

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
Free State (Bloemfontein): Please forward your applications quoting the relevant reference number to The Regional Head: Bloemfontein, Department Water and Sanitation, Private Bag 528, Bloemfontein 9300 or hand-deliver at the Bloem Plaza, Bloemfontein, Second floor. For attention: Ms L Ntja
Eastern Cape (East London, King Williams Town): Please forward your applications quoting the relevant reference number to: Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town. For attention: Ms T Solwandle
Northern Cape (Kimberly): Please forward your applications quoting the relevant reference number to: The Provincial Head, Department of Water and Sanitation, Private Bag x6101. Kimberley 8301 or hand deliver at 28 Central Road, Beaconsfield, Kimberley. For attention: Mr J Mashele
Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Acting Provincial Head, Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200 or hand deliver to Prorom Building, Reception Ground Floor, Corner Brown and Paul Kruger Street, Mbombela. For attention: Mr AA Lessing
Western Cape (Bellville): 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: Mr B Saki
- CLOSING DATE** : 17 August 2018
- 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.

MANAGEMENT ECHELON

- POST 31/55** : **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 170818/01**
 Branch: Finance Main Account
 CD: Supply Chain and Asset Management
- SALARY CENTRE** : R1 127 334 per annum, (All inclusive salary package)
 : Head Office, Pretoria

- REQUIREMENTS** : A relevant Bachelors Degree in Finance / Supply Chain Management (NQF level 7) or relevant qualification. Five (5) years experience at a senior management level. Sound knowledge and experience in Supply Chain Management, Financial Management, Accounting and Financial analysis. Understanding of Public Finance Management Act, Treasury Regulations and PPPFA. Practical knowledge of BAS and Logistics financial management systems. Good people management, empowerment, problem solving analysis, change management interventions and knowledge management skills. Service delivery analysis, client orientation and customer focus skills. Good communication skills both verbal and written. Conflict management, accountability and good ethic conduct. Honesty and integrity is pivotal. A valid driver's license (A certified copy must be attached).
- DUTIES** : Lead the development of supply chain and policies and procedures. Guide reviews of policies. Create and maintain awareness on internal control measures to ensure effective procurement management. Facilitate the development and implementation of internal control measures. Oversee the management of electronic procurement and contract management systems. Facilitate meeting with key stakeholders e.g. IT (review and maintenance of system). Ensure implementation of centralisation of Chief buyers. Ensure payments are conducted timeously to suppliers. Facilitate departmental asset management. Facilitate implementation of reform as prescribed by National Treasury. Management of the bidding process. Ensure bid compliance to procurement policy and PFMA. Review and evaluate statistics on bids awarded. Application of demand and acquisition management. Monitor the development of the procurement plan. Ensure invitation, evaluation and adjudication of bids in accordance with relevant prescripts. Development of adequate risk management measures. Review the risk management framework and policy. Monitor the facilitation of risk assessment process. Develop project plan to mitigate risks.
- ENQUIRIES** : Mr F Moatshe, Tel No: 012 336 7647
- POST 31/56** : **DIRECTOR: INFORMATION SYSTEMS OPERATIONS REF NO: 170818/02**
Branch: Corporate Management
Dir: Information Systems Operations
- SALARY CENTRE REQUIREMENTS** : R948 174 per annum (all Inclusive package), (Level 13)
: Head Office, Pretoria
: A Bachelor Degree in Information Technology (NQF 7). Five (5) years IT Operations Management experience should be at a middle / senior management level. ITIL certification will be an added advantage. Demonstrated experience in the development of IT Operational plans, policies; Standards, and procedures. Demonstrated experience in IT service Management, Service level management and IT contract management with the ability to produce reports. Experience with support and troubleshooting of personal computers, servers and network devices. Strong dedication to customer service. A valid driver's licence (A certified copy must be attached).
- DUTIES** : Manage and oversee the ICT service desk as a single point of contact for ICT services. Manage Service Level Agreements of the Department. Manage the IT Service Management process. Responsible for the IT Assess lifecycle management. Perform appropriate End user support including transversal systems to Head Office and Regional offices for the Department of Water and Sanitation's standard hardware, software and voice/data network solutions as appropriate in accordance with standards, policies and procedures. Administer and maintain information technology systems (Data Centre Servers, LAN and WAN equipment). Responsible for installation, and life-cycle maintenance of PCs, servers and LAN network connectivity equipment. Development and alignment of IT operational plans in collaboration with the Chief Information Officer (CIO). Regular monitoring and reporting of IT Operational activities. Ensure IT operation's compliance in accordance with ICT standards, policies and procedures. Any other duties as assigned.
- ENQUIRIES** : Mr A Kekana, Tel No: 012 336 8701

