

DEPARTMENT OF WATER AND SANITATION

<u>CLOSING DATE</u>	:	16 November 2018
<u>NOTE</u>	:	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.
<u>POST 44/120</u>	:	<u>CHIEF DIRECTOR: FINANCIAL ACCOUNTING REF NO: 161118/01</u> <u>BRANCH FINANCE: WTE</u>
<u>SALARY</u>	:	R 1 189 338 per annum, (all salary package included), (Level 14)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree (NQF Level 7) or equivalent in Financial environment Six (6) to ten (10) years' experience in Financial Management. Five (5) years' experience at Senior Managerial experience. Knowledge and experience of business management principles. Practical knowledge of strategic planning, resource allocation and human resources. Understanding of the value chain and its impact on demand management. Knowledge and understanding of Public Service Act and Regulations, Treasury Regulations, PFMA and applicable auditing standards. Sound knowledge of risk management, corporate governance and internal controls. Promotion of Access to information Act. Knowledge of Policy and Strategy Development. Must have strategic capabilities and leadership skills. Knowledge in programme, project management, financial management, change management and knowledge management. Service delivery innovation (SDI), problem solving, analysis, people diversity management, client orientation and customer focus skills. Good communication skills (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	To provide strategic guidance on the handling of Financial Accounting matters of the Department. Oversees the general ledger, accounts payable and cash management. Prepares monthly and quarterly reports for management and portfolio committees. Management of financial accounting strategic matters of the Department. Undertake budget planning and budget control. Compiles financial information and reporting. Develops and implement policy. Revises and develops procedures. Manage financial accounting risks of the Department in terms of financial internal controls. Conducts research on potential risks. People Management (common to all DDG's and CD's). Manages the selection of personnel. Ensure adequate skills development.
<u>ENQUIRIES</u>	:	Mr Frans Moatshe Tel 012 336 7646
<u>APPLICATIONS</u>	:	Pretoria (Head Office): 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

<u>POST 44/121</u>	:	<u>CHIEF DIRECTOR: FINANCIAL ACCOUNTING REF NO: 161118/02</u>
	:	<u>BRANCH: FINANCE MAIN ACCOUNT</u>
<u>SALARY</u>	:	R 1 189 338 per annum, (all salary package included), (Level 14)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree (NQF Level 7) or equivalent in Financial environment. Six (6) to ten (10) years experience in Financial Management. Five (5) years experience at Senior Managerial experience. Knowledge and experience of business management principles. Practical knowledge of strategic planning, resource allocation and human resources. Understanding of the value chain and its impact on demand management. Knowledge and understanding of Public Service Act and Regulations, Treasury Regulations, PFMA and applicable auditing standards. Sound knowledge of risk management, corporate governance and internal controls. Promotion of Access to information Act. Knowledge of Policy and Strategy Development. Must have strategic capabilities and leadership skills. Knowledge in programme, project management, financial management, change management and knowledge management. Service delivery innovation (SDI), problem solving, analysis, people diversity management, client orientation and customer focus skills. Good communication skills (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	To provide strategic guidance on the handling of Financial Accounting matters of the Department. Oversees the general ledger, accounts payable and cash management. Prepares monthly and quarterly reports for management and portfolio committees. Management of financial accounting strategic matters of the Department. Undertake budget planning and budget control. Compiles financial information and reporting. Develops and implement policy. Revises and develops procedures. Manage financial accounting risks of the Department in terms of financial internal controls. Conducts research on potential risks. People Management (common to all DDG's and CD's). Manages the selection of personnel. Ensure adequate skills development.
<u>ENQUIRIES</u>	:	Mr Frans Moatshe Tel, 012 336 7646
<u>APPLICATIONS</u>	:	Pretoria (Head Office): 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
<u>POST 44/122</u>	:	<u>CHIEF DIRECTOR: REVENUE MANAGEMENT REF NO: 161118/03</u>
	:	<u>BRANCH: FINANCE WTE</u>
<u>SALARY</u>	:	R 1 189 338 per annum, (all salary package included), (Level 14)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree (NQF Level 7) qualification in Financial environment. Six (6) to ten (10) years relevant Financial experience. Five (5) years experience at a Senior Managerial level. Knowledge and experience of business management principles. Practical knowledge of strategic planning, resource allocation and human resources. Understanding of the value chain and its impact on demand management. Knowledge and understanding of Public Service Act and Regulations, Treasury Regulations, PFMA and applicable auditing standards. Sound knowledge of risk management, corporate governance and internal controls. Promotion of Access to information Act. Knowledge of Policy and Strategy Development. Must have strategic capabilities and leadership skills. Knowledge in programme, project management, financial management, change management and knowledge management. Service delivery innovation (SDI), problem solving, analysis, people diversity management, client orientation and customer focus skills. Good communication skills (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Provide the strategic guidance in the management of departmental revenue. Develops revenue management strategy, policies, processes and procedures. Ensures that all registered water users are billed regularly and receive invoice/statements. Oversees the compliance to Revenue Management policies. Oversees the billing for all revenue generating units, e. g construction, house rentals. Determines revenue estimates/targets in line with tariff determination process. Increase efficiencies by identifying users and schemes not registered in liaison with other units. Regular follow up on non paying customers. Ensure

