

## 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  
**Kwa-Zulu Natal (Durban):** Please forward your applications quoting the relevant reference number to the Regional Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000. For attention: The Manager (Human Resources)  
**Western Cape (Bellville / Clanwilliam):** 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
- CLOSING DATE** : 07 September 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 34/30** : **CHIEF DIRECTOR: WATER POLICY AND STRATEGY REF NO: 070918/01**  
 Chief Directorate: Water Policy
- SALARY** : R1 189 338 per annum (Level 14) (All inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelors Degree in Public Administration / Natural Sciences or equivalent (NQF Level 7). Ten (10) years experience in policy development and water resource management. Five (5) years in senior management experience. Knowledge and experience in Policy Development. Knowledge and a clear understanding of public sector functions. Knowledge and experience in Management. Expert knowledge of the water business. Knowledge of National Water Act, Water Services Act, BBBEE Act, NEMA. Knowledge and understanding of South African Constitution. Knowledge and experience of Corporative Governance Structures. Proven strategic capability and leadership skills. Knowledge in Financial Management, Project / Programme Management and Change Management. Service delivery innovation (SDI), problem solving, analysis, people management, empowerment, accountability, ethical conduct, client orientation and customer focus skills. Good communication skills.
- DUTIES** : Lead the Review, development and maintenance of water and sanitation related policies including legislative amendment recommendations. Facilitate Monitoring,

evaluation and reporting on the implementation of policies. Guide, coordinate and facilitate the development and implementation of the National Water Resources and Sanitation Strategy. Ensure integration of water and sanitation resources services strategy. Coordinate and facilitate knowledge management principles throughout the water sector. Overall management of the Chief Directorates (Budget, Human Resource, Other Resources) etc.

**ENQUIRIES** : Ms ONV Fundakubi, Tel No: 012 336 6898

#### **OTHER POSTS**

**POST 34/31** : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: 070918/02**

Branch: Corporate Management

Dir: Employee Relations

**SALARY** : R697 011 per annum, (Level 11)

**CENTRE** : Pretoria

**REQUIREMENTS** : A National Diploma or three (3) year Degree in Labour Relations Management. Four (4) to six (6) years management experience in Labour Relations. Practical knowledge of policy development and implementation. Knowledge and experience of Labour Relations processes and HR information. Understanding of Government legislation. Financial management and knowledge of the PFMA. Negotiation skills. Knowledge of techniques and procedures for the planning and execution of operations. Knowledge and experience of programme, project management and relationship management. Problem solving, analysis, people, diversity management, client orientation and customer focus. Good communication skills. Accountability and ethical conduct skills. Knowledge of analytical procedures.

**DUTIES** : Provide input into Employee Relations policies. Analyse current policies and Labour Relations trends. Recommend policy amendments. Implement employee relations policies. Hold road shows advising the department on key Labour Relations policy issues. Advise Management and Employees on employee relations matters. Manage dispute resolution, collective bargaining and disciplinary processes. Coordinate discipline cases. Management of Human Resources. Investigate complex cases. Register and manage grievances. Maintain compliance in all labour relations matter, Dissemination of information and conducting training, Liaising with internal and external stakeholders and Representing the Department at Conciliation and Arbitration.

**ENQUIRIES** : Mr O Mulaudzi, Tel No: 012 336 7985

**POST 34/32** : **ASSISTANT DIRECTOR: COMPLIANCE AND ENFORCEMENT REF NO: 070918/03**

Operational Integration KZN

SD: Enforcement

**SALARY** : R444 693 per annum (Level 10)

**CENTRE** : Durban

**REQUIREMENTS** : A National Diploma or Degree or in Natural Science or equivalent qualification in the field of Natural or Environmental Sciences. Three (3) to Five (5) years relevant experience in the environmental and water management field, as well as experience in waste management, industries, urban development and mining. Experience in compliance and enforcement of environmental legislation. Knowledge of the National Water Act, 1998, the Water Services Act, 1997, and related policies, strategies and guidelines. Innovative thinking, negotiation and networking skills. Good communication (verbal and written) skills. Willingness to travel extensively and work irregular ours. Knowledge of human resources policies and Public Finance Management Act. A valid driver's licence (certified copy must be attached).