OTHER POSTS

- POST 31/57** : **CHIEF ENGINEER GRADE A REF NO: 170818/03**
Operational Integration: Eastern Cape
SD: Compliance Monitoring
- SALARY** : R991 281 per annum (all inclusive OSD salary package)
CENTRE : Eastern Cape Regional Office: King William's Town
REQUIREMENTS : An Engineering degree (B Eng / BSc (Eng)). Six (6) years post qualification engineering experience as a registered professional engineer with ECSA as a Professional Engineer (Proof of registration must be attached). A valid driver's Licence (certified copy must be attached). Experience in water resources planning and management. Experience in planning, hydrological modelling, economic analysis, ecological matters, policy development and institutional aspects. Computer literacy and good computer programming skills. Good communication skills (verbal and written) and negotiation skills. Proven leadership skills and the ability to manage a professional multi-disciplinary team. Knowledge of and experience in financial management and relevant acts. Must be available to travel as and when required, often at short notice.
- DUTIES** : Identify, set-up and manage multi-disciplinary catchment-wide planning studies, identify vulnerable and sensitive areas with respect to water resources or possible effect on water resources of the catchment. Co-ordinate and process inputs from wide range of disciplines, comparative analysis. Report on investigations of possible water resource developments and/or the development of strategies to reconcile water supply and demand. Lead Master planning for EC Water resources development linked water services planning. Assist in providing professional guidance to teams of professional service providers in water services project in sector. Compile Terms of References for planning studies. Management and administration of professional service providers, including financial administration. Close interaction with other components, provincial and central Government departments, other development agencies, local authorities, the public and public institutions. Responsible for budgeting for all expenditure of the planning section as well as control of expenditure. Responsible for speech-writing and Ministerial submissions as required. Deliver technical and other presentations, as required to a variety of audiences.
- ENQUIRIES** : Ms P Makhanya Tel No: (043) 604 5401
- POST 31/58** : **SCIENTIST MANAGER GRADE A REF NO: 170818/04**
Branch: Operational Integration: Western Cape
SD: Resource Protection
- SALARY** : R854 154 per annum, (All inclusive OSD salary package)
CENTRE : Western Cape Provincial Office: Bellville
REQUIREMENTS : A MSc degree or relevant qualification. Six (6) years post qualification Natural Scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist (Proof of registration must be attached). Experience on RDM tools. Experience in water resource management. Scientific methodologies and models. Research and development. Knowledge of legal compliance and scientific presentation. Practical knowledge in data analysis, professional judgment and scientific mentoring. Policy analysis and implementation specific to CM. Strategic capability and leadership. Programme and project management. Knowledge of Financial management, Change management, problem solving and analysis skills. Knowledge management, people management, empowerment, client orientation, customers focus and communication skills. Conflict management, accountability and good ethical skills. A valid driver's license (certified copy must be attached).
- DUTIES** : Review and recommend / approve scientific projects. Facilitate the setting of scientific standards, specifications and service levels according to organizational objectives to ensure optimum operational service. Monitor scientific efficiencies according to organizational goals. Facilitate the compilation of innovation proposals to optimize limited resources in achieving increased levels of compliance within industry. Monitor compliance of the RQO's set for significant

