

**DEPARTMENT OF WATER AND SANITATION**

**CLOSING DATE** : 30 November 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 46/87** : **DIRECTOR PLANNING AND INFORMATION REF NO: 301118/01**  
Operational Integration KZN  
Dir: Planning and Information

**SALARY** : R1 005 063 per annum (Level 13) (all inclusive salary package)

**CENTRE** : Durban

**REQUIREMENTS** : A Bachelor's Degree (NQF 7) qualification in Integrated Water Resources Management. Five (5) to ten (10) years' experience in WRM, Environment, Policy, Strategy Development and Project of which five (5) years should be at Middle / Senior Managerial level. Good understanding of Hydrology. Knowledge of yield calculations. Strategic capability and Leadership skills, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus Communication, Accountability and Ethical Conduct.

**DUTIES** : The development of strategic and business plans in protection of surface and ground water. Ensure the implementation of WRM policies. Ensure the implementation of business strategy for the component. Develop reconciliation strategies for the catchments system for the component. Ensure maintenance for Coastal and inland Provincial Management WRM strategies and for all rivers. The development of Water Resource Management data information on surface and ground water. Evaluation of Water Sector Business Plans and overseeing the provincial participation in the development of all water reconciliation strategies including all planning related functions for the province. Develop WRM data base for the component. Ensure that WR data is maintained. Ensure that relevant IT systems are developed and maintained in storing data. Develop reconciliation and management strategies for various catchments. Develop water quality management strategies for the catchments and rivers systems. Ensure maintenance of water quality management strategies is developed for all Catchments. Manage flow of water in rivers and catchments accordingly. Management of various stakeholders within the sector. Ensure the application of models for reconciliation is maintained. Ensure Models for reconciliation and allocation process in catchments are implemented. Update hydrology and yield

analysis for all Rivers catchments within the specific WRM boundaries. Manage Human Resources. Promote transformation within the Directorate. Implement HR policies and transformation imperatives. Manage budget and financial resources.

**ENQUIRIES** : Mr ACC Starkey Tel No: (031) 336 2862  
**APPLICATIONS** : KwaZulu Natal (Durban). 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

**OTHER POSTS**

**POST 46/88** : **SCIENTIST MANAGER GRADE A REF NO: 301118/02**  
Operational Integration Limpopo  
Div: Groundwater Resources Information

**SALARY** : R854 154 per annum (All inclusive OSD salary package)  
**CENTRE** : Polokwane  
**REQUIREMENTS** : An MSc degree or relevant qualification in the fields of Geohydrology, Hydrology, Geology or Earth Sciences. Six (6) years post qualification natural (Scientific) experience. Compulsory registration with SACNASP as a Professional Natural Scientist. (Proof of registration must be attached). A valid driver's license (Please attach certified copy). Willingness to work afterhours. Appropriate experience in groundwater exploration, assessment and groundwater monitoring network development, data assessment, updating HYDSTRA and production of ground water reports. Appropriate experience in all aspects of geohydrology, geophysics and acquisition as well as the provision of groundwater information. Applied knowledge of GIS in groundwater assessment and monitoring. Ability to supervise and manage subordinates. Experience in managing the budget. Knowledge of Financial and Human Resources legislation. Interpersonal skills and leadership ability. Good communication skills both written and verbal and presentation skills. Knowledge of Water legislation. Excellent computer skills.

**DUTIES** : Ability to manage the Sub-Directorate. Manage and co-ordinate the assessment of existing and new groundwater resources in terms of their occurrence, quality and exploitation potential. Manage the appropriate development of groundwater resources. Management geophysical surveys, borehole census, drilling programmes, supervision, pumping tests and sampling programmes. Interpret and evaluate geophysical, geohydrological and hydro-chemical field data. Manage the implementation of groundwater monitoring network. Manage groundwater monitoring and information systems. Manage and evaluate data and status reports. Manage and evaluate high-quality groundwater and protect the groundwater resources. Populate regional and national groundwater database. Advise water users and managers on groundwater development, management and protection. Educate and inform communities, the public, school children of the basics and management of groundwater. Disseminate groundwater information to local authorities or individuals. Provide a professional service to the geohydrologist and the Department as a whole. Provide geohydrological training to technicians. Manage the budget and the performance of the Sub-Directorate.

