ANNEXURE M

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 15 February 2019

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in 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 04/74: DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 150219/01
Branch: Chief Operations Office: Mpumalanga
SD: Corporate Services

SALARY: R826 053 (Level 12) (all inclusive salary package)
CENTRE: Mbombela


DUTIES: Manage and provide support in the following disciplines: Human Resources; Information Technology (IT); Administration; Communication; and OHS, including Safety and Security. Analyse Departmental strategic objectives. Implement administration policies and various disciplines. Analyse human resource information trends. Develop implementation plan. Hold road show advising department on key policy issues. Provide expert advice on HR information implementation to Managers. Assist with the development and implementation of Strategic Plan. Develop Corporate Services implementation plan. Ensure that the line managers execute their business plan within the objectives of HR Plan. Ensure that strategic objectives are implemented accordingly. Ensure that Corporate Services forms business partner with line management. Compilation of Corporate Services budget. Ensure that budget is implemented according to plan. Do early warning where necessary. Ensure that monthly reports are available for managers. Management of Human Resources. Monitor policy implementation.

ENQUIRIES: Mr Guma F Tel No: 013-759 7311
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, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela

FOR ATTENTION: Mr MJ Nzima
POST 04/75 : CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO 150219/02(X2 POSTS)
Branch: Chief Operations Office Mpumalanga
Dir: Regulation

SALARY : R468 513 per annum (OSD)
CENTRE : Mbombela
REQUIREMENTS : A Four (4) year Degree or equivalent qualification in Natural or Environmental Sciences. Six (6) years post qualification experience. A valid driver’s license (attach a certified copy). Computer literacy. Experience and knowledge of institutional arrangements and legal regime pertaining to Integrated Water Resource Management (IWRM). Designated as an Environmental Management Inspector. Knowledge and understanding of criminal and administrative enforcement. Knowledge and understanding of the National Water Act, Water Services Act and related regulations and implementation and enforcement. Understanding of the Environmental Law and the environmental compliance and enforcement management system. Ability to link technical and legal aspects related to illegal water use and environmental compliance issues. Strategic capability and leadership skills. Knowledge of Government administration and financial procedures. Ability to develop and apply policies. Good communication skills, verbal, written and report writing with experience in stakeholder engagement. Sound organizing and planning skills; customer focus, networking, conflict management. People Management. Change Management. Problem solving and analytical thinking. The ability and willingness to travel and work long hours when 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 special investigations. Prepare reports and interpret analytical results. Ensure reported alleged illegal water use are recorded on the Cas system and investigated fully with the Enforcement Business Process. Compile, update the database and case management. Interact with law enforcement agencies and other Departments dealing with environmental crime. Respond to client queries within and outside the Department. Participate in the Water Use Authorisation Assessment Advisory Committee. Give inputs in the projects relevant to the management of water resources initiated by the Department. Provide strategic planning for the Sub-Directorate. Facilitate training and career development of staff. Supervision of staff. Assist in the establishment and regulation of water management institutions.

ENQUIRIES : Ms Noqayi N.R Tel No: 013-759 7427
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, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION : Mr MJ Nzima

POST 04/76 : ASSISTANT DIRECTOR: OFFICE MANAGER REF NO: 150219/03
Branch: Chief Operations Office
CD: Provincial Operations

SALARY : R356 289 per annum (Level 09)
CENTRE : Mbombela

**DUTIES**: Scrutinise all incoming correspondences (emails, letters, reports and phone messages). An abbreviated note highlighting certain detail from correspondences is drafted. Preliminary advice / recommendation regarding the Manager’s actions is appended to the abbreviated note, e.g. arranges meeting, approves recommendations, etc. Preparation of presentations. Develop presentation. Present to Manager for final approval. Arrange / organise workshops and meetings. Planning-Determine delegations; Facilitation; Secretarial services; location; subsistence and travel arrangements and claims. Compiling of agenda programme. Financial -arrangements. Represent Manager at certain meetings and workshops. Deliver presentations on behalf of the Manager. Take notes and provide detailed report to Manager following the meeting. Manage queries. Monitoring of deadlines to ensure responses are prompt. Co-ordinating and monitoring of projects. Management of budget. Compile a Chief Directorate budget in line with MTEF, PFMA and CD future projects. Control Directorate expenditure in line with budget. Monitor Directorate spending trends in accordance with Early Warning Systems. Advice and facilitate the process of budget projection with all the Project Managers / Directorates. Manage and supervise Human Resources. Responsible for one Secretary. Personnel evaluation. Leave / making arrangement for relieve. Provide on the job training. Manage procurement. Determine overall stock levels for stationary. Manage the ordering of stationary and issuing thereof.

