

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 14 December 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). 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 48/104 : **CHIEF ENGINEER MECHANICAL ENGINEERING (GRADE A) REF NO: 141218/01**
 Branch: NWR
 CD: Engineering Services
 Dir: Mechanical and Electrical Engineering

SALARY CENTRE REQUIREMENTS : R991 281 per annum (All inclusive OSD salary package)
 : Pretoria
 : An Engineering Degree (B Eng / BSc (Eng). Minimum six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (proof must be attached). A valid driver's license (Certified copy must be attached). Compulsory registration with ECSA as a Professional Engineer. Knowledge of programme and project management. Knowledge of engineering design and analysis, legal and operational compliance. Knowledge in research and development. Good verbal and communication skills. Understanding of process knowledge and skills. Understanding of Public Service Regulations including PFMA. Must be able to work independently, self-motivated, responsible and reliable.

DUTIES : Design and specification of mechanical engineering systems for water infrastructure, e.g Pumps, Valves, Pipelines, overhead cranes, HVAC, etc. Oversee installation, testing and commissioning of such components and systems. Prepare mechanical designs 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. Optimising design and cost-effectiveness of projects and risk management. Provide support and development of Water and Sanitation Service's Infrastructure. Provide support in contract management and administration. Inspect and/or test infrastructure equipment, systems and installations including preparation of reports of the findings and recommendations. Compile, review and comment on contract documentation proposals and Bids. Communicate and negotiate with contractors, consultants and clients of the Directorate. Formulate policies and guidelines relative to the Directorate's functions. Provide leadership and direction to the Directorate. Provide assistance to manage financial allocations to projects and programs. Provide guidance and mentorship to candidate engineers and technicians within the Directorate.

ENQUIRIES : Mr E Manhimanzi Tel No: (012) 336-8621

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 Mabole

POST 48/105 : **CHIEF ENGINEER GRADE A REF NO: 141218/02**
Branch: Chief Operations Office
Dir: Institutional Management

SALARY CENTRE REQUIREMENTS : R991 281 per annum (all-inclusive OSD salary package)
: Bronkhorstspuit
: 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). Applicants must be willing to travel extensively, work irregular hours and have the ability to work independently. The following will be an added advantage: Advanced computer skills (MS Word, Power Point and MS Excel) and knowledge of GIS applications. Engineering, legal and operational compliance. Engineering operational communication. Mobile equipment's operating skills. Engineering design and analysis knowledge. Research and development. Proven leadership skills. Knowledge of Water Service Act and National Water Act and other environmental legislation. Sound administrative skills. Experience in project and financial management. Good written technical report ability and verbal communication. Programme and project management.

DUTIES : The incumbent will be responsible for planning, designing, operating and maintenance of engineering projects. Development of cost effective solutions according to standards. Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering works according to prescribed norms and standards. Water resource planning to ensure equitable water allocation to the various sectors. Ensure training and development of technicians, technologists and candidate engineers to promote skills and knowledge transfer including adherence to sound engineering principles and code of practice. Supervise engineering work and processes. Administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Continuous professional development to keep up with new technologies and procedures. Research and literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES APPLICATIONS : Mr Nkuna S Tel No: 013 759 7317
: Mpumalanga (Bronkhorstspuit): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorum Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION : Mr MJ Nzima

POST 48/106 : **SCIENTIST MANAGER GRADE A REF NO: 141218/03**
Branch: Chief Operations Office
SD: Proto CMA

SALARY CENTRE REQUIREMENTS : R854 154 per annum (All inclusive OSD salary related package)
: East London
: 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 drivers 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

: Ensure the development and implementation of Policies, systems and procedures. Review and recommend/ approve scientific projects. Facilitate the setting of scientific standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor scientific efficiencies according to ensure validity and adherence to organizational principles. Provide strategic leadership and direction. Align project to organizational strategies. Provide support and advice to the industry and stakeholders. Develop and maintain relationships/ collaborations and review scientific documents. Lead, coordinate, and develop scientific models and regulatory frameworks. Design scientific methodology for the analysis of scientific data. Ratify the evaluation, monitoring and dissemination of data. Design and develop appropriate scientific models to generate information and knowledge. Formulate and evaluate proposals and compile reports and develop and customize scientific models. Research and development. Manage scientific research to improve expertise. Publish and present research findings (results). Lead coordinate and conduct basic and applied research or knowledge application. Financial Management. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline – related programmes and projects and Asset management. People management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of scientific services according to organisational needs and requirements and manage staff key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Governance, allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Facilitate and liaise with structures/stakeholders on scientific matters.

ENQUIRIES

: Ms I Chilton Tel No: (043)701 0376

APPLICATIONS

: Eastern Cape (East London): 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 5600.

FOR ATTENTION

: Ms T Solwandle Tel No: 043 604 5476

POST 48/107

: **DEPUTY DIRECTOR: WATER USE AUTHORISATION (WULA REF NO: 141218/04**

Branch: Chief Operations Office
SD: Proto CMA

SALARY

: R826 053 per annum (Level 12) (All-inclusive package)

CENTRE

: Uppervaal Catchment

REQUIREMENTS

: A Bachelors Degree or equivalent in Environmental Sciences or Built environment. Three (3) to Five (5) years’ experience in Water Resource Management. Knowledge and understanding of the National Water Act, 1998 (Act 36 of 1998) and its regulations and policies. Knowledge of development plans established in

terms of the Water Services Act, 1998(Act 108 of 1997). Knowledge of the Public Service Act and Regulations. Knowledge of policy development and implementation. Knowledge of Administration processes. Knowledge of Human Resource information. Understanding of government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project management. Knowledge of relationship management. Problem solving and analytical skills. Client Orientation and Customer Focus. Communication, accountability and Ethical conduct and analytical procedures.