**ENQUIRIES** : M.M Komape, Tel No: 015 – 290 1463.  
**APPLICATIONS** : Limpopo (Polokwane): Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, AZMO PLACE Building (Registry Office 4th floor)  
Tel (015) 290 1386

**FOR ATTENTION** : Tel (015) 290 1386

**POST 46/89** : **SCIENTIST (PRODUCTION) GRADE A REF NO: 301118/03**  
Operational Integration: North West  
Div: Compliance and Monitoring

**SALARY** : R585 366 per annum (OSD salary package, offer based on proven years of experience)

**CENTRE REQUIREMENTS** : Mafikeng  
: A Science Degree Bsc (Honours) or relevant qualification. Compulsory registration with the SACNASP as a Professional Natural Scientist. Three years (3) years post qualification natural scientific experience. Extensive experience in the environmental and water management field, waste management, industries, urban development and mining, including the Department's water use authorization process. A clear understanding of the Department's role and policy with respect to Water Resource Management. Knowledge in water use for agriculture, industries, mines, local government, investigations, inspections, sampling procedures, report writing and relevant legislation. Knowledge of the National Water Act 36 of 1998 and related policies, strategies and guidelines. Understanding of the principles of Integrated Water Resource Management. Innovative thinking, negotiating and networking skills. Good management skills. Good communication skills both verbal and written. The willingness to travel extensively and work irregular hours. Knowledge of Human Resources and Financial Management policies. Knowledge of the National Water Act, 1998, the Water Services Act, 1997, and related policies. Knowledge and understanding of natural resource management which is technical assessment of action plans. Knowledge and experience in ground water resources exploration, aquifer characterizations and development of management information products and ground water abstractions investigation will be an added advantage. Experience in investigations including criminal investigations in a Water Sector environment and/or environmental field.

**DUTIES** : Provide scientific and technical expertise in the field of physical, water and earth sciences in order to assess, develop, protect, use, conserve and manage ground water resource in the Northwest Regional Office. Ensure compliance of the National Water Act through inspections, investigations, administrative prepare and issue notices and directives, criminal and civil enforcement action. Prepare necessary information, reports and evidence for court applications. Collaborate investigations with appropriate business partners such as legal services and other law enforcement agencies. Conduct investigation and provide support to Water Management Institutions. Analyse available evidence. Support the implementation of the water resources protection strategies and related protocols at regional level. Provide scientific and ground water extension services to other colloquies in the provincial offices regarding water abstraction from water resources. Provide inputs to the determination of lawful water use from surface and related ground waste. Audit water uses licences for industries, mines, agricultural water use and ground water use. Plan, supervise and implement regional water monitoring and information audits in terms of issued licences.

**ENQUIRIES APPLICATIONS** : Mr WJ Maluleke Tel No: 012 392 1409  
: North West (Mafikeng): 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. Cnr Dr. James Moroka Drive and Sekame Road Mega City Shopping Centre Unit 99, Ground Floor.

**FOR ATTENTION** : Mr MJ Ntwe

**POST 46/90** : **CONTROL ENVIRONMENTAL OFFICER: GRADE A REF NO: 301118/04**  
Branch: Operational Integration Gauteng  
Div: Resource Protection

**SALARY CENTRE REQUIREMENTS** : R468 513 per annum (OSD)  
: Gauteng  
: A four (4) year degree or equivalent qualification in Natural/Environmental Sciences. Six (6) years post-qualification experience. A valid driver's license (Code EB). Computer literacy. Experience and knowledge of institutional arrangements and legal regime pertaining to integrated water resource management principles. Knowledge and experience in environmental and water management field. Knowledge of National Water Act and related regulations, their implementation and impacts, Understanding of the environmental law and the environmental compliance and National Compliance Information Management System (NCIMS); Ability to link technical and legal aspects related to environmental compliance issues; Strategic capability and leadership Knowledge of government administration and financial procedures, Ability to develop and apply policies,