water resource. Manage and coordinate Western Cape Freshwater Ecosystems which include rivers through River Eco-status Monitoring Programme (REMP), Wetlands and Estuaries. Standard operating procedures to enable other CM units to monitor compliance to the Reserve and Class in the water use authorisations. Business process design to facilitate data flow from water quality monitoring programmes to compliance monitoring and data flow for further action (enforcement, CMS, authorisation or Ecosystem services). PESTLE evaluation and identification of projects specific to RDM RQO's to address identified weaknesses and risks. Align project to organizational strategies. Provide support and advice to the stakeholders. Review scientific documents. Design scientific methodology for the analysis of scientific data. Ratify the evaluation, monitoring and dissemination of data. Design and develop appropriate scientific models to generate information and knowledge. Formulate and evaluate proposal and compile reports. Develop and customize scientific models. Manage and guide scientific research to improve expertise. Develop guidelines according to research results. Publish and present research findings (results). Lead, co-ordinate and conduct basic and applied research or knowledge application. Facilitate and monitor inspections measuring compliance to RQOs and ensure it is done according to prescribed Standard Operating Procedures (SOP). Ensure that inspection/ audit report is done according to standard inspection template. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Facilitate and liaise with structures/stakeholders on scientific matters. Ensure the availability and management of funds to meet the MTEF objectives within the scientific environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage personnel key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES

: Ms Z Bila-Mupariwa, Tel No: 021 941 6089

POST 31/59

: **DEPUTY DIRECTOR: COMPLIANCE MONITORING REF NO: 170818/05**

Operational Integration: Mpumalanga
Dir: Regulation

SALARY

: R826 053 per annum, (Level 12) (All inclusive salary package)

CENTRE

: Mpumalanga: Mbombela

REQUIREMENTS

: A three (3) year Bachelors Degree or Diploma in Science. Three (3) to five (5) years in Water Sector/ Water Services. A valid driver's license. (Certified copy must be attached). A clear understanding of the departments role and implementation of policies with respect to water resource management. Knowledge and understanding of Public Finance Management Act (PFMA) and Treasury regulations. Knowledge and experience of administrative and clerical procedures and systems. Practical knowledge of the Governmental financial systems. Knowledge of the National Water Act, 36 of 1998, and related policies, strategies, and guidelines. Understanding the principles of Integrated Water Resource Management and Compliance Monitoring and Enforcement. Good computer literacy skills. Innovative thinking, negotiating and networking skills.

DUTIES

: Proven managerial and communication skills. Knowledge of Human Resource Policies. A clear understanding of transformation in the Public Service.
: Provide leadership to the section, develop and share a vision and mission for the section. Promote team building within and beyond the section. Ensure adequate support to subordinates. Promote transformation within the directorate. Ensure a culture of innovation and performance. Develop and implement a performance improvement suggestion scheme. Advice top management and the legislatures as well as relevant sector bodies on policies and strategies relevant to the Directorate. Conduct strategic and business planning for the section. Participate as a key player in the water affairs function strategic plan. Develop a strategic plan for the section. Develops and manage the budget for the section. Develop an expenditure forecast. Participate in the recruitment and selection of staff. Manage the development of individuals in subordinate positions. Ensure effective development and implementation of policies and strategies for the section. Ensure the development and implementation of financial strategy development for the section. Ensure the monitoring of compliance of water programmes with national regulatory framework. Ensure site visits for DWS quality, standard, norms and sustainability. Ensure analysis of data for monthly internal and quarterly external reporting. Ensure synchronisation of water services (WS) and water resource (WR). Liaise with relevant stakeholders in the province with regard to synchronisation of WR and WS. Ensure the consolidation of all quarterly regional information into the Water Section Work Plan reporting tool. Ensure that the Department and Ministerial priorities for each region as agreed in their business plan are captured programmatically in the work plan tool and report on. Ensure specific regional analysis on spot check data. Manage WSA in fulfilling its water services responsibility in terms for MIG and WSDPs. Oversee proactive monitoring and evaluate of water service delivery by WSAs. To ensure the planning of interventions for poor performance: manage and oversee the planning of interventions for poor performance.

ENQUIRIES

: Ms G Nyalunga, Tel No: 013 759 7314

POST 31/60

: **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: 170818/06**
Operational Integration: Northern Cape (Lower Vaal WMA)

SALARY
CENTRE
REQUIREMENTS

: R468 513 per annum (offer based on proven years of experience)
: Kimberley
: A four-year degree or equivalent qualification in Natural or Environmental Sciences and six (6) years post-qualification experience. A valid driver's license (A certified copy must be attached). Computer literacy. Extensive experience in the environmental and water management field, waste management, industries, urban development and mining, including the Department's water use authorization process. A clear understanding of the Department's role and policy with respect to Water Resource Management. Knowledge of the National Water Act, 1998 (Act 36 of 1998) and related policies, strategies and guidelines. Understanding the principles of Integrated Water Resource Management. Innovative thinking, negotiating and networking skills. Managerial skills. Good communication (verbal and written) skills. The willingness to travel extensively and work irregular hours. Knowledge of Human Resources policies. A clear understanding of transformation in the Public Service.