**ENQUIRIES**: Mr Guma F Tel No: 013-759 7311

**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, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

**FOR ATTENTION**: Mr MJ Nzima

**POST 04/77**: CHIEF ARTISAN (GRADE A) MECHANICAL FITTERS AND TURNER WELDING REF NO: 150219/04
NWRI Central Operations Maintenance

**SALARY**: R365 646 per annum (OSD)

**CENTRE**: Jericho Dam (Usutu River)

**REQUIREMENTS**: Ten (10) years post-qualification experience as an Artisan or Artisan Foreman. Appropriate Trade Test Certificate or Appropriate Mechanical orientated trade test in terms of the provision of section 13[2][h] of the Manpower Act 1981, as amended. A valid driver’s licence (Please attach a 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, organising and analytical skills. Project management technical report writing skills. Conflict management resolution. Ability to work independently as well as in a team. Good communication skills (verbal and written). Ability to work long hours and willingness to travel. Candidates may be required to complete a practical and theoretical test.

**DUTIES**: Maintenance of bulk raw water infrastructure (dams, reservoirs, pump stations and pipelines) and machinery. Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.

**ENQUIRIES**: Mr MC Nchabeleng Tel No: (017) 846 6000
APPLICATIONS: Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.

FOR ATTENTION: Thomo K.E

POST 04/78: SENIOR HUMAN RESOURCE PRACTITIONER REF NO 150219/05
Branch: Chief Operations Office
Div: Recruitment & Selection

SALARY: R299 709 per annum (Level 08)
CENTRE: Mbombela


DUTIES: Draft adverts for placement. Ensure that posts are advertised as per the specifications matched with the job/role profiles. Response handling of applications. Ensure that processing of detailed schedules of applications are implemented and kept on a database. Keep records of the established detailed database of applications received. Supply statistics regarding employment equity. Facilitate the shortlisting processes. Arrange, schedule and facilitate the Interview processes. Draft appointment submissions and route it for approval. Contact relevant business who deals with competency test and refer selected candidates for competency assessment test. Render human resource management.

ENQUIRIES: Mr Nzima M.J, Tel No: 013-759 7334

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, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION: Mr MJ Nzima

POST 04/79: SENIOR PROVISIONING ADMINISTRATIVE OFFICER: BIDS MANAGEMENT REF NO 150219/06
Branch: Finance (Main Account)

SALARY: R299 709 per annum (Level 08)
CENTRE: Pretoria

REQUIREMENTS: A National Diploma or Degree in Public Management/Finance/Supply Chain Management/Logistics/Purchasing Management. Three (3) to five (5) years experience in SCM and Acquisition Management. Knowledge of organizational and government structures. Knowledge and understanding of Supply Chain Management Framework and processes. Understanding of the application of SCM procedures and Delegations. Knowledge and understanding of the application of Broad based Black Economic Empowerment. Report Writing, communication and supervision skills. Accountability and good ethical conduct.

DUTIES: Advertisement of bids. Opening of bids, Attend Bids Evaluation Sessions and take minutes. Serve as secretariat of the bid adjudication committee (in the absence of bid secretariat). Draft correspondence to bidders on the outcome of the bid adjudication, Production of monthly reports; Ensure proper flow of work in the bids section. Monitor compliance to prescripts by subordinates. Serve as secretariat to the Bid Adjudication Committee Supervision and management of officials.

ENQUIRIES: Ms E Kgwadi Tel No: (012) 336 7120
APPLICATIONS: Head Office (Pretoria): Please forward you applications quoting reference number to: The Department of Water and Sanitation, Private Bag X 350, Pretoria, 0001 or hand deliver at the Continental Building, corner Visagie and Bosman Street, Pretoria.