- Good communication skills (both verbal and report writing) with experience in stakeholder engagement, Sound organizing and planning skills; Computer literacy; Customer focus Networking, Conflict management, People management, Change management, Problem solving and analysis Analytical skills; Project management skills, ability and willingness to travel and work long hours where necessary.
- DUTIES** : Provide support in the implementation of policies and strategies to manage sector water use impacts in accordance with the National Water Act, 1998 (Act 36 Of 1998) and other Departmental policies and strategies. Undertake both routine and follow-up compliance inspections. Prepare reports, load on the NCIMS and interpret analytical results. Ensure Non-compliance with the conditions of the Integrated Water Use License are reported and are recorded on the NCIMS system and followed fully with the Compliance Business Process. Compile, update the Data base and NCIMS management. Interact with other compliance management agencies and other Departments dealing with environmental compliance. Respond to client queries within and outside the Department. Participate in the Water Use Authorisation Assessment Advisory Committee. The willingness to work irregular hours and travel extensively, including remote areas. Give inputs in the projects relevant to the management of water resources initiated by the Department. Provide strategic planning for the Sub-directorate. Assist in the establishment and regulation of water management institutions. Facilitate training and career development of staff, Supervision of staff.
- ENQUIRIES APPLICATIONS** : Ms VS Qwabe, Tel No: 012 392 1384
- : Gauteng Provincial Office: Please forward your applications to the Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Street, Pretoria, 0001
- POST 46/91** : **CONTROL ENVIRONMENTAL OFFICER: GRADE A REF NO: 301118/05 (X2 POSTS)**  
Branch: Operational Integration Gauteng  
Div: Water Quality / Proto CMA
- SALARY CENTRE REQUIREMENTS** : R468 513 per annum (OSD)  
: Gauteng  
: A four (4) year degree or equivalent qualification in Natural/Environmental Sciences. Six (6) years post-qualification experience. A valid driver's licence (A certified copy must be attached). Computer literacy. Excellent communication, conflict, project management, problem solving, negotiation and facilitation skills as well as the ability to work in a multi-disciplinary team. Extensive experience in Integrated Water Resource Management.
- DUTIES** : Provide support in the development of policies and strategies to manage sector water use impacts in accordance with the National Water Act, 1998 (Act 36 Of 1998) and other Departmental policies and strategies. Supervision of staff. Undertake both routine and special investigations. Prepare reports and interpret analytical results. Assist in the evaluation of licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management and make recommendations regarding the issuing of licences. Promote water conservation and efficient water utilisation through the authorisation process. Respond to client queries within and outside the Department. Participate in the Water Use Authorisation Assessment Advisory Committee. Willingness to work irregular hours and travel extensively including remote areas. Give inputs of projects relevant to the management of water resources initiated by the Department. Facilitate training and career development of staff. Supervision of staff. Assist in the establishment and regulation of water management institutions. Support catchment management forums.
- ENQUIRIES APPLICATIONS** : Mr K Khorommbi, Tel No: (012) 392 1427  
: Gauteng Provincial Office: Please forward your applications to the Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Street, Pretoria, 0001

**POST 46/92** : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: 301118/06**  
Branch: NWRI  
Div: Environmental Impact Monitoring

**SALARY** : R468 513 per annum (OSD)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A four (4) year degree or equivalent qualification in Natural /Environmental Science. Six (6) years post qualification experience. Computer literacy. A valid driver's licence (A certified copy must be attached). Experience in any of the following fields will serve as an advantage: Environmental Law, Natural Resources Water Economics, Compliance, Monitoring and Enforcement. Knowledge of National Water Act, 1998 (Act no 36 of 1998) and related policies. Knowledge of relevant Environmental Management legislation and policies. Knowledge of Integrated Water Resources Management. Knowledge of PFMA and Treasury Regulations. Knowledge of legal compliance. Ability to review technical and scientific reports and provide recommendations. Technical report writing skills. Ability to provide technical and scientific support to the Department of Water and Sanitation (DWS) units and other government departments. Professional judgement. Good communication, presentation and networking skills, people management skills. Planning, organising, conflict management and change management. Excellent problem solving and analytical skills. The ability to work independently, interact with communities, Professional Service Providers (PSPs) and planning partners in the water sector. Mentor and supervise junior staff. Willingness to travel extensively all over the country and work irregular hours.

