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 disadvantage 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.

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.

POST 38/61 : REGIONAL DEPUTY DIRECTOR WATER SUPPLY REF NO: 051018/02
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
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 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. Coordinate 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. Co-
ordinate 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.

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FOR ATTENTION
POST 38/63
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POST 38/64
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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

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

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

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 Mabole

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


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.