DUTIES

: Implement and enforce the National Water Act, 1998 (Act 36 of 1998) as well as DWA policies and Regulations. Assist in the development of policies and regulations. Facilitate and co-ordinate training and career development of staff. Supervision of Biodiversity Officers and other Officers at lower ranks. Assist in the establishment and regulation of water management institutions. Manage Water Quality in the designated catchment areas. Project management and supervision of line function consultants. Promote water conservation and efficient water utilization through the authorization process.

ENQUIRIES

: Mr M Mahunonyane, Tel No: (053) 830 8800

POST 31/61 : **ASSISTANT DIRECTOR: COMMUNICATION REF NO: 170818/08**
Branch: Operational Integration Free State
SD: Corporate Management

SALARY : R356 289 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma or Bachelors Degree in Communication, Journalism, Public Relations or Media Studies. Three (3) to five (5) years working experience in communication or newsroom environment. Proficiency in at least three (3) official languages. Practical working experience in communication and media. Knowledge of communication principles, techniques and tools. Knowledge and practical working experience in writing, reviewing and proofreading. Understanding of Programme and Project Management. Knowledge and understanding of media management. Knowledge of social media trends. Problem solving and analysis. Knowledge on Government protocol and implementation thereof. People, Financial, Asset and diversity management. Client orientation and customer focused. Good communication skills. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes.

DUTIES : Develop and implement communication plans and strategies. Develop and implement media plans, organise media briefings and ensure media coverage. Develop media products. Disseminate knowledge relating to information on DWS mandate, policies and projects. Organise and implement publicity projects. Conduct public awareness campaigns. Produce departmental publications. Promote departmental image and identity. Facilitate Branding for the department. Establish and maintain stakeholder relations with the media. Manage all Social Media platforms.

ENQUIRIES : Mr R Claassen Tel No: 051 405 9227

POST 31/62 : **SCIENTIFIC TECHNICIAN: GRADE A REF NO: 170818/07**
Branch: Operational Integration: Western Cape
SD: Ground Water Management

SALARY : R293 652 per annum (OSD)
CENTRE : Western Cape: Bellville
REQUIREMENTS : A National Diploma in Science or relevant qualification. Compulsory registration with SACNASP as a Certificated Natural Scientist (Proof of registration must be attached). Three (3) years post-qualification technical (Scientific) experience. Practical programme and project management skills. Knowledge of Scientific methodologies, research and development. Practical knowledge of Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing skills. Creating high performance culture. Professional judgment, Data analysis, mentoring, decision making skills. Team leadership, analytical, creativity and self-management skills. Financial management. Customer focus and responsiveness skills. Good communication and computer literacy skills. Knowledge in networking, people management, planning and organizing. Knowledge of conflict management, change management, problem solving and analysis. Valid Driver's license (Attach certified copy).

DUTIES : Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation for and participation in research activities and groundwater data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical/scientific data, information and advice. Preparation of data and routine interpretation. Groundwater database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures/skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customize operational procedures. Continuous professional development to keep up with new technologies and

procedures. Conceptualize and development of scientific equipment. Equipment review. Publish and present technical reports and research findings. Publish and present technical reports and research findings. Liaise with relevant bodies/councils on technology-related matters. Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff.

ENQUIRIES : Mr B Zenzile, Tel No: 021 941 6219

POST 31/63 : **CHIEF ADMINISTRATION CLERK REF NO: 170818/09**

Branch: Operational Integration Eastern Cape

Div: Auxiliary Services

SALARY : R242 475 per annum (Level 07)

CENTRE : Eastern Cape: King William Town

REQUIREMENTS : A Senior certificate or equivalent. Three (3) to Five (5) years of experience in administration. Knowledge of administrative procedures. Knowledge of Treasury Regulations and Public Finance Management Act. Computer Literate in (Ms Word, Excel, Power Point, Outlook, Database and Internet). Good verbal and written communication, problem solving, decision-making and good interpersonal skills. Ability to perform under pressure, work independently and be responsible with minimal supervision.