DUTIES : Provide strategic and operational leadership to the Sub-Directorate. Manage financial and human resource of the Sub-Directorate. Development and implementation of business plans and operational plans and reporting on performance. Management of the processing of application for water use authorisations. Management of the administration related to water use authorisations. Provision of inputs into applications for water use authorisations. Review and amendments of water use licence. Auditing of water use authorisations. Registration of water use authorisations. Promotion and implementation of water conservation and water demand management. Promotion of Water Allocation Reform including allocation of water to Historically Disadvantaged individuals. Ensure compliances with water and environmental legislations through water use authorisation conditions. Compile, manage and report on the statistics on water use authorisations. Managing of Water Tribunal cases and related court cases.

ENQUIRIES APPLICATIONS : Dr K Khorommbi Tel No: 013 392 1427
 : Gauteng (Uppervaal Catchment): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor, Pretoria, 0001

FOR ATTENTION : Sydney Nevhorwa

POST 48/108 : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: 141218/05**
 Branch: Chief Operations Office
 SD: Corporate Services

SALARY CENTRE REQUIREMENTS : R697 011 per annum (Level 11) (all inclusive salary package)
 : Mbombela
 A National Diploma or Degree in Labour Relations Management. Four (4) to six (6) years management experience in Labour Relations. Knowledge of policy development and implementation. Knowledge and experience of Labour Relations processes and HR information. Understanding of Government legislations. Financial management and knowledge of PFMA. Knowledge of Negotiation skills. Knowledge of techniques and procedures for the planning and execution of operations. Knowledge and experience of Programme, Project and Relationship management. Problem solving, analysis, people, diversity management, client orientation and customer focus. A valid driver's licence (attach a certified copy).

DUTIES : Provide input into Employee Relations policies. Analyse current policies and Labour Relations trends. Recommend policy amendments. Implement employee relations policies. Hold road shows advising the department (Provincial Office) on key Labour Relations policy issues and new developments. Advice Management and Employees on all employee relations matters. Manage dispute resolution, collective bargaining matters, facilitation of grievance resolutions and disciplinary processes. Management of human resources. Investigate complex cases. Register and maintain a database of all cases including grievances. Maintain compliance in all labour relations matters, dissemination of information and conducting of training. Liaise with internal and external stakeholders. Represent the Department at Conciliation and Arbitrations proceedings. Ensure that approved resolutions are implemented. Manage conflict resolution. Manage budgeting and demand management processes for the section.

ENQUIRIES APPLICATIONS : Mr AA Lessing Tel No. 013 759 7336
 : Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X

11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.
Mr MJ Nzima

FOR ATTENTION

POST 48/109

SCIENTIST (PRODUCTION) GRADE A REF NO: 141218/06

Branch: Chief Operations Office
Dir: Planning and Information (Geohydrology)

SALARY
CENTRE
REQUIREMENTS

R585 366 per annum (all-inclusive OSD salary package)
Mbombela
Science degree (B.Sc. Hons) or relevant qualification in the following fields: Hydrogeology, Geology, Geophysics, Geochemistry. Three (3) years post qualification natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist (proof of registration must be attached). Knowledge of the key Water and Environmental Acts and related policies. Knowledge of water quality management, water quality regulation and knowledge of GIS applications and capabilities. Knowledge and experience in groundwater resource exploration, aquifer characterization and development of hydrogeological information products. Knowledge of guidelines, protocols, standards and norms for groundwater development, protection and management. A valid driver's license. Willingness to travel extensively. Experience in supervision and management of personnel. Knowledge of and experience in budgeting and budget control. Good leadership and management skills. Excellent communication (verbal and written) skills. Computer literacy.

DUTIES

Develop and implement methodologies, policies, systems and procedures. Provide scientific and technical expertise in the field of physical and Earth Sciences for assessment, development, protection, use and management of groundwater resources. Support implementation of groundwater protection strategies and related protocols. Provide groundwater extension services. Perform scientific analysis and regulatory functions. Provide input to environmental management processes. Review and give input to water use license applications. Monitor natural and artificial groundwater trends. Undertake groundwater resources exploration. Conduct research and development. Manage and supervise drilling programmes. Undertake appropriate development of groundwater water resources. Human capital development. Maintain regional and national water databases.

ENQUIRIES
APPLICATIONS

Ms Ralushai M.A Tel No: 013-759 7524
Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION

POST 48/110

CONTROL ENVIRONMENTAL OFFICER: GRADE A REF NO: 141218/07

Branch: Chief Operations Office
Div: Water Quality Related Water Use Management

SALARY
CENTRE
REQUIREMENTS

R468 513 per annum (OSD)
Bellville
A four (4) year degree or equivalent qualification in Natural/Environmental Sciences. Six (6) years post-qualification experience. Knowledge and understanding of the National Water Act, 1998 (Act 36 of 1998). Supervisory skills. Exposure in strategic planning, resource (water quality) protection and human resource. A good understanding of other Environmental Legislation. Knowledge and understanding of the PFMA. A valid driver's license (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