**DUTIES** : Provide integrated environmental services towards the development, maintenance, rehabilitation and refurbishment of bulk infrastructure. This include amongst others, the understanding of environmental legislative screening investigations. Compilation of Environmental Management plans. Provide technical inputs to DWS projects. Resolve social and ecological issues that arise during the construction, upgrading of infrastructure, and conducting environmental audits. Assist in developing and implementation of recreational water use policies and guidelines. Implementation of other related legislation dealing with access and use of state dams. Advice on application for commercial recreational water use at state dams especially with regards to PFMA and Treasury Regulation 16 requirements. Give support and guidelines to the DWS cluster offices. Represent the Department in various fora. Develop terms of reference and manage PSPs where required. Ensure human resources management, financial management and risk management.

**ENQUIRIES** : Mr JC Maluleke, Tel No: 012 336 8875  
**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 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria

**FOR ATTENTION** : Ms. LI Mabile

**POST 46/93** : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: GRADE A REF NO: 301118/07**  
Branch: Operational Integration Gauteng  
Div: Resource Protection

**SALARY** : R380 364 per annum (OSD)  
**CENTRE** : Gauteng  
**REQUIREMENTS** : A relevant Honours Degree in Natural/Environmental Sciences or equivalent qualification. Practical experience in the field of water quality management will serve as an added advantage. A valid driver's license (A certified copy must be attached). Computer literacy. Excellent communication, negotiation and facilitation skills as well as the ability to work in a multi-disciplinary team.

**DUTIES** : Provide support in the development of policies and strategies to manage sector water use impacts in accordance with the National Water Act, 1998 (Act 36 Of 1998) and other Departmental policies and strategies. Assist with the supervision of staff. Undertake both routine and special investigations related to water resource management. Prepare reports and interpret analytical results. Assist in the

evaluation of license applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management. Make recommendations regarding the issuing of licenses; promote water conservation and efficient water utilisation through the authorisation process. Willingness to work irregular hours and travel extensively including remote areas. Respond to client queries within and outside the Department. Give inputs to projects relevant to the management of water resources initiated by the Department. Implement the principles of Integrated Water Resources Management in water quality management. Support Catchment Management Forums.

**ENQUIRIES** : Ms VS Qwabe, Tel No: 012 392 1384  
**APPLICATIONS** : Gauteng Provincial Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Street, Pretoria, 0001

**POST 46/94** : **PROJECT ADMINISTRATOR REF NO: 301118/08**  
Branch: Operational Integration North West  
Div: Infrastructure, Development and Maintenance

**SALARY** : R299 709 per annum, (Level 08)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : A National Diploma or Degree in Public Administration or Project Management. Three (3) to five (5) years' experience in programmes administration environment. Programme and Project Management skills. Governmental financial systems. Knowledge of the Public Finance Management Act, Departmental policies and procedures. Service Delivery Innovation. Problem Solving and analysis skills. Client orientation and customer focus. Good communication skills both verbal and written. People and diversity management. Accountability and ethical conduct. Knowledge of education and training quality and affirmative action guidelines and procedures.

**DUTIES** : Ensure that plans on water harvesting are implemented. Facilitate project visits and verification of water sector projects. Monitor and evaluate the process of project delivery and its planned objectives in line with set targets and deliverables. Compile database on resource poor farmers as beneficiaries on rain water harvesting. Manage the provisioning of technical support to municipalities in the analysis of infrastructure plans and expenditure against budget including infrastructure maintenance. Oversee the process of conducting the assessment on condition and the extent of municipal infrastructure assets. Manage the provisioning of technical support to municipalities in assessing infrastructure maintenance budgets and expenditure to determine the provision of maintenance requirements. Oversee the development support intervention services to address service delivery needs.

