

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 05 October 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.

OTHER POSTS

POST 38/60 : **CHIEF ENGINEER (CIVIL) GRADE A REF NO: 051018/01**

SALARY : R991 281 per annum (All-inclusive OSD salary package)
CENTRE : Mmabatho
REQUIREMENTS : An Engineering degree (B Eng / BSc (Eng). Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer. A valid driver's Licence (certified copy must be attached).

DUTIES : Coordination of Water Services Planning in the North-West province. Provision of Engineering, Project Management and Business Process re-engineering services for the Municipal Infrastructure Grant programme (MIG) which entails site visit, technical report evaluations, recommendations and monitoring of projects. Support on the planning and implementation of Accelerated Community Infrastructure Programme (ACIP). Support on the planning and implementation of Regional Bulk Infrastructure Programme (RBIG). Coordination of Free Basic Services (FBS). Support on the Comprehensive Infrastructure Plan (CIP) and Water Conservation and Water Demand Management.

ENQUIRIES : Mr. L Bogopa, Tel No: 018 387 9500
APPLICATIONS : Please forward your applications quoting the relevant reference number to The Provincial Head: North West, Department of Water and Sanitation, Private Bag x 5, Mmabatho 2735. Corner Dr. James Moroka Drive and Sekame Road Mega City Shopping Centre Unit 99, Ground Floor.

FOR ATTENTION : Mr MJ Ntwe

POST 38/61 : **REGIONAL DEPUTY DIRECTOR WATER SUPPLY REF NO: 051018/02**
 Branch Operational Integration KZN, Infrastructure Development and Maintenance

SALARY : R826 053 per annum (all Inclusive salary package) (Level 12)
CENTRE : Durban
REQUIREMENTS : A National Diploma or Bachelor Degree in Project Management, Civil Engineering, or relevant field/discipline. Three (3) to five (5) years supervisory experience in the management of water and sanitation related projects. Knowledge and understanding of business and management principles. Exposure in strategic planning, resource allocation and human resources. A good understanding of the

National Water Act, Water Services Act, Public Service Act and Regulations, Public Finance Management Act. Project Management, Problem solving, analytical skills, Strategic capacity and leadership skills. Knowledge and experience in financial management, change management and knowledge management. Service delivery innovation (SDI). Good people management and empowerment skills. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Good analytical and report writing skills. Computer literacy (Microsoft Word, Excel and PowerPoint). Ability to work independently, long hours, and under pressure. Be willing to travel extensively when necessary. A valid driving licence for motor vehicle.

DUTIES : Implement policies of Integrated Bulk Water Support Programmes (Bulk Water Supply Programme). Ensure effective coordination on the Water Target implementation Support Programme (Water TISP) in the Provincial Management including monitoring and reporting. Ensure effective implementation of the Provincial Bulk Infrastructure Programme (Regional Programme). Ensure effective financial management and compliance with DoRA of the Regional, Provincial Bulk Infrastructure Programme. Liaise with water sector stakeholders in the Regional / Provincial Infrastructure Programme.

ENQUIRIES : Mr. EM Ngxongo, Tel No: 031 336 2700

APPLICATIONS : 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)

POST 38/62 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 051018/03**
Branch Operational Integration KZN, Corporate Management

SALARY : R697 011 per annum (all-inclusive package) Level 11
CENTRE : Durban

REQUIREMENTS : A National Diploma or Degree in Human Resources. Three (3) to five (5) years management experience in Human Resources. Computer literacy, including extensive experience in PERSAL. Extensive knowledge and understanding of all Acts governing HR practices, sound knowledge of financial management and PFMA. Excellent communication and people management skills. Organisational and analytical skills. Good drafting and report writing skills. The ability to liaise with staff at all levels. A commitment to ethical conduct. People Management skills. A valid driver's licence (certified copy must be attached).

DUTIES : Manage Recruitment and Selection. Ensure the smooth running of the process, from advertising to actual appointment. Recommend appointable candidates in respect of appointments, promotions and transfers. Ensure the proper application of HR policies and procedures, compliance with legislation and the achievement of all HR Policies and procedures, compliance with legislation and the achievement of all HR objectives. Advise line Managers and staff on the application of relevant HR policies and procedures to ensure the correct and consistent implementation of all HR processes and systems, as well as compliance with legislation. Co-ordinate organisational structure, job profiles and evaluations. Conduct functional analysis; manage all projects concerning employee wellness in the Region. Advise Management and employees on all aspects of Organisational Development. Monitor and evaluate the region's performance in terms of transformation imperatives. Facilitate and co-ordinate the Region's participation in Special Programmes. Manage conditions of service, with specific reference to, amongst others, the Government Employees Pension Fund, general leave administration, PILIR, injury-on-duty, overtime, housing allowances, appointments, PERSAL administration and general information management practices. Monitor and evaluate all activities. Support the transfer of employees from other institutions and provide restructuring support to the Region. Deal with oversight reports in terms of terminations of service, appointments and transfers of staff. Strengthen the Division: HR Transactions and Information Management's capacity in terms of best practices with regards to pension administration, general conditions of service and appointments. Facilitate skills development programmes. Liaise with training providers and ensure that decisions are implemented. Ensure the customisation

of leadership programmers is in line with the needs of the organisation. Coordinate the delivery of training programmes. Provide strategic direction and guidance. Develop competency profile for all levels of leadership. Manage and develop a succession plan. Monitor and evaluate the impact of interventions. Implement and monitor all PMDS activities. Develop mechanisms to ensure that all work plans are submitted on time and ensure that reviews are taking place per policy directives, enforcing compliance therewith. Supervision of staff.