customers relations. Reconciliates and maintains debtor's accounts. Provides input towards preparation of annual financial statements. Hands over defaulters into the legal process. Writes off irrecoverable debts in accordance with PFMA and treasury regulations. Develops a customer relations strategy. The management of departmental debts. Communication with customers through telephone, personal visits and by letters. Receives and respond to customer queries within turnaround. The management of Human Resource and Financial Management. Develops staff needs analysis internally and regionally.

ENQUIRIES : Mr Frans Moatshe Tel No: 012 336 7646
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POST 44/123 : **DIRECTOR: FINANCIAL REPORTING WTE REF NO: 161118/04**
BRANCH FINANCE WTE

SALARY : R 1 005 063 per annum, (all salary package included), (Level 13)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree or NQF 7 qualification in Financial Management. Six (6) to ten (10) years' experience in Financial Management. Five (5) years' experience should be at Middle/Senior Managerial level. Knowledge and experience of business management principles. Practical knowledge of strategic planning, resource allocation and human resources. Knowledge and understanding of Public Service Act and Regulations, Treasury Regulations, PFMA and applicable auditing standards. Sound knowledge of risk management, corporate governance and internal controls. Promotion of Access to information Act. Knowledge of Policy and Strategy Development. Must have strategic capabilities and leadership skills. Knowledge in programme, project management, financial management, change management and knowledge management. Service delivery innovation (SDI), problem solving, analysis, people diversity management, client orientation and customer focus skills. Good communication skills (verbal and written). Accountability and ethical conduct.

DUTIES : Development and implement business strategic guideline for the component. Implement business guidelines on financial management reporting. Implement policies on financial reporting. The development of guidelines on the preparation of statements in accordance with GAPP. Consolidate information on credit financial reporting. The consolidation of budget expenditure for WTE. Update early warning systems for all WTE managers. Conduct research on new systems on the market to trace load credit financial management reports. Implementation of new solutions. The management of Human Resource and Financial Management. Preparation of business requirements. Testing new solutions and implementation of new solutions.

ENQUIRIES : Mr Frans Moatshe Tel No: 012 336 7646
APPLICATIONS : Pretoria (Head Office): 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 44/124 : **DIRECTOR: PAYROLL MANAGEMENT WTE REF NO: 161118/05**
BRANCH FINANCE WTE