DUTIES : Monitor contract appointments and expiry dates under administration. Preparation of specifications for tender contracts. Preparation of submissions for approval by BID Committee. Facilitation of monthly meetings with service providers and provide portfolio of evidence. Compiling and consolidation of reports, minute taking and record keeping, Preparation of agendas, memorandums and all other correspondence. Liaise with Supply Chain Management in drafting of specifications. Sensitise the manager regarding engagements. Compile realistic schedules of appointments. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the Manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Scrutinise routine submissions / reports and make notes to support recommendations of the manager. Allocate and ensure quality of work. Assess staff performance. Apply discipline

ENQUIRIES : Mr MP Zenzile Tel No: 043 604 5528

POST 31/64 : **ACCOUNTING CLERK REVENUE MANAGEMENT REF NO: 170818/10**

Branch: Operational Integration Eastern Cape

Div: Revenue Management (WTE)

SALARY : 163 563 per annum (Level 05)

CENTRE : Eastern Cape Region: East London

REQUIREMENTS : A Senior Certificate preferably with Accounting as a passed subject. Good communication skills. Understanding of the Public Finance Management Act (PFMA) and Treasury Regulations (TR). Knowledge of SAP and WARMS systems will be added advantage. Valid driver's license. Ability to work under pressure. Willingness to travel as and when required. Computer Literacy. Knowledge of General administration within the Public Service. Good interpersonal relations. One year appropriate experience in Debt Management will be an added advantage.

DUTIES : Execute financial and administration activities regarding revenue administration functions. Check and accurately capture license fees and payments on SAP system. Analyzing and correct/rectify misallocations of payments. Customer account maintenance, reconciliation of general ledger accounts. Resolve customer queries. Provide effective office services to the section.

ENQUIRIES : Ms Z Roto Tel No: 043 701 0342

- POST 31/65** : **SENIOR ADMINISTRATION CLERK REF NO: 170818/11**
 Branch: Operational Integration Eastern Cape
 SD: Capacity Building
- SALARY** : R163 563 per annum (Level 05)
CENTRE : Eastern Cape: King William's Town
REQUIREMENTS : A Senior certificate or equivalent. Knowledge of Clerical functions, practices as well as the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts .Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge and understanding of the legislative framework governing the Public service. Knowledge of working procedures in terms of the working environment. Good interpersonal relations. Flexibility and Team work. Basic Knowledge of problem solving and analytical skills. People and Diversity Management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and Ethical conduct. Computer Literacy. Planning and organising skills.
- DUTIES** : Render general clerical support services. Render effective procurement of goods and services. Provide supply chain management support services within the component. Register invoices and submit to Finance. Provide personnel administration and clerical support services within the component. Consolidate weekly itinerary for approval of the component. The candidate should also assist with the compilation of demand plan and commodity analysis to ensure that required resources fulfil identified needs.
- ENQUIRIES** : Ms Z Tutani Tel No: 043 604 5533
- POST 31/66** : **ASSISTANT TECHNICAL OFFICER REF NO: 170818/12**
 Branch: Operational Integration Eastern Cape
 SD: Resource Protection
- SALARY** : R163 563 per annum (Level 05)
CENTRE : Eastern Cape: East London
REQUIREMENTS : A Senior Certificate with Mathematics / Mathematics Literacy. Computer literacy. Basic knowledge in handling laboratory equipment. A valid drivers license (Certified copy must be attached). Basic problem solving skills. Good communication, interpersonal and organising skills. Willingness to acquire new skills.
- DUTIES** : Maintenance and monitoring measuring equipments. Maintenance of technical equipment for monitoring stations. Make available information / materials for maintaining monitoring stations. Capture monthly water-related measurements. Collect water samples according to set standards and register the samples on the relevant database. Collection of water-related data. Maintain water-related data for surface and ground water. Capture hydrological data. Provide water-related data to relevant managers. Maintain data related to surface and ground water. Provide maps and other related documents. Management of documents relating to water and data systems.
- ENQUIRIES** : Ms MP Z Sishuba Tel No: 043 701 0363