**ENQUIRIES** : Mr M Mandavha Tel No: 018 387 9500  
**APPLICATIONS** : North-West (Mmabatho): Department Please forward your applications quoting the relevant reference number to of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor.

**FOR ATTENTION** : Mr MJ Ntwe

**POST 46/95** : **SENIOR STATE ACCOUNTANT REF NO: 301118/09**  
Operational Integration Gauteng  
Div: Financial Accounting

**SALARY** : R299 709 per annum (Level 08)  
**CENTRE** : Gauteng  
**REQUIREMENTS** : A National Diploma or Bachelor Degree or in Financial Management or related qualifications majoring in Financial Accounting 3. Two (2) to three (3) years' experience in financial management (Accounts Payables, Salary Administration, and general Ledger). Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such DORA and PFMA. Knowledge Treasury Regulations, PERSAL,

Basic Accounting System (BAS), Logis and Data Analysis. Knowledge of administrative and clerical procedures and systems. Understanding of Departmental policies and procedures. Framework for managing performance information. Computer literacy in (Ms Word, Excel, PowerPoint). Framework for managing performance information.

**DUTIES** : Ensure reconciliation of the major supplier accounts of the Gauteng Provincial Office. Ensure effective payroll management within the Provincial Office. Check, verify and certify as correct and compliant to all finance related transactions. Approve and authorise transactions for payments, allowances, deductions etc on the financial systems BAS/ Logis and Persal. Ensure clearing of ledger and suspense accounts. Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system. Supervising and managing the performance of employees in accordance with the departmental policies.

**ENQUIRIES** : Ms N Bonkolo Tel No: 012 392 1335  
**APPLICATIONS** : Gauteng Provincial Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Street, Pretoria, 0001

**POST 46/96** : **ARTISAN FOREMAN GRADE A REF NO: 161118/10**  
Branch: NWRI  
Div: Open Channel Systems

**SALARY** : R286 500 per annum (OSD)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Trade Test Certificate. Five (5) years post qualification experience as an Artisan. A valid driver's licence (A Certified copy must be attached). Team leadership. Knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production, process knowledge and skills. Problem solving and analysis, decision making, team work and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication and computer skills. Planning and organizing skills. Conflict Management. Ability to work independently and under pressure. Knowledge of OHS Act, PMDS and PFMA. Drawing skills and ability to read drawings.

**DUTIES** : Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and facilities against specifications. Service equipment and facilities according to schedule. Quality assure serviced and maintained equipment and facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.

**ENQUIRIES** : Mr. J Matlala, Tel No: 012 336 8095  
**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 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION** : Ms. LI Mabile

**POST 46/97** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: 301118/11**  
Branch: Operational Integration Gauteng  
Div: Water Quality

**SALARY** : R256 815 per annum (OSD)  
**CENTRE** : Gauteng  
**REQUIREMENTS** : A relevant National Diploma in Natural Sciences or Earth Sciences, Environmental Management or related field. One year experience in the field or water quality management and integrated water resource management will serve as an

advantage. A Valid driver's license (Certified copy must be attached). Sound knowledge of the National Water Act (Act 36 of 1998) and related policies including but not limited to water quality management and strategy and resource directed management of water quality. Related strategies and guidelines are essential and knowledge of relevant legislation. Knowledge of industrial, agricultural and mining processes as well as waste water treatment processes. Computer literacy. Good communication skills both verbal and written. Willingness to travel extensively and work irregular hours.

**DUTIES** : Processing of water use license applications. Provide specialist comments on land use applications, Environmental Impact Assessments, Environmental Management, Program Reports rezoning applications etc. Support Catchment Management Forums. Liaise with stakeholders in water sector and other government departments. Conduct regular monitoring and inspections of industries, local authorities, wastewater treatment works, mines etc. Conduct water quality monitoring in the water management area. Undertake routine and special investigations. Attend emergency incidents such as spills and remediation of contaminated land. Implement the principles of Integrated Water Resources Management in water quality management. Register water quality related water uses for Waste Discharge Charge System (WDCS). Compile monthly reports.