**DUTIES** : Implement and enforce the National Water act, The Water Services Act and other relevant legislation, policies and regulations. Assist in the development of policies and regulations. Assist with the development and implement of the Compliance Monitoring and Enforcement Strategy. Develop and implement compliance monitoring systems, inspection guidelines or protocols. Audit compliance with

legislation, policies, regulation and licenses. Implement suspension and withdrawal of entitlement to water use licenses in terms of the National Water Act. Conduct routine inspections to ascertain compliance with relevant water and environmental prescripts. Conduct investigations, prepare audit reports, implement enforcement action in the form of formal or informal warnings, administrative enforcement such as statutory notices, compliance notices and directives and court applications to enforce notices. Prepare necessary information, reports and evidence for court applications. Ensure liaison, cooperation and coordination with other enforcement agencies and government institutions involved in compliance and enforcement. Provide support to the Regulation sub directorates and the Proto Catchment Management Agency in all areas of compliance and enforcement.

**ENQUIRIES** : Ms A Masefield, Tel No: 031 336 2700

**POST 34/33** : **ASSISTANT DIRECTOR: BILLING OPERATIONS REF NO: 070918/04**  
Branch Finance WTE  
SD Billing Operations

**SALARY** : R356 289 per annum, (Level 09)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A relevant tertiary qualification in Financial Management at NQF level 7 with Financial Accounting 3. Three (3) to five (5) relevant experience. Three (3) years supervisory experience in the financial environment/sector. Working experience with an ERP system. Practical knowledge of Financial Reporting Standards. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Guidelines and Division of Revenue Act. Knowledge and understanding on Human Resource Management Legislation, policies practices and procedures. Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Knowledge and experience in administrative, clerical procedures and systems. Knowledge of Commercial Laws, Departmental policies and procedures. Knowledge and experience of Governmental Financial Systems. Framework for managing performance information. Business strategy transaction and alignment. Problem solving, analysis, people, diversity management, client orientation and customer focus. Good communication skills. Accountability and ethical conduct skills. Flexibility to Travel.

**DUTIES** : Implement and monitor billing management policies, strategies and procedures to ensure the completeness and accuracy of billing. Implementation of GRAP and all relevant financial reporting prescripts to ensure the complete and accurate of revenue reporting. Ensure timeous resolution of billing adjustments and customer queries. Staff management and training. Manage and Co-ordinate Internal and External Auditors.

**ENQUIRIES** : Ms LM Serepong, Tel No: 012 336 8456

**POST 34/34** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 070918/05**  
Operational Integration KZN  
DIV: Financial Accounting (WTE)

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Durban

**REQUIREMENTS** : A relevant tertiary qualification in Financial Management at NQF level 7 with Accounting at third level as a subject. Three (3) to (5) five (5) years experience. Three (3) years supervisory experience in the financial environment/sector. Knowledge of Treasury and Financial Regulations, the Public Finance Management Act, Knowledge of accrual accounting. Good Managerial skills. Good written and verbal communication. Advance computer literacy. A valid driver's license (Certified copy must be attached).

**DUTIES** : Management of the Payroll, Accounts Payable and Subsistence and Travel claims units. Conduct creditor's reconciliations. Manage sundry and order payments. Management of reporting including accruals, 30 days reports etc. Manage and control functions of the financial Management Division. Management of Financial Accounting. Render professional advice and guidance to regional line