ENQUIRIES : Mr A Starkey, Tel No: 031 336 2862
APPLICATIONS : 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)

POST 38/63 : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 051018/04 (X2 POSTS)**
 Branch: Finance WTE

SALARY : R697 011 per annum (all-inclusive package) Level 11
CENTRE : Head Office
REQUIREMENTS : A Degree in Auditing/Financial Accounting / Cost Accounting at NQF level 7. Three (3) years relevant experience in the performance of internal control reviews / internal or external audits at supervisory/management (ASD) level. Completed training articles will be an added advantage. Knowledge and understanding on Finance and SCM Legislation, policies, practices and procedures, Intermediary knowledge and implementation of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Knowledge and understanding of GRAP, Tax legislation. Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Departmental policies and procedures. Governmental financial systems. Experience with SAP will be an advantage. Intermediary knowledge and understanding of the Internal control framework. Principles and practice of financial accounting. Framework for managing performance information. Problem solving and Analysis. Client Orientation and Customer Focus. Good working with Microsoft office especially MS Excel.

DUTIES : Manage the development of financial and internal controls, systems and processes. Coordinate internal and external audits. Coordinate audit action and audit outcomes implementation plans. Conduct internal control and compliance reviews. Manage the sub-directorate.

ENQUIRIES : Ms T. Mokhine Tel No: 012 336 7346
APPLICATIONS : 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 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
FOR ATTENTION : Ms. LI Mabile

POST 38/64 : **DEPUTY DIRECTOR: ORGANISATIONAL DESIGN REF NO: 051018/05**
 Branch: Corporate Management
 Dir: Organisation Development

SALARY : R697 011 per annum, (all-inclusive salary package) Level 11
CENTRE : Pretoria
REQUIREMENTS : A National Diploma or Bachelor Degree in Work study/Management Services/Operations/Production Management. Three (3) to (5) five years management experience in Organisational Design environment. Knowledge of organisational design principles and re-engineering processes. Knowledge and understanding of policy development and implementation. Knowledge and experience in administration processes. Good interpretation of HR information. Knowledge and understanding of government legislation. Financial management and knowledge of PFMA. Practical knowledge of techniques and procedures for the planning and execution of organisational design operations. Understanding of labour relations processes. Knowledge and experience in programme and project management. Good problem solving, people and diversity management, client orientation and customer focus skills. Good communication skill (verbal and written). Knowledge in accountability, ethical conduct and analytical procedures.

DUTIES : Manage the designing of organisational structures in line with the Departments mandate and strategy. Manage the organisational design operations in line with the departmental strategies and organisational performance plans. Manage the designing of jobs in line with the functional outputs of the job. Manage the evaluation/grading/re-grading of jobs aligned to the departmental functional structure. Manage the administration of organisational design tools.

ENQUIRIES : Mr. SM. Moyi, Tel No: 012 336 7405

APPLICATIONS : 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 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms. LI Mabole

POST 38/65 : **SENIOR STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: 051018/06**
(This is a re-advertisement, applicants who have previously applied need not to re-apply)
Branch: Operational Integration: KZN (WTE)

SALARY : R299 709 annum (Level 08)

CENTRE : Durban

REQUIREMENTS : A National Diploma / Degree in Financial Management with Accounting at third level as a subject. Two (2) three (3) years relevant financial experience. Knowledge and understanding of financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such DORA and PFMA. Working knowledge of SAP system. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. 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 both verbal and written. Accountability and Ethical Conduct. A valid Driver's License (Certified copy must be attached).

DUTIES : Provide financial administration of SAP. Manage the collection of revenue in the Region. Handle payments in suspense account and do follow up on bad debt. Manage billing and attend to billing queries. Assist with the tariff determination process in the Region. Supervise and evaluate personnel. Handling of audit queries. Compile and submit reports. Manage minor revenue projects. Manage revenue customer service office.

ENQUIRIES : Mr. MI Ndlovu, Tel No: 031 336 2768

APPLICATIONS : 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)

POST 38/66 : **HEALTH AND SAFETY OFFICER REF NO: 051018/07**
Branch: Operational Integration: KZN
Sub: Directorate: Auxiliary Services

SALARY : R299 709 per annum (Level 08)

CENTRE : Durban

REQUIREMENTS : A National Diploma or Degree in Occupational Safety Management. Three (3) to five (5) years experience in occupational Health and Safety environment. Strategic and operational plan in occupational health and safety management. Policy implementation. Monitoring and evaluation principles. Knowledge of research procedures and techniques. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in Public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proof-reading. Understanding of Government legislation. Valid driver's license (certified copy must be attached). Knowledge of OHS Act and Regulations (Act 85 of 1993). Knowledge of the risk management theory and practical auditor's assessment. Computer literacy. Good written and verbal communication skills.