SALARY : R1 005 063 per annum, (all salary inclusive package), (Level 13)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree or NQF level 7 qualification in Financial Management. Six (6) to (10) ten years relevant Financial experience. Five (5) years' experience should be at Middle / Senior Managerial level. Knowledge and experience of business and management principles. Practical knowledge and experience of strategic planning resource allocation and human resources. Good interpretation of Public Service Act and Regulations. Sound knowledge of risk management corporate governance and internal controls. Knowledge of PFMA and applicable auditing standards, Treasury Regulations and Promotion of Access to Information Act. Knowledge and understanding of policy and strategy development, Strategic capability and

		leadership. Knowledge of programme and project management. Understanding of Financial, change and knowledge management. Service delivery innovation (SDI). Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (written and verbal). Accountability and ethical conduct.
<u>DUTIES</u>	:	Develop business strategic guideline and policies on the payroll management. Implement payroll strategic business plan for the component. Master file information for payroll updated accordingly. The management of the payroll for the WTE. Master file for payroll information is accurately captured. Master information is verified and approve in accordance with applicable policies and procedures. Manage and update the payment system for WTE. Payroll system updated accordingly. Conduct research on the best practices for roll payment. The management of Human Resource and Financial Management. Preparation of business requirements. Implementation of new solutions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Frans Moatshe Tel No: 012 336 7646
	:	Pretoria (Head Office): 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
<u>POST 44/125</u>	:	<u>DIRECTOR: INSTITUTIONAL ESTABLISHMENT REF NO 161118/06 (This is re-advertisement, applicants who have previously applied need not to re-apply)</u> <u>BRANCH: OPERATIONAL INTEGRATION: FREE STATE</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 005 063 per annum (all inclusive package) (Level 13)
	:	Bloemfontein
	:	A Bachelor's Degree or NQF level 7 qualification in Science (BSc) or Social Science. Five (5) to ten (10) years' experience in Water Resource Management and Water Services. Knowledge of the National Water Act (Act 36 of 1998) and the Water Services Act (Act 108 of 1997). Knowledge and understanding of the Management of State Owned Enterprises will be an added advantage. Five (5) year's experience at a middle/ senior managerial level. Understanding of governance and related principles. A valid driver's license (Certified copy must be attached). Project management is desirable. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Project Management. Problem solving and analytical skills. Strategic capability and leadership. Programme and Project Management. Financial Management, change management, knowledge management. Service delivery Innovationon (SDI). People Management and Empowerment. Client orientation and Customer Focus. Good communication skills, accountability and ethical conduct.
<u>DUTIES</u>	:	Provide strategic direction by participating in the establishment of institutions focusing on water Resource Management. Develop and implement a performance improvement suggestion scheme. Advise top management and the legislature, as well as relevant sector bodies, on policies and strategies relevant to the section. Manage Water Resource Management functions through Proto-CMA. Investigate and make recommendations for license applications. Manage river control systems. Coordinate SFRA and sustainable utility planning. Monitor the environmental flows, eco-systems and habitat integrity. Coordinate the establishment, administration of integrated catchment forums. Provide effective platform for stakeholder engagement and partnership. Coordinate the Proto-CMA meetings and Forums. Provide oversight and create accountability at a local level for Water Resource Management. Perform monitoring and evaluation dashboard.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr T Ntuli, Tel No: 051 405 9000
	:	Free State (Bloemfontein). For purposes of response handling, 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 44/126 : **CHIEF ENGINEER GRADE A: DAM DESIGN REF NO 161118/07** (This is a re-advertisement, applicants who have previously applied need not to re-apply as their applications will be taken into consideration)
BRANCH: NWRI Head Office

SALARY : R991 281 per annum (all inclusive package) (OSD)
CENTRE : Pretoria
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). Knowledge of programme and project management. Knowledge of engineering, legal and operational compliance. Knowledge of engineering operational communication. Understanding of process knowledge and skills. Knowledge of maintenance skills. Mobile equipment operating skills.