		functionaries on the interpretation and implementation of financial procedures and policies. Understand internal financial inspections and audits regarding financial accounting systems. Receive and process audit queries and implement corrective measures. Prepare regular and management reports. Ensure the correct and timeous payment of suppliers. Manage and control subordinates
<b><u>ENQUIRIES</u></b>	:	Mr MI Ndlovu Tel No: 031 336 2768
<b><u>POST 34/35</u></b>	:	<b><u>ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: 070918/06</u></b>
		Operational Integration KZN
		DIV: Revenue Management (WTE)
<b><u>SALARY</u></b>	:	R356 289 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Durban
<b><u>REQUIREMENTS</u></b>	:	A relevant tertiary qualification in Financial Management at NQF level 7 with accounting at third level as a subject. Three (3) to five (5) years experience in Revenue Management of which three (3) years must be at supervision level. Practical knowledge of Accrual Accounting. Computer literacy in Microsoft Office (particularly Excel). Extensive knowledge of SAP. Knowledge of Treasury Regulations, the Public Finance Management Act (PFMA), GAAP/GRAP, DORA and Public Service Act. Problem solving, analytical and report writing skills. Strategic thinking. Conversant in English. Good verbal and written communication skills. A valid driver's license is required.
<b><u>DUTIES</u></b>	:	Manage the co-ordination of debtor relationships. Manage the collection of debt and the reconciliation of customer accounts. Manage the recording of all receivables. Manage Billing, return to sender and unidentified revenue received within the region. Provide monthly age analysis reports on debtor's accounts. Manage and mentor revenue staff. Recommend action to be taken against defaulting debtors. Implement business policies and processes relating to debt management. Supervise staff.
<b><u>ENQUIRIES</u></b>	:	Mr MI Ndlovu Tel No: 031 336 2768
<b><u>POST 34/36</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: 070918/07</u></b>
		Operational Integration KZN
		DIV: Financial Accounting (WTE)
<b><u>SALARY</u></b>	:	R299 709 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Durban
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or Degree in Financial Management with Accounting at third level as a subject. Two (2) three (3) years relevant financial experience. Knowledge and understanding on financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA, Treasury Regulations and PFMA. Working knowledge of SAP system. A valid driver's license (to be attached). Advance computer literacy. Action guidelines and laws. Departmental policies and procedures. Framework for managing performance information. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Good presentation skills. A valid Driver's License (Certified copy must be attached).
<b><u>DUTIES</u></b>	:	Provide assistance to internal and external Client regarding general budgeting and financial reporting requirement, Assist in compilation of Medium term expenditure framework (MTEF) and Estimate of National Expenditure(ENE), responsible for budget capturing on SAP ,Perform Budget controlling Such as Cash Flow, IYM and ensuring monthly Regional budget meeting take place ,Provide inputs in Regional Business plan, Manage Adjustment budget Process, prevent Misallocation and misclassification of expenditure. Supervise and evaluate personnel. Financial responsible of all Earmarked funding including compiling Cash flow, Accruals and commitment.
<b><u>ENQUIRIES</u></b>	:	Mr MI Ndlovu Tel No: 031 336 2768

**POST 34/37** : **SENIOR STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: 070918/08**  
Operational Integration KZN  
DIV: Revenue Management (WTE)

**SALARY CENTRE REQUIREMENTS** : R299 709 per annum (Level 08)  
: Durban  
: A National Diploma or Degree in Financial Management with Accounting at third level as a subject. Two (2) three (3) years relevant financial experience. Knowledge and understanding on financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA, Treasury Regulations and PFMA. Working knowledge of SAP system. Advanced computer literacy. Action guidelines and laws. Departmental policies and procedures. Framework for managing performance information. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Good presentation skills. A valid Driver's License (Certified copy must be attached).

**DUTIES** : Provide assistance to internal and external clients regarding general budgeting and financial reporting requirements. Assist in compilation of Medium term expenditure framework (MTEF) and Estimate of National Expenditure (ENE). Responsible for budget capturing on SAP, perform budget controlling such as cash flow, IYM and ensuring monthly Regional budget meetings take place. Provide inputs in Regional Business plan. Manage adjustment in budget process. Prevent misallocation and misclassification of expenditure. Supervise and evaluate personnel. Financial responsible of all earmarked funding including compiling cash flow, accruals and commitment.

**ENQUIRIES** : Mr MI Ndlovu Tel No: 031 336 2768

**POST 34/38** : **SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 070918/09**  
Operational Integration KZN  
DIV: Supply Chain Management (WTE)

**SALARY CENTRE REQUIREMENTS** : R299 709 per annum (Level 08)  
: Durban  
: A National Diploma or Degree in Supply Chain Management / Logistics / Purchasing Management. Three (3) to five (5) years experience in Supply Chain Management. Knowledge of procurement administrative procedures. Knowledge of financial legislation. Knowledge of SAP. Knowledge of Accrual Accounting. Knowledge of labour resolution policies. Understanding of Social and Economic development issues. Basic financial management and knowledge of PFMA and Supply Chain Management Regulations. Knowledge Management. Problem solving and analytical skills. People and Diversity Management. Client orientation and customer focus. Communication. Accountability and Ethical Conduct. A valid driver's Licence (Certified copy must be attached).

**DUTIES** : Coordination of demand plans. Ensure that all procurement is in line with demand plans. Perform quarterly reviews to ensure procurement purchases are in line with demand. Supervise sourcing of quotations. Ensure that all procurement is in line with prescribed legislation and regulations. Assist with procurement of price quotations, tenders, evaluation and adjudication. Effective Management of controls and registers. Analyse procurement trends. Implement policies. Maintenance of supplier data base. Management of assets including Asset Disposal. Develop action plans for the section. Supervise human resources and ensure that PMDS is effectively implemented within section. Ensure that financial procedures are observed in the section. Compile monthly reports.