<u>DUTIES</u>	:	Water Resource Management. Good report writing skills. Good understanding on water resource quality management.
	:	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. Undertake both routine and special investigations. Prepare reports and interpret analytical results. Assist in the evaluation of water use license 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 water use licenses and confirmation of authorizations. Promote water conservation and efficient water utilization through the Departmental authorization processes. Respond to client queries within and outside the Department. Participate in the Water Use Authorization Assessment Advisory Committee. Willingness to work irregular hours and travel extensively including remote areas. Give inputs on 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 and other water and sanitation forums. Provide guidance to Water Management Institutions and other water users relating to water resource quality.
<u>ENQUIRIES</u>	:	Mr D Daniels, Tel No: (021) 941 6189
<u>APPLICATIONS</u>	:	Western Cape (Bellville): 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.
<u>FOR ATTENTION</u>	:	Ms K Melelo
<u>POST 48/111</u>	:	<u>CHIEF DEVELOPMENT EXPERT REF NO: 141218/08</u> Branch: Chief Operations Office Dir: Water Sector Support SD: Capacity Building
<u>SALARY</u>	:	R444 693 per annum (Level 10)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A Degree or National Diploma in Social Sciences or similar. Three (3) to five (5) years' experience in partnerships, corporate social investment and/ or stakeholder relations. Knowledge and experience in stakeholder relations, partnerships and/ or corporate social investment. Fundraising experience is an added advantage. Working experience in inter-governmental relations. Knowledge of relationship management. Framework for managing performance information. Problem solving, analysis, people and diversity management. Client orientation and customer focus. Good verbal and written communication skills. An understanding of and commitment to government objectives, policies and programmes. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Advocacy and communication of activities and programmes of the department to sector partners. Develop integrated Water Sector M & E system and maintenance thereof. Develop policies and water sector frame work that will guide implementation of WSDP. Attend to personnel matters and their PMDS. Monitor and evaluate the implementation of WSP nationally and in the regions. Develop and conceptualise community engagement programme and inter-governmental relations. Conduct research on spatial and non-spatial data from clients. Develop meaningful partnerships with private sector, NGO and community based organisations. Participate in the development of IDP for various municipalities. Support partnership strategy of the department. Conduct research where a need arises on re-evaluation of policies. Facilitate workshops on the implementation of the DWS agenda with partners. Handle project management and conduct research in support of partnership strategy. Identify projects to be executed according to develop WSDP and IDP's. Liaise with municipalities on the implementation of projects. Support DWS Provincial Offices on the implementation of partnerships projects. Management of finance and human resources. Assist in budget

compilation for the Directorate. Compile monthly projects and do PMDS projects for staff.

ENQUIRIES : Mr Ntabeni P.H Tel No: 013 759 7306
APPLICATIONS : Mpumalanga (Mbomebla): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION : Mr MJ Nzima

POST 48/112 : **ASSISTANT DIRECTOR: INSTITUTIONAL ESTABLISHMENT REF NO: 141218/09**
 Branch: Chief Operations Office
 SD: Water Institution Oversight

SALARY : R444 693 per annum (Level 10)
CENTRE : Mmabatho
REQUIREMENTS : A Bachelor's degree or equivalent in Social Sciences, or related environment, and 3 to 5 years relevant experience. Proven ability to interpret and implement policy and strategy. Experience in terms of inter-governmental relations, co-operative governance, institutional structures management and regulation. Experience in project and programme management. Proven ability to solve problems and demonstrated decision-making ability. Ability to communicate with a range of stakeholders inclusive of communities. Experience in establishment of Water Management Institutions (Water Users Association, Catchment Management Agencies and Catchment Management Forums). Ability to forge partnerships between governments, non-government stakeholders and good interpersonal skills. Excellent verbal and written communication skills. Knowledge of the National Water Act (1998). Valid driver's licence (certified copy must be attached) and willingness to travel.

DUTIES : Ensure effective development and implementation of DWS policies and strategies. Ensure integration of marginalised and previously disadvantaged water users/stakeholders in water allocation and reform processes. Establishment of water resource management structures led by DWS and/or in partnership with provincial and local government to ensure integration and participation of all affected and interested parties. Ensure effective establishment of Water Management Institutions. Support the transformation agenda of DWS and facilitate access to DWS programmes designed for historically disadvantaged groups. Support strategic and business planning.

ENQUIRIES : Mr. S Thobejane Tel No: (012) 392 1417
APPLICATIONS : Pretoria 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 : Mr MJ Ntwe

POST 48/113 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 141218/10**
 Branch: Chief Operations Office
 Dir: Planning and Information
 Div: Hydrological Flow Data

SALARY : R422 139 per annum (OSD)
CENTRE : Groblersdal
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Compulsory registration with ECSA as a Professional Engineering Technician (proof of registration must be attached). Six (6) years post qualification technical (Engineering) experience. The following will be an added advantage, water resources-related experience with extensive Hydrological knowledge Proven interpersonal relations. Qualified in the usage of various Window-driven programmes (Excel, PowerPoint, Word etc.) Qualified in the usage of various drawing programmes such as AutoCAD, Model maker, CADDIE etc. Willingness

to travel is essential. Must be highly computer literate and in possession of a valid driver's license. Knowledge of the National Water act will be an advantage. Excellent technical report writing abilities. Sound supervision and project management skills. Knowledgeable with Hydrological Data Basis products and abstraction of relevant reports.