DUTIES : Perform final review and approvals or audits on engineering designs according to Design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Allocate, control, monitor and report on all resources. Ensure availability and management of funds to meet the MTEF objectives. Evaluating, editing and authorising all designs, reports, engineering drawings and specifications. Providing professional and technical advice as well as civil engineering support services within the Directorate as well as to other directorates and organizations; Keeping abreast with the latest developments in the fields of Dam Engineering and formulating new guidelines and standards to reflect the latest trends. Managing consulting engineers, and the accompanying contract administration and resolution of claims. Mentoring and training Engineers and Technicians. Managing administrative, financial and personnel-related functions.

ENQUIRIES : Mr E. Koadibane, Tel No: (012) 336 7694
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 44/127 : **CHIEF ENGINEER GRADE A: BULK PIPE SUPPLY SYSTEMS REF NO: 161118/08** (This is a re-advertisement, applicants who have previously applied need not to re-apply as their applications will be taken into consideration)
BRANCH: NWRI Head Office

SALARY : R991 281 per annum (all inclusive package) (OSD)
CENTRE : Pretoria
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). Knowledge of programme and project management. Knowledge of engineering, legal and operational compliance. Knowledge of engineering operational Communication. Understanding of process knowledge and skills. Knowledge of maintenance skills. Mobile equipment operating skills.

DUTIES : Prepare bulk pipeline designs, design basis and technical specifications. Review, evaluate, edit and approves engineering designs according to design principles and theory. Ensure adequate standard of technical documentation, reporting and contribute in updating of standards. Coordinate design integration across the engineering disciplines within the Directorate as well as to other directorates. Pioneering of new engineering services and management methods. Optimising design and cost-effectiveness of projects and risk management. Managing consulting engineers, and the accompanying contract administration and resolution of claims; Mentoring and training Engineers and Technicians; managing administrative, financial and personnel-related functions.

ENQUIRIES : Mr E. Koadibane, Tel No: (012) 336 7694
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 44/128 : **CHIEF ENGINEER GRADE A: OPEN AND CHANEL SYSTEMS REF NO: 161118/09 (This is a re-advertisement, applicants who have previously applied need not to re-apply as their applications will be taken into consideration)**
BRANCH: NWRI Head Office

SALARY : R991 281 per annum (all inclusive package) (OSD)
CENTRE : Head Office Pretoria
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). Knowledge of programme and project management. Knowledge of engineering, legal and operational compliance. Knowledge of engineering operational Communication. Understanding of process knowledge and skills. Knowledge of maintenance skills. Mobile equipment operating skills.

DUTIES : Perform final review and approvals or audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Allocate, control, monitor and report on all resources; Ensure availability and management of funds to meet the MTEF objectives. Evaluating, editing and authorising all designs, reports, engineering drawings and specifications. Providing professional and technical advice as well as civil engineering support services within the Directorate as well as to other directorates and organization. Keeping abreast with the latest developments in the fields of Open Channel Systems engineering and formulating new guidelines and standards to reflect the latest trends. Managing consulting engineers, and the accompanying contract administration and resolution of claims. Mentoring and training Engineers and Technicians. Managing administrative, financial and personnel-related functions.

ENQUIRIES : Mr E. Koadibane, Tel No: (012) 336 7694
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 44/129 : **CHIEF ENGINEER GRADE A CHIEF ENGINEER GRADE A REF NO: 161118/10 (This is a re-advertisement, applicants who have previously applied need not to re-apply as their applications will be taken into consideration)**
BRANCH: OPERATIONAL INTEGRATION: SD: Compliance Monitoring

SALARY : R991 281 per annum (all inclusive OSD salary package)
CENTRE : King William's Town
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). 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
APPLICATIONS : Eastern Cape(King William's Town: 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 44/130 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO 161118/11**
BRANCH NWRI SOUTHERN OPERATIONS: INFRASTRUCTURE BUILD, OPERATE AND MAINTENANCE

SALARY : R826 053 per annum (all inclusive package) (Level 12)
CENTRE : Port Elizabeth
REQUIREMENTS : A National Diploma or Bachelor Degree in Administration/Human Resources or Relevant. Three (3) to (5) years supervisory experience in Administration. Knowledge of policy development and implementation. Knowledge and experience of administration process. Knowledge and understanding of HR information. Disciplinary knowledge in HR information. Understanding of Government legislations, financial management and knowledge of PFMA. Understanding of techniques and procedures for the planning and execution of operations. Knowledge of programme and project management. Knowledge of relationship management. Problem solving and analysis. Knowledge of people and diversity management. Client orientation and customer focus. Good communication skills (written and verbal). Accountability and ethical conduct. Knowledge of analytical procedures.