**ENQUIRIES** : Mr ME Matseba, Tel No: 012 392 1374  
**APPLICATIONS** : Gauteng Provincial Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Street, Pretoria, 0001

**POST 46/98** : **STATE ACCOUNTANT REF NO: 301118/12**  
 Operational Integration Gauteng  
 Div: Asset Management

**SALARY** : R242 475 per annum (Level 07)  
**CENTRE** : Gauteng  
**REQUIREMENTS** : A National Diploma or Bachelor Degree in Financial Management or related qualifications majoring in Financial Accounting. Two (2) to three (3) years' experience in the Asset Management environment. Sound knowledge of Public Finance Management Act (PFMA), Treasury regulations and PPPFA. Knowledge of Supply Chain Management practices, notes and circulars. Knowledge of BAS/LOGIS/SAP. Computer literacy. Ability to work under pressure. Administration and organizational skills. The ability to deal with external stakeholders (Asset management functions). Good verbal and written communication skills are essential.

**DUTIES** : Update asset register, lease register and disposal register daily. Reconcile asset register with BAS/LOGIS/SAP printouts monthly. Control asset movements. Assist with asset stocktaking and verification and safeguarding of redundant assets. Ensure that all newly acquired assets are bar-coded and documents completed. Filing of asset documents. Assist with disposal process. Daily management of asset acquisitions and leases. Provide support to all asset related meetings and committees. Evaluation of disposals and losses report. Necessitate investigation on losses. Determine the value of loss and disposed items. Compile all reporting documents. Update the Suspense register and Loss register.

**ENQUIRIES** : Ms K. Ferreira Tel No: 012 392 1334  
**APPLICATIONS** : Gauteng Provincial Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Street, Pretoria, 0001

**POST 46/99** : **PERSONAL ASSISTANT REF NO: 161118/13**  
 Branch: Corporate Management  
 CD: Chief Information Officer

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



<b><u>REQUIREMENTS</u></b>	:	A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years' experience in rendering support services to Senior Management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills inclusive of document tracking, storage and retrieval system. Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management and knowledge of relevant legislations skills. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Excellent communication skills both verbal and written. Good accountability and ethical conduct.
<b><u>DUTIES</u></b>	:	Provide personal assistance, including a secretarial support service to the Chief Director. Render administrative support services. Manages the dairy and provide support to the Chief Director regarding meetings. Support the Chief Director with the administration of the budget of the office. Operate and ensure that office equipment, e.g. computer systems and photocopiers are in good working order. Ability to perform advanced typing. Utilise discretion to decide whether to accept, decline or refer requests. Compile schedules for appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation. Obtain inputs, collates reports, e.g. progress reports, monthly reports and management's reports. Scrutinise routine submissions, reports and make notes for the Managers recommendations. Draft documents as required. Manages the leave register and the telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc. Coordinate logistical arrangements for meetings/travelling required and processing of Subsistence and Travel claims for the Manager. Keep record of expenditure commitments, monitor expenditure and alert manager of possible over and under spending. Acquaintance with the relevant Public Services and departmental prescripts or policies and other documents. Remain up to date with regard to the prescripts, policies and procedures.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Arthur Kekana Tel No: 012 336 8701
<b><u>FOR ATTENTION</u></b>	:	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 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<b><u>POST 46/100</u></b>	:	Ms. LI Mabile
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<b><u>ASSISTANT TECHNICAL OFFICER REF NO: 161118/14</u></b> Branch: Planning and Information SD: Hydrological Information
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R163 563 per annum (Level 05) Pretoria
<b><u>DUTIES</u></b>	:	A Senior Certificate with Mathematics / Mathematics Literacy. Computer literacy. Basic knowledge in handling laboratory equipment. A valid driver's license (Certified copy must be attached). Basic problem solving skills. Good communication, interpersonal and organising skills. Willingness to acquire new skills.
<b><u>DUTIES</u></b>	:	Maintenance and monitoring measuring equipment's and technical equipment for monitoring stations. Make available information / materials for maintaining monitoring stations. Capture monthly water-related measurements. Collect water samples according to set standards and register the samples on the relevant database. Collection of water-related data. Maintain water-related data for surface and ground water. Capture hydrological data. Provide water-related data to relevant managers. Maintain data related surface and ground water. Provide maps and other related documents. Management of documents relating to water and data systems.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr F. Ramusiyi, Tel No: 012 336 7900
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	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 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.  
 Ms. LI Mabile