- DUTIES** : Manage technical services. Supervising and executing of functions related to Hydrological services in the Inkomati and Olifants Water Management Areas. Manage administrative and related functions. Training of personnel in terms of Hydrological data Collection, Stream flow measurements and evaluation of gauging sites. Supervising and Installation of real-time equipment and various other data capturing devices. Research and development. Supervising of maintenance and construction Teams. Manage Calibration of gauging stations. Produce and assess technical reports. Mentoring of Graduate Trainees and Candidate Engineering Technicians.
- ENQUIRIES** : Mr Kheva S.G, Tel No: 013- 759 7313
- APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorum Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.
- FOR ATTENTION** : Mr MJ Nzima
- POST 48/114** : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 141218/11**
Branch: Chief Operations Office
SD: Water Information Management
- SALARY** : R422 139 per annum (OSD)
- CENTRE** : Kimberley
- REQUIREMENTS** : A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician (attach proof of registration). A valid driver's license (certified copy must be attached). Good computer literacy and computer programming skills. Good communication skills (verbal and written) and negotiation skills. Experience in project management. Technical design and analysis knowledge. Knowledge of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing and technical consulting skills. Problem solving, analysis, decision making and team work skills. Creativity, financial management, customer focus and responsiveness skills. Good planning, organising and people management.
- DUTIES** : Stream Gauging using ADP and conventional stream gauging. Survey of gauging weirs using level and theodolite. Survey of flood (rated) sections. Calibration of flow gauging stations. Inspection and Supervise maintenance of flow gauging stations. Maintenance of electronic data logging instruments. Supervision of Auxiliary Service Officers and Production Technicians. Supervision of maintenance personnel. Hydrological Data editing and processing. Management of hydrological data bank. Procurement of maintenance material / equipment to maintenance teams. Site Agent at gauging weir construction sites. Travel extensively as and when required.
- ENQUIRIES** : Mr O Thebe Tel No: (053) 8308 800
- APPLICATIONS** : Northern Cape (Kimberley): Please forward your application, quoting the post reference number, to: The Chief Director, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8301 or hand-deliver to Department of Water Affairs, 28 Central Road, Beaconsfield, Kimberley, 8301
- FOR ATTENTION** : Mrs C. Du Plessis

POST 48/115 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION) REF NO: 141218/12**
Branch: Chief Operations Office
SD: Water Information Management

SALARY CENTRE REQUIREMENTS : R380 364 per annum (OSD)
: East London
: A relevant Honours degree in Natural or Earth Sciences, Environmental Management or a related field. 4 years' experience in the field or water quality management and integrated water resource management will serve as an advantage. Sound knowledge of the National Water Act (Act 36 of 1998) and related policies, strategies and guidelines is required as well as knowledge of other relevant legislation. Knowledge of industrial, agricultural and mining processes as well as waste water treatment processes. Computer literacy. A valid Code EB driver license (Certified copy must be attached). Proven management and negotiation skills. Good communication (Verbal and Written) skills. Good writing skills. A willingness to travel extensively and work irregular hours.

DUTIES : Process water use authorization applications in the Water Management Area 7. Provide comments on Environmental Impact Assessments (EIAs), Environmental Management Programme reports (EMPR), Mine closure reports and other related technical reports. Support catchment Management Forums. Liaise with stakeholders in the water sector and other government departments. Conduct regular compliance monitoring and inspections at industries, mines, sewage treatment works, dairies, abattoirs etc. Prepare reports. Conduct resource water quality monitoring for status reporting. Ensure water quality data management. Undertake routine and special investigation. Attend to emergency incidents (e.g. spillages or fish kills) as well as remediation of contaminated land. Assist with the supervision of staff. Implement the principles of Integrated Water Resources Management to water quality management and the integrated sustainable management of the water quality of the water resources in the Water Management Area.

ENQUIRIES APPLICATIONS : Ms I Chilton Tel No: (043)701 0376
: Eastern Cape (East London): 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 5600.

FOR ATTENTION : Ms T Solwandle Tel No: 043 604 5476

POST 48/116 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 141218/13**
Branch: Chief Operations Office
Div: Financial Accounting (Main Account)

SALARY CENTRE REQUIREMENTS : R356 289 per annum (Level 09)
: Bloemfontein
: A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience. Knowledge of Treasury and Financial Regulations, the Public Finance Management Act. Practical knowledge of government financial systems (BAS, Persal, Logis). Good written and verbal communication. Computer literacy. A valid driver's license (Certified copy must be attached).

DUTIES : Management of the Payroll, Accounts Payable, cash and debt functions. Conduct creditor's reconciliations and ensure correct and timeous payment of suppliers. Manage sundry and order payments. Management of reporting including accruals and commitments, 30 days reports etc. Render professional advice and guidance to regional line functionaries on the interpretation and implementation of financial procedures and policies. Perform internal financial inspections and prepare for audits. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports. Supervision of employees.

ENQUIRIES APPLICATIONS : Ms B Keele Tel No: 051 405 9000
: Free State (Bloemfontein): Please forward your application quoting the reference number to the Provincial Head: Free State, Department of Water and Sanitation,

Private Bag 528, Bloemfontein, 9300 or hand delivered to Corner of East Burger and Charlotte Maxeke, 2nd Floor Bloem Plaza, Bloemfontein, 9300.

FOR ATTENTION : Mrs L Wymers

POST 48/117 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 141218/14**
Branch: Chief Operations Office
CD: Provincial Operations

SALARY : R356 289 per annum (Level 09)
CENTRE : Gauteng
REQUIREMENTS : A National Diploma or Degree in Public Management/Business Management or Project Management. Three (3) to Five (5) years management experience in monitoring and evaluation. Exposure in project management is highly recommended. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge of developing tools of monitoring and evaluation. Knowledge and experience of developing tools of monitoring and evaluation. Experience in the development of procedures for data collection. Knowledge and experience of compiling reports. Knowledge of equal opportunities and Affirmative action guidelines and laws. Exposure to departmental policies and procedures. Governmental financial systems. Framework for managing performance information. Working under pressure of multiple deadlines. Problem solving and analytical skills. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills (verbal and written). Accountability and Ethical Conduct. A valid driver's licence is essential (attach certified copy).

DUTIES : Active involvement in the development of Business Plans, demand and risk management plan. Collate and coordinate monthly and quarterly progress reporting. Assist in the development of monitoring and evaluation tools. Develop and implement and organisational performance. Monitoring and evaluation systems aligned to policies, strategies, guidelines, directives and procedures. Assist in the design of an impact evaluation plan. Conduct sport checks on progress of projects on a regular basis. Compile monitoring and evaluation reports. Conduct research to contribute to continuous improvement of organisational planning process of the Department. Analyse legislative prescripts policy documents and reports.