DUTIES : Manage Corporate Services in the Branch: Infrastructure Build, Operate and Maintenance (IBOM): Southern Operations and general support of personnel. Provide strategic and general management input and consult with management, interest groups and stakeholders. Assist with the development and implementation of Strategic Plan. Manage the Human Resource unit with regards to HR planning and strategy, policy and implementation, talent management, organizational design, employee relations, EAP and transformation. Manage general administration with regard to document management, administrative support, transport and travel logistics and general service delivery units. Manage communication with regard to advocacy, communication strategy and media relations. Ensure and develop legal compliance with regard to contract management. Labour relations, legislation and litigation. Compilation of Corporate Service Budget.

ENQUIRIES : Ms C Goboza, Tel No: 041 508 9702
APPLICATIONS : NWRI Southern Operations (Port Elizabeth) Please forward your applications to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.

POST 44/131 : **GENERAL WORKER REF NO 161118/12**
BRANCH: NWRI Southern Operations

SALARY : R96 549 per annum (Level 2)
CENTRE : Ncora Dam
REQUIREMENTS : An ABET certificate. One (1) to two (2) years' experience in performing manual work will be an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge and understanding on conducting general work including lawn care process. Knowledge and understanding of pruning and trimming processes and techniques. Basic knowledge of chemical use (dilution/mix) and chemical products. Daily maintenance procedures for efficient machine/equipment performance. Supporting of water utilization and water

resource strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Communication skills and ability to work in a team. Must be punctual, productive and loyal. Must be able to work away from the office for long periods and stay at camp sites near place of work. Must be able to work in or around rivers and dams.

DUTIES : Clean and maintain grounds and repair tools and structures such as building, fences and benches using hand and power tools. Mix spray or spread fertilizers using hand or automatic sprayers or spreaders. Provide proper up-keep of sidewalks, driveways, parking lots, fountains, planters and other ground features. Maintain existing ground and gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, grounds and clean buildings, washing floors and cleaning windows.

ENQUIRIES : Mr ML Boyce Tel No: 047 532 8009
APPLICATIONS : NWRI Southern Operations (Ncora Dam) Please forward your applications to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.

POST 44/132 : **CLEANER REF NO 161118/13**
Branch: Nwri Southern Operations: Infrastructure Build, Operate and Maintenance

SALARY : R96 549 per annum (Level 2)
CENTRE : Mthatha
REQUIREMENTS : Applicants must be in a possession of a Grade 10 certificate. Good communication, reading and writing skills. Able to read various water meters and gauge plates. Willing to work shifts, overtime and perform standby duties, including on weekends and public holidays. Knowledge of how to operate various pieces of machinery and equipment. Experience in the field of water distribution and maintenance on government structures. Ability to work under supervision and independently. Ability to work in a team. Willingness to undergo training. Valid driver's license (Certified copy must be attached).

DUTIES : Cleaning of office corridors, elevators and boardrooms by dusting and waxing of floors. Sweeping and scrubbing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning dirt bins. Cleaning of restrooms by refilling hand wash liquid soap, replacing of toilet paper and emptying wash waste bins. Keep and maintain cleaning material and equipment. Cleaning of microwares, vacuum cleaners and relevant equipment after use. Requesting of cleaning material.

ENQUIRIES : Mr BM Boyce Tel No: 082 809 5905
APPLICATIONS : NWRI Southern Operations (Mthatha). Please forward your applications to the Director: Southern Operations (IBOM), Department of Water and Sanitation, P.O. Box 5501, Walmer, 6065