**ENQUIRIES** : Mr MI Ndlovu Tel No: 031 336 2768

**POST 34/39** : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: 070918/10**  
Operational Integration KZN  
DIV: Financial Accounting (WTE)

**SALARY** : R242 475 per annum (Level 07)

**CENTRE REQUIREMENTS** : Durban  
: A National Diploma or Degree in Financial Management. At least one (1) year experience in the Financial Accounting. Problem Solving and analytical skills. Client orientation and customer focus. Good communication skills both verbal and written. Computer literacy. In depth knowledge and understanding of Public Finance Management Act and Treasury Regulations. General ledger reconciliation and analysis. Knowledge of SAP and Persal System.

**DUTIES** : Compiling, checking and counter-signing of payments documentation. Processing and reconciliation of sundry creditor transactions. Preparation of reconciliation of creditors on a monthly basis. Checking and processing of subsistence and travel claims on Persal. Handling of payments and subsistence and travel queries. Monitoring the processing of creditors, sundry. Preparing journals on misallocated codes. Perform supplier reconciliation, creditor and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Processing payments on SAP. Monitoring of documents center and filing. Compile and submit accrual reports. Attend to audit queries.

**ENQUIRIES** : Mr MI Ndlovu Tel No: 031 336 2768

**POST 34/40** : **STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: 070918/11**  
Operational Integration KZN  
DIV: Revenue Management (WTE)

**SALARY CENTRE REQUIREMENTS** : R242 475 per annum (Level 07)  
: Durban  
: A National Diploma or Degree in Financial Management. At least one (1) year experience in Financial matters (Revenue). Knowledge of SAP. Knowledge and understanding of Management Accounting processes. Knowledge of accrual accounting, computer literacy is essential. Able to work under pressure. Good communication and interpersonal skills. Practical experience in government financial environment, Public Financial Management Acts and Treasury regulations, National Water Act (Act 36 of 1998). SAP and WARMS systems. A valid driver license (Certified copy must be attached).

**DUTIES** : Monitoring of regional AR SAP system. Controlling of revenue received and provide revenue reports. Monitor the clearing of suspense accounts. Reconciliation of banking and posting to customer accounts. Management of suspense accounts. Authorization of banking, general journal and general ledgers accounts (UNID G/I). Provide financial reports to management. Reconciliation of receipts issued to customers. Re-printing of customer statements and invoices. Management of customer queries and ensure feedback. Monitoring of revenue allocations according to relevant WMA. Ensure the integrity and data transferred to SAP from WARMS. Collection of revenue from existing debt. Management and development of staff.

**ENQUIRIES** : Mr MI Ndlovu Tel No: 031 336 2768

**POST 34/41** : **CHIEF PROVISIONING CLERK REF NO: 070918/12**  
Operational Integration KZN  
DIV: Supply Chain Management (WTE)

**SALARY CENTRE REQUIREMENTS** : R242 475 per annum (Level 07)  
: Durban  
: A Senior certificate with at least three (3) to five (5) years experience in Supply Chain Management. In-depth knowledge of the SCM Framework, policies and procedures. Knowledge of legislative prescripts and policies such as the PFMA, Treasury Regulations, BBBEE and PPPFA. Knowledge of SAP System. Strong verbal, written communication and interpersonal skills. Must be computer literate: Ms Excel, Ms Word, and Outlook. A valid driver's license (Certified copy must be attached).

**DUTIES** : The incumbent will be required to verify and pre-authorize transactions on the SAP system relating to stock reservations, requisitions and invoicing. Perform goods receipt and invoice verification. Verify supplier's information on CIRPO, and VAT registration. Update and maintain the vendor registration process for new vendors

on the database. Comply with all relevant policies, procedures and prescripts. Adhere to month end reporting requirements. Ensure compliance to internal control measures to mitigate risks. Maintain and clear the GRIR account. Attend to queries from external and internal stakeholders. Supervision and mentoring of staff. Perform any other SCM duties that may be delegated by the supervisor.