FOR ATTENTION: Ms Li Mabole

POST 04/80: SENIOR PROVISIONING ADMINISTRATIVE OFFICER: QUOTATION MANAGEMENT REF NO: 150219/07
Branch: Finance (Main Account)

SALARY: R299 709 per annum (Level 08)
CENTRE: Pretoria
REQUIREMENTS: A National Diploma or Degree in Public Management/Finance/Supply Chain Management/Logistics/Purchasing Management. Three (3) to five (5) years experience in SCM and Acquisition Management. Knowledge of organizational and government structures. Knowledge and understanding of Supply Chain Management Framework and processes. Understanding of the application of SCM procedures and Delegations. Knowledge and understanding of the application of Broad based Black Economic Empowerment. Report Writing, communication and supervision skills. Accountability and good ethical conduct.

DUTIES: Sourcing of quotation based on different threshold levels. Attend quotations evaluations sessions with end users. Ensure Compliance with Departmental SCM Policy, PPPFA, National Treasury Prescripts/Instruction notes as well as any legislation governing the procurement of goods and services. Provide regular feedback to clients regarding the status of their requests. Produce monthly biweekly progress reports. Supervision of officials.

ENQUIRIES: Ms E Kgwadi, Tel (012) 336 7120

APPLICATIONS: Head Office (Pretoria): Please forward you applications quoting reference number to: The Department of Water and Sanitation, Private Bag X 350, Pretoria, 0001 or hand deliver at the Continental Building, corner Visagie and Bosman Street, Pretoria.

FOR ATTENTION: Ms Li Mabole

POST 04/81: ARTISAN FOREMAN (GRADE A): (FITTERS AND TURNER) REF NO: 150219/08
NWRI Central Operations: Maintenance

SALARY: R286 500 per annum (OSD)
CENTRE: Jericho Dam (Usutu River)
REQUIREMENTS: An appropriate Trade Test Certificate. Five (5) years post-qualification experience as an artisan. A 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 analytical decision making, team work and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication skills both (verbal and written) and computer literacy. Planning and organising skills. Conflict management. Ability to work independently and under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Drawing skills and ability to read drawings. Willingness to travel. Candidates may be required to complete a practical and theoretical test.

DUTIES: Maintenance of bulk raw water infrastructure (dams, reservoirs, pump stations and pipelines) and machinery. Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES: Mr MC Nchabeleng Tel No: (017) 846 6000
APPLICATIONS: Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.
FOR ATTENTION: Thomo K.E

POST 04/82: ENVIRONMENTAL OFFICER (PRODUCTION): WATER USE AUTHORISATION PROCESSING REF NO 150219/09 (X3 POSTS)
12 Month Contract
Branch: Chief Operations Office: KZN
Dir: Institutional Management

SALARY: R256 815 per annum (OSD) Plus 37% in lieu of benefits
CENTRE: Durban
REQUIREMENTS:
A relevant National Diploma in Environmental Management or Natural Sciences. One (1) year working experience, including internship or experiential learning will be an added advantage. A valid driver’s license (certified copy must be attached). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement.

DUTIES:
Assess completeness of WULAs & conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Requesting of scientific input within the Department using the specified templates. Access and evaluate Hydrological and Environmental information with regard to licence applications. Assist in development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998, with regard to water use sector. Final assessment of information submitted by Water Use Licence Applicants and input from internal specialists. Drafting record of recommendations (RoRs) and resultant decision documents. Draft licence conditions to control/mitigate the negative impacts of water uses. Assist on responding to queries from clients within and outside the department.

ENQUIRIES:
Ms Z Hadebe Tel No: (031) 336 2700
APPLICATIONS:
KwaZulu Natal (Durban): Please forward your applications quoting the relevant reference number to the Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000.

FOR ATTENTION: The Manager (Human Resources)

POST 04/83: ENVIRONMENTAL OFFICER: INSTREAM WATER USES AUTHORIZATION REF NO: 150219/10
12 Month Contract
Branch: Chief Operations Office: KZN
Dir: Institutional Management

SALARY: R256 815 per annum (OSD) Plus 37% in lieu of benefits
CENTRE: Durban
REQUIREMENTS:
A relevant National Diploma in Environmental Management or Natural Sciences. One (1) year working experience, including internship or experiential learning will be an added advantage. A valid driver’s license (certified copy must be attached). Ability to work flexibly on a range of assignments, and adjust to and prioritize a variety of complex evolving tasks. Strong interpersonal skills and ability to develop effective relations within and outside the DWS. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and
networking skills especially as they relate to Corporate Governance and stakeholder engagement.