ENQUIRIES : ST Mashiloane Tel No: 012 392 1489
APPLICATIONS : Gauteng (Based in 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 at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor ,Pretoria, 0001

FOR ATTENTION : Mr Daniel Masoga

POST 48/118 : **INFORMATION TECHNOLOGY TECHNICIAN REF NO: 141218/15**
Branch: Chief Operations Office
Div: Information Technology and Comms

SALARY : R356 289 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma or Degree in Information Technology. Certification in the following will be an added advantage: Certificated Microsoft Engineer, Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE). A+ and Network+ certification is required. Three (3) years appropriate experience in IT. Knowledge of Windows 7; Windows 8; Windows 10; MS Office 2010, 2013 and Office 365; Symantec Anti-virus; Microsoft SMS; Transversal systems (Persal; BAS; SAP; LOGIS) and ITIL will serve as an advantage. Applicants must have a valid driver's license (Certified copy must be attached) and be willing to travel to various remote sites and offices. Competencies: An in-depth knowledge of client-server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word; Excel and Power Point). Ability to work under pressure. Good

- communication skills (verbal and written) Exposure to different business application platforms.
- DUTIES** : Manage calls logged on the call management system. Provision of end-user support with regards to hardware; software, network connectivity and Telephony (Voice Over IP). Ensure that all IT policies, norms and standards are enforced. Perform quality control for the Local Area Network (LAN). Perform installations; maintenance and upgrading of computer hardware and second-line fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up-to-date. Initiate and co-ordinate the change control procedures. Provide users with training of computer end-user skills and on new technologies relevant to their needs. Perform routine back-up for all the available servers. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary as well as assist the Deputy Director: Information Technology with all IT related tasks.
- ENQUIRIES** : Mr T. Diradingwe, Tel No: 051 405 9198
- APPLICATIONS** : Free State (Bloemfontein): Please forward your application quoting the reference number to the Provincial Head: Free State, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300 or hand delivered to Corner of East Burger and Charlotte Maxeke, 2nd Floor Bloem Plaza, Bloemfontein, 9300.
- FOR ATTENTION** : Mrs L Wymers
- POST 48/119** : **CHIEF ARTISAN GRADE A CIVIL REF NO: 141218/16 (X 2 POSTS)**
(This is a re-advertisement, applicants who have previously applied need not to re-apply)
Branch: NWRI Central Operations
Div: Maintenance
- SALARY** : R343 329 per annum (OSD)
- CENTRE** : Standerton
- REQUIREMENTS** : Ten (10) years post-qualification experience as an Artisan or Artisan Foreman. Appropriate Trade Test Certificate or Appropriate Civil Orientated trade test in terms of the provisions of section 13[2][h] of the Manpower Act 1981, as amended. Valid driver's license (attached certified copy). Computer literacy (Word, Excel, Outlook). Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential. Proven experience in staff supervision. Planning and organising skills. Project management. Technical report writing skills. Conflict management.
- DUTIES** : Manage plumbers, carpenters, bricklayers and other related civil trades and construction workers. Undertake budget process and control thereof for Civil section. Planning and organizing of work according to the budget implementation. Conducting of estimated costs/ monitoring of expenditure. Perform Quality assurance during the performance and after completing the task to assure that prescribed standards are adhere to. Construction and Maintenance of civil structures on the scheme. Ensure compliance with Occupational Health and Safety Act. Implement capital project as per PMBOK (Project Management). Evaluate and identify staff training needs and assist with training facilitation processes. Manage and evaluate staff performance on an on-going basis.
- ENQUIRIES** : Mr JP Manyaka Tel No: (017) 712 9409
- APPLICATIONS** : NWRI Central Operations (Standerton): Please forward your application quoting the reference number to: The Area Manager, Department of Water and Sanitation, Private Bag X2021, Standerton 2430
- NOTE** : Candidates may be subjected to skills and Knowledge test.
- POST 48/120** : **SENIOR ADMINISTRATIVE OFFICER (WARMS) REF NO: 141218/17**
Branch: Chief Operations Office
Div: Water Information Management
- SALARY** : R299 709 per annum (Level 08)
- CENTRE** : East London

- REQUIREMENTS** : A National Diploma or Degree in Public Administration or Social Sciences. Three (3) to five (5) years experience in financial matters. The candidate must be computer literate and have appropriate experience, especially in word processing and spreadsheets, Sound experience in WARMS. Proven organisational, interpersonal, conflict resolution, problem solving and analytical skills. Good verbal and written communication skills. Practical experience in a client service environment, letter and report writing. Knowledge of the National Water Act, (Act 36 of 1998) and other relevant legislations. Knowledge of the following will serve as recommendations: National Water Pricing Strategy. Ability to work under pressure. Working with spatial data and a valid driver's licence (certified copy must be attached).
- DUTIES** : Oversee all data capturing and general office administration of registration of water use. Undertake the overall planning of workflow. Implement and interpret procedures, in terms of the National Water Act, (Act 36 of 1998), for the registration of water use. Provide training on water use registration. Produce statistical reports and ensure that file maintenance systems are maintained. Maintain discipline within the section. Supervise staff according to Departmental policies and procedures.
- ENQUIRIES APPLICATIONS** : Ms N Ngcwembe, Tel No: (043) 701 0376
Eastern Cape (East London): 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 5600.
- FOR ATTENTION** : Ms T Solwandle
- POST 48/121** : **SENIOR HR PRACTITIONER: HR TRANSACTIONS AND INFORMATION MANAGEMENT REF NO: 141218/18**
Branch: Chief Operations Office
Div: Human Resources Administration
- SALARY CENTRE REQUIREMENTS** : R299 709 per annum (Level 08)
King Williams Town
: A National Diploma or Degree in Human Resource Management. Three (3) to five (5) years' experience in the field of Human Resource Management. A valid driver's license (Certified copy must be attached). Extensive knowledge and understanding of Public Service, collective agreements and other related legislation. Applicants must be in possession of a PERSAL certificate and working experience on the PERSAL system. Excellent verbal and communication skills, thorough knowledge and experience of Pension Administration as well as conditions of service matters i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), appointments and other allowances. Computer literacy.
- DUTIES** : The supervision of pension administration unit, implementation of GEPF regulations and processes. Maintenance of database regarding conditions of service related matters. Maintenance of applicable database in relation to Human Resource. Facilitate the implementation of HR Policies, strategies, procedures and practices relating to Human Resource Management. Provide advisory services to all regional staff, line and senior management. Liaison with National Treasury and Compensation Commissioner, Monitoring and evaluation of all HR Transaction processes, supervision, training and motivation of staff.
- ENQUIRIES APPLICATIONS** : Ms T Solwandle Tel No: 043-6045476
Eastern Cape (King Williams Town): 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 5600.
- FOR ATTENTION** : Ms T Solwandle
- POST 48/122** : **SENIOR STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: 141218/19**
Branch: NWRI Central Operations
SD: Financial Accounting
- SALARY** : R299 709 per annum (Level 08)