**FOR ATTENTION** :

**POST 46/101** : **REGISTRY CLERK REF NO: 161118/15**  
 Branch: Operational Integration: North West

**SALARY** : R163 563 per annum (Level 05)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : A Senior certificate. Computer skills in Ms Word and Excel. General administration skills coupled with verbal and written skills. Be innovative with initiative. Have an understanding of MISS Act. Knowledge of process flow and tracking retrieving files. Knowledge of internal sorting and distribution matrix. Practical knowledge of organisations record keeping practices/system.

**DUTIES** : Manning of the Auxiliary Services Registry by ensuring that filing is always up to date. Maintenance of the file register by recording all files received and those that are sent out. Opening and closing of files. Ensuring that files are returned within timeframe. Assist with other Auxiliary Services adhoc duties.

**ENQUIRIES** : Ms Z Nkonki Tel No: 018 3879500  
**APPLICATIONS** : North-West (Mmabatho): Department Please forward your applications quoting the relevant reference number to of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor.

**FOR ATTENTION** : Mr MJ Ntwe

**POST 46/102** : **DRIVER REF NO 161118/16 (X2 POSTS)**  
 Branch: Operational Integration: North West

**SALARY** : R115 437 per annum (Level 03)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : A Grade 10 certificate or equivalent. A Driver's License Code 10 with valid PDP (Certified copies must be attached). One (1) to three (3) years' experience in driving. Knowledge and experience in driving services, transport of people. Knowledge of procedures and processes. Knowledge of organisational policies procedures and structures. Basic knowledge of government regulations, practice notes, circulars and policy frameworks. Client orientation and be customer focus. Excellent communication skills. Ability to work under pressure and meet deadlines. An understanding and commitment of government objectives, policies and programmes Good client orientation and customer focus. Knowledge of National and Provincial Road Traffic Act Communication and writing skills needed as well as ability to work in a team.

**DUTIES** : Responsible for transporting of personnel. The delivery and collection of passengers. Function in accordance with applicable legislative requirements. Routine maintenance of vehicles. Routine inspection on visible defects around the exterior of the vehicles. The monitoring of various fluid levels. Monitor the utilization of vehicles. Attend to special requests. The recording of fuel and fluids levels. The recording of operations of the vehicles. The periodic checks on vehicles maintenance standards. Ensure the safekeeping of vehicles.

**ENQUIRIES** : Ms Z Nkonki Tel No: 018 3879500  
**APPLICATIONS** : North-West (Mmabatho): Department Please forward your applications quoting the relevant reference number to of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor.

**FOR ATTENTION** : Mr MJ Ntwe  
**NOTE** : The successful candidate will be subjected to a driving test.

**POST 46/103** : **CLEANER REF NO: 161118/17**  
Branch: NWRI Southern Operations  
Div: Infrastructure Build, Operate and Maintenance  
(This is a re-advertisement, applicants who have previously applied need not to re-apply)

**SALARY** : R96 549 per annum (Level 02)  
**CENTRE** : Mthatha  
**REQUIREMENTS** : An ABET certificate. No experience required. Knowledge of cleaning principles. Knowledge of chemical use (dilution / mix). Knowledge of cleaning equipment to be used. Knowledge of health and safety requirements. Knowledge of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly.

**DUTIES** : The successful candidate will be responsible for the following: Cleaning of office corridors and boardrooms. Dusting, waxing, sweeping, scrubbing and vacuuming of floors. Cleaning walls, windows and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshen office areas. Clean the general kitchen basins, wash and keep stock of kitchen utensils. Cleaning the restrooms by refilling the hand wash liquid soap, replace toilet papers and empty wash waste bins. Report broken machines. Request cleaning materials.

**ENQUIRIES** : Mr ML Boyce (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.

**FOR ATTENTION** : Mr S Madyungu