**DUTIES**

Assess the costs and benefits of various activities, policies, or regulations that affect the environment or natural resource stocks to balance the politics of environmental rights with economic needs. Collect and analyze data to compare the environmental implications of economic policy or practice alternatives. Conduct research on economic and environmental topics, such as alternative fuel use, public and private land use, soil conservation, air and water pollution control, and endangered species protection to inform water use authorization and communicate outcomes of such research. Develop economic models, forecasts, or scenarios to predict future economic and environmental outcomes. Develop programs or policy recommendations to promote sustainability and sustainable development, and to achieve environmental goals in cost-effective ways. Develop systems for collecting, analyzing, and interpreting environmental and economic data. Examine the exhaustibility of natural resources or the long-term costs of environmental rehabilitation specifically on mining and industrial facilities in so as it affects water use. Perform complex, dynamic, and integrated mathematical modeling of ecological, environmental, or economic systems and write social, legal, or economic impact statements to inform decision-makers for natural resource policies, standards, or programs. Demonstrate or promote the economic benefits of sound environmental regulations. Interpret indicators to ascertain the overall health of an environment. Prepare and deliver presentations to communicate economic and environmental study results, to present policy recommendations, or to raise awareness of environmental consequences.

**ENQUIRIES**

Ms Z Hadebe  Tel No: (031) 336 2700

**APPLICATIONS**

KwaZulu Natal (Durban): Please forward your applications quoting the relevant reference number to the Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000.

**FOR ATTENTION**

POST 04/84  PRINCIPAL WATER PLANT SUPERINTENDENT REF NO: 150219/11

NWRI Central Operations Usutu Eastern Transvaal

**SALARY**

R242 475 per annum (Level 07)

**CENTRE**

Jericho Dam (Usutu River) - Khutala Pump Station

**REQUIREMENTS**


**DUTIES**

Ensure reliable operation of pump stations, reservoirs and related equipment. Effective operation of plant machinery and installations. Ensure that operational requirements are maintained at pre-determined standards at all times. Report faults on installations and machinery. Adhere to standard operation procedures. Enforce compliance to the OHS Act in the work place. Effective human resources and performance management. Provide on the job training to subordinates. Pipeline maintenance. Management of reservoirs levels. Understanding of pump station operation and first line maintenance. Meet customer expectations and requirements.

**ENQUIRIES**

Mr ME Sehume  Tel No: (017) 846 6000

**APPLICATIONS**

Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.

**FOR ATTENTION**

Thomo K.E
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<thead>
<tr>
<th>POST 04/85</th>
<th>ADMINISTRATION OFFICER: EWULAAS REF NO: 150219/12</th>
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<td>12 Month Contract</td>
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<td>Chief Operations Office: KZN</td>
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<td>Dir: Institutional Management</td>
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<td>SALARY</td>
<td>R242 475 per annum Plus 37% in Lieu of Benefits</td>
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<td>CENTRE</td>
<td>Durban</td>
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<td>REQUIREMENTS</td>
<td>An appropriate recognized three (3) year tertiary qualification in Public Administration/Administration or equivalent related field. One (1) to three (3) years experience in Administration. A valid driver’s licence (certified copy must be attached). Computer literate and proficiency in programs such as MS 2007 Word, Powerpoint, Access, Outlook and Excel. Knowledge of the National Water Act (Act 36 of 1998), Public Service Act 1994 (Act 103 of 1994) and Regulations. Knowledge of Administration Procedures Knowledge of Batho Pele Principles. Report writing skills. General knowledge of information systems. Data capturing skills. Office and Project Management skills.</td>
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<td>DUTIES</td>
<td>Coordinate the administrative functions and provide support related to the Water Use Authorisation process. Management of incoming and outgoing Water Use Authorisation applications. Manage the handling of queries and ensuring amicable resolution. Respond to internal and external queries or Enquiries relating to Water Use Authorisations. Manage the updating of the Electronic Water Use Licence Application and Authorization System (E-WULAAS) and ensure accurate Reporting. Ensure that statistics of all Water Use Authorisation applications are accurate and updated. Support E-WULAAS user training process. Filing correspondences with client information. Support and provide reports to management.</td>
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<td>ENQUIRIES</td>
<td>Ms Z Hadebe Tel No: (031) 336 2700</td>
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<td>FOR ATTENTION</td>
<td>The Manager (Human Resources)</td>
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<tr>
<th>POST 04/86</th>
<th>SENIOR WATER PLANT SUPERINTENDENT REF NO: 150219/13</th>
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<td>NWRI Central Operations Usutu Eastern Transvaal</td>
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<tr>
<td>SALARY</td>
<td>R196 407 per annum (Level 06)</td>
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<td>CENTRE</td>
<td>Jericho Dam (Usutu River)</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr ME Sehume Tel No: (017) 846 6000</td>
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<td>APPLICATIONS</td>
<td>Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.</td>
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<td>FOR ATTENTION</td>
<td>Thomo K.E</td>
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</table>
POST 04/87: SENIOR WATER CONTROL OFFICER REF NO: 150219/14
NWRI Central Operations: Vygeboom