<u>CENTRE</u>	:	Central Operations
<u>REQUIREMENTS</u>	:	A National Diploma / Degree in Financial Management. Two (2) to three (3) years relevant experience in Revenue Management. Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as the PFMA, Treasury Regulations and the Division of Revenue Act (DORA). Practical experience of the SAP system. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Knowledge of revenue management 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 Licence (A certified copy must be attached). Willingness to travel extensively.
<u>DUTIES</u>	:	Provide financial administration on SAP. Manage the collection of revenue in the Cluster. Handle payments in suspense account and do follow up on bad debt. Manage billing and attend to all billing queries, particularly dealing with accounts of strategic customers and ensuring that these are billed timeously in line with contractual agreements. Attend monthly meetings with strategic customers as part of managing revenue management contracts. Assist with the tariff determination process in the Cluster. Supervise and evaluate personnel. Compile and submit reports. Manage minor revenue projects. Manage the customer relations office and ensure that all issues raised are resolved speedily. Be able to provide all Revenue Management reports that are required on ad hoc basis.
<u>ENQUIRIES</u>	:	Mr ME Lidzhade Tel No: 012 741 7327
<u>APPLICATIONS</u>	:	NWRI: Central Operations (Pretoria) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, NWRI Central Operations, Private Bag X273, Pretoria, 0001, or hand deliver to 1st Floor, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria.
<u>FOR ATTENTION</u>	:	Mr KL Manganyi
<u>POST 48/123</u>	:	<u>ENVIRONMENTAL OFFICER (PRODUCTION) GRADE A-C REF NO: 141218/20</u> Branch: Chief Operations Office Dir: Planning and Information SD: Resource Protection
<u>SALARY</u>	:	R256 815 per annum (OSD)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	National Diploma in Environmental Management or Natural Sciences or equivalent. At least two (2) years appropriate experience in an area after obtaining relevant qualification will be an added advantage. Proven work experience in the bio-monitor watering (River Health Programme) related to water resource management. Clear understanding of the Department's policies, strategies and guidelines. Knowledge of Human Resource policies. Clear understanding of transformation in the Public Service. Valid driver's license. Advanced computer literacy.
<u>DUTIES</u>	:	Champion the River Health Programme in both Inkomati and Olifants. Support the determination of the Reserve in the Region. Profile the Adopt a River programme. Implement the National Water Act 36 of 1998 and DWS policies and regulations. Facilitate and co-ordinate the training and career development of staff. Supervise staff in SEA section. Undertake field visits collection of fish, invertebrates, vegetation, etc on routine and/or special investigations. Prepare reports and interpret SASS results.
<u>ENQUIRIES</u>	:	Mr Kheva S.G Tel No: (013) 759 7313
<u>APPLICATIONS</u>	:	Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.
<u>FOR ATTENTION</u>	:	Mr MJ Nzima

POST 48/124 : **ENVIRONMENTAL OFFICER (PRODUCTION) GRADE A-C REF NO: 141218/21**
Branch: Chief Operations Office
Div: Water Information Management

SALARY : R256 815 per annum (OSD)
CENTRE : Mthatha
REQUIREMENTS : A National Diploma or Degree in Natural Sciences, Environmental Management or Earth Science. Sound knowledge of the National Water Act (Act 36 of 1998) and related policies, strategies and guidelines is required as well as knowledge of other relevant legislation e.g. NEMA. Knowledge of industrial, agricultural and mining processes as well as wastewater treatment processes and related technologies. Computer literacy. A valid Code EB driver license (Certified copy must be attached). Good communication (Verbal and Written) skills. Good writing skills. Willingness to travel extensively and work irregular hours.

DUTIES : Process water use authorization applications in the Water Management Area 7. Provide comments on Environmental Impact Assessments (EIAs), Environmental Management Programme reports (EMPr), Mine closure reports and other related technical reports. Liaise with stakeholders in the water sector and other government departments. Conduct regular compliance monitoring and inspections at industries, mines, sewage treatment works, dairies, abattoirs etc. Prepare reports. Conduct resource water quality monitoring for status reporting. Ensure water quality data management. Attend to emergency incidents (e.g. spillages or fish kills) as well as remediation of contaminated land. Implement Water Management System. Implement the principles of Integrated Water Resources Management to water quality management and the integrated sustainable management of the water quality of the water resources in the Water Management Area.