**ENQUIRIES** : Mr MI Ndlovu Tel No: 031 336 2768

**POST 34/42** : **HUMAN RESOURCE PRACTITIONER REF NO: 070918/13**  
Operational Integration KZN

**SALARY** : R242 475 per annum (Level 07)  
**CENTRE** : Durban  
**REQUIREMENTS** : A National Diploma or Degree in Human Resource Management. Two (2) to four (4) years experience in the Human Resources field is required. Knowledge of human resources functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Applicants must have working experience on the PERSAL system and be in possession of a PERSAL certificate. Knowledge of database and spread sheet applications. Knowledge and experience of Pension Administration as well as conditions of service matters i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), appointments, injury on duty and other allowances. Knowledge of the Public Service Act, Public Service Regulations and any other relevant prescripts. Good verbal and written communication skills. A valid driver's license (Certified copy must be attached).

**DUTIES** : Rendering a professional advisory and liaison service to line functionaries. Administer all aspects relating to service conditions. Interpretation and implementation of statutory prescripts and policies. Administering pensions, checking and requesting of reports from Persal. Liaison with National Treasury and Compensation Commissioner. Supervision, training and motivation of staff.

**ENQUIRIES** : Ms S Mbongwa Tel No: 031 336 2819

**POST 34/43** : **PROVISIONING ADMINISTRATION CLERKS REF NO: 070918/14 (X2 POSTS)**  
Operational Integration: Western Cape  
DIV: Supply Chain Management

**SALARY** : R163 563 per annum (Level 05)  
**CENTRE** : Bellville  
**REQUIREMENTS** : A Senior certificate with Accounting as a passed subject. Basic knowledge of Supply Chain Management duties, practices as well as the ability to capture data and collect statistics. Good computer literacy with MS Office. Basic knowledge of work procedures in terms of the SCM environment. Working knowledge and understanding of PFMA, National Treasury Regulations and PPPFA governing the Public Service. Knowledge and understanding of financial systems such as LOGIS and BAS. Flexibility and ability to work in a team. Basic knowledge of problem solving. Client orientation, customer focus, accountability and ethical conduct. Good communication skills both verbal and written. A valid driver's license (Certified copy must be attached).

**DUTIES** : Compile and maintain records according to the financial prescripts (e.g. procurement batches). Assist with demand management duties. Request and receive quotations. Capture quotations on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat and logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers database. Receive requests for goods from end users. Issue goods to end users. Maintain commitment and acquisitions register. Maintain inventory store.

**ENQUIRIES** : Ms. M. Mouton, Tel No: 021 941 6205

**POST 34/44** : **PROVISIONING ADMINISTRATION CLERK REF NO: 070918/15**  
Branch: Operational Integration: Western Cape  
DIV: Asset Management

**SALARY** : R163 563 per annum (Level 05)  
**CENTRE** : Bellville  
**REQUIREMENTS** : A Senior certificate with Accounting as a passed subject. Basic knowledge of Asset Management practices as well as the ability to capture data, and collect statistics. Basic knowledge of MS Office. Working knowledge and understanding of PFMA, National Treasury Regulations and PPPFA governing the Public Service. Flexibility and team work ability. Problem solving and analytical skills. Client orientation, customer focus, accountability and ethical conduct skills. Good communication skills. A valid driver's license (Certified copy must be attached).

**DUTIES** : Maintain and update asset register. Ensure monthly assets and leases Reconciliation. Proper filling of all reconciliation documents. Monthly spot-checks on assets. Conduct asset verification procedures. Maintain and update leased assets register. Monitor lease agreements for compliance. Compile and maintain asset disposal register. Assist with the actual disposal of assets. Maintain and update loss register.

**ENQUIRIES** : Mr C Tyeku Tel No: 021 941 6026

**POST 34/45** : **PROVISIONING ADMINISTRATION CLERK: REF NO: 070918/16**  
Operational Integration: Western Cape  
SD: Financial Management: (WTE)

**SALARY** : R163 563 per annum (Level 05)  
**CENTRE** : Bellville  
**REQUIREMENTS** : A Senior certificate with Accounting as a passed subject. 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. Knowledge of and understanding of the PFMA, PPPFA, Treasury Regulations and Supply Chain Management procedures. Knowledge of SAP system. Knowledge of GRAP. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of procurement administrative procedures in terms of the working environment. Interpersonal relations, flexibility and team work skills. Basic knowledge of problem solving. Client orientation and customer focus skills. Good verbal and written communication skills. A valid driver's license (certified copy must be attached).

