mr. E Meyer, Tel No: 018 - 298 9000  
: The interviews will include a practical test on mechanical recorders and retrieving data from Electronic data loggers.

**POST 29/49** : **ASSISTANT TECHNICAL OFFICER REF NO: 030818/07**

**SALARY CENTRE REQUIREMENTS** : R163 563 per annum, (Level 05)  
: Hydrometry Office, (Boskop Dam)  
: A Senior Certificate inclusive of mathematics or mathematics Literacy). One (1) to two (2) years working experience will be an added advantage. A valid EB driver's licence is a statutory requirement. (Attach a certified copy). This appointment will entail considerable travelling. Good verbal and written communication skills. Good computer literacy skills. Basic knowledge of Occupational Health and Safety.

- DUTIES** : Collection of Geo hydrological data from various Geo Hydrological borehole monitoring sites in the area of responsibility and Hydrological data from various Hydrological monitoring Sites. Registering and capturing incoming Geo Hydrological and hydrological data. Collection of water samples. Perform routine maintenance and inspections at Geo hydrological borehole sites and Hydrological gauging sites. Assist in the installation of monitoring instruments. Read out electronic data from level recording instruments. Provide assistance to other technical personnel.
- ENQUIRIES** : Mr. GJ Venter, Tel No: 018 - 298 9000
- POST 29/50** : **ADMINISTRATION CLERK REF NO: 030818/08**  
(This is a re-advertisement; applicants who have previously applied must re-apply)  
Branch: NWRI, DIV: Admin Support Tugela
- SALARY** : R163 563 per annum, (Level 05)  
**CENTRE** : Tugela Vaal  
**REQUIREMENTS** : The successful candidate must be in possession of Senior Certificate. One (1) year relevant experience in SCM/procurement management environment will be an added advantage. 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. A valid driver's license.
- DUTIES** : Render effective procurement of goods and services. Provide SCM support services within the component. Update and control 0-9 file. Register invoices/delivery notes and submit to Finance. Capture GRV/service entry on SAP system. Identify risks associated to SCM. Follow up on outstanding deliveries. Compile various reports for SCM and maintain registers. The candidate should also assist with the following: compilation of demand plan, implementation of SCM framework, commodity analysis to ensure that required resources fulfill identified needs.
- ENQUIRIES** : Ms SO Magubane Tel No: 036 438 8307
- POST 29/51** : **AUXILIARY SERVICES OFFICER REF NO: 030818/09**
- SALARY** : R136 800 per annum (Level 04)  
**CENTRE** : Uptington Lower Orange WMA  
**REQUIREMENTS** : An ABET qualification with one (1) to two 2 years' experience in Auxiliary Services. Computer literacy. A valid drivers licence (Certified coy must be attached). Candidate will be expected to travel extensively. Communication skills. Basic knowledge in Dam Safety. Basic knowledge in quantity survey.
- DUTIES** : Conduct dam monitoring instruments. Assist with the installation, monitoring of instruments. Assist with the dam safety investigation. Collection of information and samples. Assist in measuring in ground water levels in open boreholes.
- ENQUIRIES** : Mr Steven Shibambu Tel No: 054 338 5800
- POST 29/52** : **GENERAL WORKER REF NO: 030818/10**
- SALARY** : R96 549 per annum, (Level 02)  
**CENTRE** : Hydrometry Office, (Boskop Dam)  
**REQUIREMENTS** : An ABET qualification. One (1) to two (2) years' experience in performing manual work will be advantageous. Good Communication skills and ability to work in a team. Must have basic knowledge of using equipment, tools and light machinery. Must be punctual, productive and loyal. Must be able to work away from the office for long periods and remain at camp sites near place of work. Must be able to work in or near rivers and dams.
- DUTIES** : Performing of general maintenance and light construction work at gauging stations. Performing of general maintenance at the office complex and terrain. Maintain and take care of machinery, equipment, tools and goods. Apply occupational health and safety to ensure safe working environment and conditions.
- ENQUIRIES** : Mr. G.J Venter, Tel No: 018 298 9000

- POST 29/53** : **GENERAL WORKER (STORES ASSISTANT) REF NO: 030818/11**  
(This is a re-advertisement; applicants who have previously applied must re-apply)  
NWRI: Central Operations
- SALARY** : R96 549 per annum (Level 02)  
**CENTRE** : Standerton  
**REQUIREMENTS** : ABET. One year experience in a Store/warehouse environment will be an added advantage. Knowledge of health and safety procedures. Knowledge of stores maintenance and issuing practices. Basic understanding of Government legislation. Good written and verbal communication skills. Ability to work under supervision, independently, in a team and under pressure. A valid driver licence will be an added advantage (Attach copy).
- DUTIES** : Received and distribute non-stores goods to correct components or officials. Loading and offloading heavy products. Clean and create and orderly working environment. Packing stock into shelves. Distribute/collect store documents to and from various sections. Assist with stock taking. Protect and safeguard stores equipment and report all losses. Execute relevant tasks upon instruction of the supervisor.
- ENQUIRIES** : MS PN Myeni, Tel No: 017 712 9400
- POST 29/54** : **GENERAL WORKER REF NO: 030818/12**  
(This is a re-advertisement; applicants who have previously applied must re-apply)  
Branch: NWRI Central Operations
- SALARY** : R96 549 per annum, (Level 02)  
**CENTRE** : Standerton (Rietfontein Pump Station)  
**REQUIREMENTS** : ABET or equivalent qualification. One (1) to two (2) years' experience in the relevant field will be an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of pruning and trimming process and techniques. Basic knowledge of chemicals use (dilution/mix) chemical product knowledge. Basic knowledge of daily maintenance procedures for efficient machine/equipment performance. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Knowledge of using chain blocks overhead cranes. Ability to work under pressure, supervision, independently and in a team. Good verbal and written skills.
- DUTIES** : Perform general assistant work. Load and off load furniture, equipments and any other goods to relevant destination Clean relevant workstation. Fencing, weed control. Garden maintenance. Painting, spraying with round up. Cleaning of dam premises and canal house-keeping at the pump station. Unblock drains. Adhere to all OHS Act. Extinguish veld fires. Digging trenches and hoe around valve chambers on pipelines. Assist with other duties as and when requested.
- ENQUIRIES** : Ms DJ Mbokazi, Tel No: 017 712 9340
- POST 29/55** : **CLEANER REF NO: 030818/13**  
(This is a re-advertisement; applicants who have previously applied must re-apply)  
Branch: NWRI Central Operations
- SALARY** : R96 549 per annum, (Level 02)  
**CENTRE** : Standerton (Slang River-Zaaihoek Pump Station)  
**REQUIREMENTS** : ABET or equivalent qualification. Relevant experience will be advantageous. Knowledge of cleaning principles and ability to operate cleaning equipment. Knowledge of health and safety requirements. Knowledge of basic records keeping Basic understanding of applying or using chemicals correctly. Ability to work in a team and maintain good interpersonal relationship. Good communication Skills.
- DUTIES** : Clean hard and resilient floors according to the surface type and best cleaning practice. Cleaning toilets, urinals, basin, fixtures and fittings. Cleans boardrooms, offices Kitchens, kitchens items and surface systematically. Clean and create an orderly working environment. Operate cleaning machines
- ENQUIRIES** : Ms DJ Mbokazi, Tel No: 017 712 9340