ENQUIRIES : Ms I Chilton Tel No: 043-7010376/ Ms. N. Mgca Tel No: 047- 505 6430
APPLICATIONS : Eastern Cape (East London): 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 5600.

FOR ATTENTION : Ms T Solwandle

POST 48/125 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C (WTE) REF NO: 141218/22**
Branch: Chief Operations Office
Div: Water Quality Related Water Use Management

SALARY : R256 815 per annum (OSD)
CENTRE : Bellville
REQUIREMENTS : A relevant National Diploma in Environmental Management or Natural Science. Practical experience in the field of water quality management will be an added advantage. Knowledge of Water Quality Management with an understanding of prevailing principles in Integrated Water Resource Management and Knowledge of Catchment Management will be an additional requirement. Understanding of the National Water Act and National Environmental Management Act. A valid driver's license (Certified copy must be attached). Willingness to travel extensively and work irregular hours. Good communication skills (both written and verbal). Good computer literacy and report writing skills.

DUTIES : Processing of Water Use License Applications in Water Management Areas. Provide comments on Environmental Impact Assessment, Environmental Program Reports and Development Applications in the Oliphant's Management area. Liaise with stakeholders in the Water Sector and other Government Departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, and local authorities etc. Undertake water resource monitoring and special investigation. Manage water quality in the designated catchments areas. Prepare reports and interpret water quality monitoring results.

ENQUIRIES : Ms T Torch Tel No: (021) 941 6236
APPLICATIONS : Western Cape (Bellville): 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 NOTE : Ms K Melelo
: Persons with disabilities, African Males, African Females, Indian Males, Indian Females and White Males are encouraged to apply.

POST 48/126 : **ARTISAN PRODUCTION GRADE A (ELECTRICAL) REF NO: 141218/25**
Branch: Chief Operations Office
Div: Infrastructure Development & Maintenance

SALARY CENTRE REQUIREMENTS : R179 523 per annum (OSD)
: Kimberley
: An appropriate trade test certificate. A valid driver's licence (certified copy must be attached). Knowledge of technical analysis, computer –aided technical 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 and responsiveness. Communication and computer skills. Planning and organizing skills.

DUTIES : Responsible for the Lower Vaal & Lower Orange water management area. Produce designs according to client specification and within limits of production capability for the Lower Vaal & Lower Orange water management area. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Tests repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Continuous individual development.

ENQUIRIES APPLICATIONS : Mr O Thebe Tel No: (053) 8308 800
: Northern Cape (Kimberley) Please forward your application, quoting the post reference number, to: The Chief Director, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8301 or hand-deliver to Department of Water Affairs, 28 Central Road, Beaconsfield, Kimberley, 8301

FOR ATTENTION : Mrs C. Du Plessis

POST 48/127 : **SENIOR ADMINISTRATIVE CLERK (WARMS) REF NO: 141218/26**
Branch: Chief Operations Office
Div: Water Information Management

SALARY CENTRE REQUIREMENTS : R163 563 per annum (Level 05)
: East London
: A Grade 12 certificate plus appropriate experience in general office administration and data capturing. Candidate must be computer literate with a sound knowledge of word processing and spread sheets. Good verbal and written communication skills. Practical experience in client services, letter and report writing. Experience in the national water use registration process. Knowledge of the National Water Act, (Act 36 of 1998) and other relevant legislations. Ability to work under pressure.

DUTIES : Issuing relevant registration forms to users. Assist users in completing application forms. Check completion of application forms. Capturing applications forms for new users. Amend information of registered users as per approved outcome. Generate confirmation documents. Prepare registration certificate for approval. Copy and send out registration certificates to registered users. Keep records of correspondences received from the clients in the relevant files. Fulfil help desk functions.

ENQUIRIES APPLICATIONS : Ms N Ngcwembe, Tel No: (043) 701 0376
: Eastern Cape (East London): 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 5600.

FOR ATTENTION : Ms T Solwandle Tel No: 043 604 5476

POST 48/128 : **SENIOR ACCOUNTING CLERK REF NO: 141218/27**
Branch: Chief Operations Office
SD: Financial Management (WTE)

SALARY : R163 563 per annum (Level 05)
CENTRE : East London
REQUIREMENTS : Grade 12 (Standard 10). 1-2 years experience in financial administration environment will be an added advantage. Knowledge of administrative procedures. Knowledge of financial legislation. Knowledge of BAS. Knowledge of PERSAL. Knowledge of LOGIS. Basic Financial management and knowledge of PFMA. Basic knowledge Management. Problem solving. Client Orientation and Customer Focus. Communication Accountability and Ethical Conduct.

DUTIES : Receive invoices and record on invoice register, check and capture transactions on Persal and SAP. Check and capture Sundry Payments, prepare journals when necessary. Request reports on Persal and SAP. Be responsible for cashier's functions. Safekeeping of cash and checking of Petty Cash issued. Replenish Petty Cash when required. Responsible for Payroll administration. Distribution of Salary and supplementary payslips to officials, update registers. Compile Sundry payments; assist with clearing and monthly reporting of Suspense account. Ensure monthly statement for creditors are reconciled. Compile monthly reports.

ENQUIRIES : Ms AB Ngebetsha Tel No: (043) 701 0376
APPLICATIONS : Eastern Cape (East London): 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 5600.

FOR ATTENTION : Ms T Solwandle Tel No: 043 604 5476

POST 48/129 : **ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 141218/28**
Branch: Chief Operations Office
SD: Planning and Information
Div: Geohydrology

SALARY : R163 563 per annum (Level 05)
CENTRE : Mbombela
REQUIREMENTS : A Grade 12 (with Mathematics/Mathematics Literacy). Computer literacy. Basic knowledge in handling laboratory equipment. Driver's license. Good communication skills and interpersonal relations. Good organizing skills. Willingness to acquire new skills.