**DUTIES** : Compile and maintain records e.g. asset records/database. Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Capture specification on the electronic purchasing system. Request and receive quotations. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion processes. Compile draft documents as required. Receive requests for goods and services from end users. Place orders for goods and services. Receive and verify goods from suppliers. Capture goods and services receipt vouchers. Issue goods to end users.

**ENQUIRIES** : Mr C Jacobs, Tel No: 021 941 6274

**POST 34/46** : **ASSISTANT TECHNICAL OFFICER REF NO: 070918/17**  
Operational Integration: Western Cape  
DIV: Abstraction and Allocation

**SALARY** : R163 563 per annum (Level 05)  
**CENTRE** : Clanwilliam  
**REQUIREMENTS** : A Senior Certificate with Mathematics / Mathematics Literacy as a passed subject. Good computer literacy skills. Basic knowledge in handling the water quality monitoring equipment. A valid driver's license. (Certified copy must be attached). Basic problem solving skills. Good communication, interpersonal and organising skills. Willingness to travel extensively and acquire new skills.



- DUTIES** : Management and maintenance of the water quality monitoring equipments. Calibration of the measuring equipment for the onsite monitoring purposes. Make available information / materials for the calibration of the measuring equipment. Development and execution of the water quality sampling programme. Collection of water quality samples according to the set standards and dispatch them to the laboratory for analysis. Capturing of the water quality analysis results into the Departmental Water Management System. Collection and maintenance of the water quality -related data. Maintenance of the Water Management System (WMS) which include amendment of the water quality sampling points captured on WMS and the generation of the water quality-related information for surface water. Provide water quality-related data to relevant managers. Liaise with the laboratory and other internal and external stakeholders in relation to the water quality sampling and analysis issues.
- ENQUIRIES** : Ms. L. Mgxwati, Tel No: 021 941 6352
- POST 34/47** : **ACCOUNTING CLERK REF NO: 070918/18**  
Operational Integration: Western Cape  
SD: Financial Management (WTE)
- SALARY CENTRE REQUIREMENTS** : R163 563 per annum (Level 05)  
: Bellville  
: A Senior certificate with Accounting as a passed subject. Computer literacy (MS Office) skills. Knowledge of SAP. Knowledge and understanding of PFMA, Treasury Regulations. Knowledge of accrual accounting. Knowledge of general office administration within the public service. Problem solving, analysis, client orientation, customer focus, accountability and ethical conduct skills. Good communication skills.
- DUTIES** : Attending to telephonic customer queries. Printing of invoices and statements as requested by clients. Assist in cashier functions and walk-in clients with queries. Conduct customer reconciliation to verify the correctness of the customer account. File documents and general administration duties. Assist in reminding clients of their outstanding amounts.
- ENQUIRIES** : Ms D Mntungwa, Tel No: 021 941 6042
- POST 34/48** : **SECRETARY REF NO: 070918/19**  
Branch IWC  
Dir: Shared Water Courses
- SALARY CENTRE REQUIREMENTS** : R163 563 per annum (Level 05)  
: Pretoria  
: A Senior Certificate and certificate in Secretarial Services. One (1) to two (2) years experience in secretarial duties and general administration. Knowledge of administrative procedures. Knowledge in secretarial duties, computer literacy, proficient in Microsoft Office and Outlook, sound organisational skills. Good people skills. High level of reliability and flexibility. Sound written and verbal communication skills. Ability to act with tact and discretion. Basic Knowledge of dispute resolution process. Understanding of project management related issues. Basic Financial Management and knowledge of PFMA. Client orientation and customer focus. Accountability and Ethical Conduct. Able to work in a high pressure environment. Innovation and networking skills.
- DUTIES** : Provides secretarial, receptionist and clerical support service to the Director. Receive telephone calls and messages for the Director and channels calls to relevant role players if needs be. Manages and coordinates the diary of the Director by recording appointments and events. Do all required typing in the office of the Director. Compilation and coordination of documents for the Directorate and Director. Operates office equipment like fax machines and photocopiers. Liaise with travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the Director. Collects all relevant documents and information to enable the Director to prepare for meetings. Records minutes of the meetings of the Director when required. Process and manage all travel arrangements for the Director. Process all travel and subsistence

claims and all invoices that emanate from the activities of the work of the Director. Drafts routine correspondence and reports and administers matters like leave registers and telephone accounts. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the Director. Studies relevant Public Service and Departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remains abreast with procedures and processes that apply in the office of the Director. Perform any other relevant functions to assist the Director.

**ENQUIRIES**

: Meso K Tel No: 012 336 8138