DUTIES : Implement health and safety legislation, regulations with an objective of ensuring that all reasonable and proper measures are taken to protect the safety and health

of staff and visitors. Increase health and safety awareness at all levels within the organisations. Investigate and report on all accidents occurring at the work place. Respond to employees safety concerns. Arrange Occupational Health and safety testing and evaluations of the workplace. Coordinate training of personnel in areas of safety including first aid.

ENQUIRIES : Mr B Sishi Tel No: 031 336 2863
APPLICATIONS : 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)

POST 38/67 : **SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 051018/08**
Branch: Operational Integration Eastern Cape

SALARY : R299 709 per annum, (Level 08)
CENTRE : King Williams Town
REQUIREMENTS : A National Diploma or Degree in Supply Chain Management / Logistics / Purchasing Management qualification. Three (3) to five (5) years' experience in Supply Chain Management administration environment. Knowledge of procurement administrative procedures. Knowledge of financial legislation. Knowledge of BAS. Knowledge of SAP. Knowledge of GAAP. Knowledge of labour resolution policies. Understanding of Social and Economic development issues. Basic financial management and knowledge of PFMA. Knowledge Management. 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.

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 : Ms. L Bula, Tel No: 043 604 5405
APPLICATIONS : 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

POST 38/68 : **HUMAN RESOURCE CLERK PRODUCTION REF NO: 051018/09 (X3 POSTS)**
Branch: NWRI: Eastern Operation

SALARY : R163 563 per annum (Level 05)
CENTRE : Midmar Dam
REQUIREMENTS : A National Senior Certificate. Twelve (12) months working experience will be an added advantage. Basic knowledge and experience in Human Resources prescripts. Knowledge and experience in registry practices as well as ability to capture data, and operate computer. Knowledge of the Public Service Act and Public Service Regulation. Working knowledge and understanding of legislative framework governing the Public Services. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis.

DUTIES : Receiving and sorting of applications, capturing of data in the system and processing of detailed schedules of applications. Establishing and developing a system database of applications received. From time to time assist with pre-screening, shortlisting and interviewing of candidates for the filling of posts within the department. Verification of qualifications (SAQA, Security Vetting etc.). Preparing interview packs and ensuring schedules for interviews are accurately captured. Rendering human resource management support and advice.

ENQUIRIES : Ms. T. Sindane, Tel No: 033 239 1258

APPLICATIONS : Please forward your applications quoting the relevant reference number to, Department Water and Sanitation, Private Bag X24, Howick, 3290 or hand deliver at R103 Prospect Road, Midmar Dam, Howick, 3290.

FOR ATTENTION : Ms. T Sindane

POST 38/69 : **SECURITY OFFICER REF NO: 051018/10 (X5 POSTS)**
(This is a re-advertisement, applicants who have previously applied should re-apply)
Branch: Corporate Management
CD: Auxiliary Services

SALARY : R136 800 per annum (Level 04)
CENTRE : Pretoria
REQUIREMENTS : A Senior certificate. A valid Grade C registration with PSIRA. Two (2) to three (3) years security experience in the government or private sector. A driver's License is advantageous. (Please attach certified copy) Knowledge of the access control procedures. Knowledge of security measures and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. MISS, NSA, PAIA, MPSS and the authority of security officers under these documents. Experience and knowledge on the OHS procedures. Ability to work under pressure and long hours. Report writing, control room duties, Investigations and riot control skills. Effective communication skills. First aid and fire prevention competencies. Good searching and evacuation skills.

DUTIES : Supervision of security access control. Ensure that unauthorized equipment and documents do not leave or enter the building premises. Ensure all incidents are recorded in the occurrence books / registers. Participate in OHS matters.

ENQUIRIES : Mr JT Mashaba, Tel No: 012 336 7675
APPLICATIONS : 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 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms. LI Mabile

POST 38/70 : **GENERAL WORKER REF NO: 051018/11**
Branch: Operational Integration: Western Cape
DIV: Data Management

SALARY : R96 549 per annum (Level 02)
CENTRE : George
REQUIREMENTS : An ABET certificate and the ability to read and write. Knowledge of construction and maintenance work. Knowledge of Occupational Health and Safety. Knowledge of gardening equipment and appliances. Knowledge of power tools. Knowledge of carpentry / bricklaying / welding. Knowledge of daily maintenance procedures for effective machine / equipment performance.

DUTIES : General and structural maintenance of gauging sites. Refurbishment of gauging sites. Construction of gauging weirs and infrastructure. Technical assistance and special tasks.

ENQUIRIES : Mr. J Kriel, Tel No: 044 802 2733
APPLICATIONS : 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 Tel No: (021) 941 6054
NOTE : Persons with disabilities, African Females, White Females, Indian Females, White Males, Coloured Females and Indian Males are encouraged to apply.