DUTIES : The maintenance and monitoring the measuring equipment. Collect water samples according to set standards and register the samples on the relevant database. Capture hydrological data. Maintain data related to surface and ground water.

ENQUIRIES : Ms Ralushai M.A Tel No: 013-759 7524
APPLICATIONS : Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorum Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION : Mr Nzima MJ

POST 48/130 : **ASSISTANT TECHNICAL OFFICER REF NO: 141218/29**
Branch: Chief Operations Office
Div: Water Use Catchment Regulation

SALARY : R163 563 per annum (Level 05)
CENTRE : East London
REQUIREMENTS : A Senior certificate with Mathematics or Mathematics Literacy. Computer Literacy. Basic knowledge in handling technical equipment. A valid driver's license (certified copy must be attached) is a strong requirement. Must have good communication skills, good interpersonal skills, good planning and executing skills. Willingness to travel long and irregular hours in remote areas when necessary and be able to

perform administrative duties. Willingness to learn new skills is vital to adapt to new dynamic working environment.

DUTIES : Maintenance of technical equipment for bio monitoring team, prepare equipment for the technical team and load it in the vehicles. Ensure that SASS 5 sheets and relevant booklets are packed for each trip. Give support to technical teams in monitoring rivers Maintain pool vehicles by continuously monitoring service due dates and also cleanliness. Pack and sort storeroom for technical equipment according to Health and Safety specifications. Compile weekly/monthly itinerary for the team, make travelling bookings and also do procurement and follow up of the procured goods according to SCM guidelines.

ENQUIRIES APPLICATIONS : Ms L Fourie Tel No: (043) 701 0376
: Eastern Cape (East London): 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 5600.

FOR ATTENTION : Ms T Solwandle Tel No: 043 604 5476

POST 48/131 : **SENIOR ADMINISTRATION CLERK REF NO: 141218/30**
Branch: Chief Operations Office
SD: Sanitation

SALARY CENTRE REQUIREMENTS : R163 563 per annum (Level 05)
: King Williams Town
: A Senior certificate or equivalent. Knowledge of Clerical functions, practices as well as the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts .Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc).Knowledge and understanding of the legislative framework governing the Public service. Knowledge of working procedures in terms of the working environment. Good interpersonal relations. Flexibility and Team work. Basic Knowledge of 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. Computer Literacy. Planning and organizing skills.

DUTIES : Render general clerical support services. Render effective procurement of goods and services. Provide supply chain management support services within the component. Register invoices and submit to Finance. Provide personnel administration and clerical support services within the component. Consolidate weekly itinerary for approval of the component. The candidate should also assist with the compilation of demand plan and commodity analysis to ensure that required resources fulfill identified needs.

ENQUIRIES APPLICATIONS : Mr RZL Mditshane Tel No: 043 604 5536
: Eastern Cape (King Williams Town): 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 5600.

FOR ATTENTION : Ms T Solwandle Tel No: 043 604 5476

POST 48/132 : **ACCOUNTING CLERK: PRODUCTION REF NO: 141218/31**
Branch: Chief Operations Office
SD: Management Accounting (Main Account)

SALARY CENTRE REQUIREMENTS : R163 563 per annum (Level 05)
: Kimberley
: A Senior certificate with Accounting as a subject. Basic knowledge of Financial functions. Computer literacy. Basic knowledge and insight of the Public Service financial legislators, procedures and Treasury regulations (PFMA, DoRA, PSA, PISR, PPPFA, Financial Manual). Knowledge of financial operating systems such as PERSAL, BAS, SAP etc. Knowledge management, Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication skill. Accountability and ethical conduct. Must be able to work under pressure.

DUTIES : Responsible for checking and capturing transactions on PERSAL and SAP e.g. Subsistence and Travel claims, overtime, deductions and payroll. Manage Payroll administration and all financial transactions. Distribute pay slips including supplementary pay slips to officials. File all financial documents and claims. Verify and capture Sundry Payments and journals on BAS. Monitor outstanding S&T advances and update register. Responsible for the telephone accounts and deductions. Assist with accruals and compilation of accruals. Rectify misallocations.

ENQUIRIES APPLICATIONS : Ms C Du Preez Tel No: (053) 8308 800
: Northern Cape (Kimberley) Please forward your application, quoting the post reference number, to: The Chief Director, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8301 or hand-deliver to Department of Water Affairs, 28 Central Road, Beaconsfield, Kimberley, 8301

FOR ATTENTION : Mrs C. Du Plessis

POST 48/133 : **SENIOR ADMINISTRATION CLERK REF NO: 141218/32**
Branch: Chief Operations Office
SD: Water Sector Planning & Support

SALARY CENTRE REQUIREMENTS : R163 563 per annum (Level 05)
: Kimberley
: A Senior certificate or equivalent. Knowledge of administration procedure/s. Ability to have good interpersonal relations, flexibility and teamwork. Good verbal and written communication skills. Computer literacy (Word, Excel and Power Point).

DUTIES : Receive and distribute water and sanitation related queries from clients in the Walk in Centre. Keep record and follow up on queries until resolved. Create an orderly working environment. Distribute, collect and store documents. Register and capturing of information. Capturing of water and sanitation infrastructure data. Execute relevant tasks upon instruction of the supervisor. Ensure administrative support to the component. Record minutes of meetings when required. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work. Form part of any departmental community awareness events if require.

ENQUIRIES APPLICATIONS : Mr B Viljoen Tel No: (053) 830 8800
: Northern Cape (Kimberley) Please forward your application, quoting the post reference number, to: The Chief Director, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8301 or hand-deliver to Department of Water Affairs, 28 Central Road, Beaconsfield, Kimberley, 8301

FOR ATTENTION : Mrs C. Du Plessis