SALARY: R196 407 per annum (Level 06)
CENTRE: Jericho Dam Amsterdam and Nootgedacht
REQUIREMENTS: A Grade 12 certificate. Mathematical literacy and internal water control courses will serve as an added advantage. One (1) to three (3) years experience in water control related functions. Knowledge in controlling and managing the water distribution for all government waterworks within the area office’s jurisdiction. Knowledge and execution of National Water Act and Occupational Health and Safety Act. Computer literacy. Valid driver’s licence (a certified copy must be attached). Knowledge in supporting water utilisation and water resource strategy. Knowledge of flood controlling.

DUTIES: Control and monitor the release and distribution of water. Keep records of water balances and meter readings for billing purposes. Collect and keep records of hydrological data. Apply health and safety regulations to the component. Inspect and report on maintenance of the infrastructure (Dams and Canals).

ENQUIRIES: Ms Mahlare Tel No: (017) 846 6000
APPLICATIONS: Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.

FOR ATTENTION: Thomo K.E

POST 04/88: WATER PLANT SUPERINTENDENT REF NO: 150219/15
NWRI Central Operations: Usutu Vaal

SALARY: R163 563 per annum (Level 05)
CENTRE: Jericho Dam (Usutu River) - Geelhout Boom

DUTIES: Ensure the efficient supply of water in accordance with prescribed standards. Compile monthly reports on the utilisation of staff and machinery. Report faults on all equipment’s. Ensure that safety measures are in place all the time. Ensure the operational efficiency and effectiveness of water plants and pump stations. Effective maintenance of infrastructure and machines. Ensure the machine is operated in the clean environment. Assist in the development of appropriate maintenance procedures through best practices. Attends to adhoc queries pertaining to Occupational Health and Safety programmes from both internal and external clients.

ENQUIRIES: Mr MD Cholo Tel No: (017) 846 6000
APPLICATIONS: Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.

FOR ATTENTION: Thomo K.E

POST 04/89: ADMINISTRATION CLERK REF NO: 150219/16
NWRI Central Operations Admin Support

SALARY: R163 563 per annum (Level 05)
CENTRE: Jericho Dam (Usutu River)
REQUIREMENTS: A Grade 12 certificate. One (1) year relevant experience in government administration will serve as an added advantage. Good knowledge of PFMA, PPPFA, Treasury Regulations and other government policies. Telephone etiquette, sound knowledge and application of government and administration...
procedures. Client orientation and customer focus. Ability to interact with people at all levels and work in a team environment. Good communication skills both (verbal and Written). Computer literacy skills (Ms Word, excel), good interpersonal relationship skills and must be able to work under pressure. A valid driver’s license. DUTIES: Management of the switchboard and reception area. Attending to all incoming and outgoing calls and transferring them to appropriate officials for further actions. Taking and relaying messages. Attending to walk-in visitors/customers and ensuring that they are timeously attended to. Direct incoming calls/Enquiries to relevant officials who can help accordingly. Register all incoming mail and oversee delivery thereof. Keeping updated registers and implements systems and procedures for tracking and tracing of correspondence documents. Ensure a clean, neat reception area. Administer flights, accommodation and conference requests. Coordinate booking confirmation vouchers, booking cancellations, changes and re-scheduling and constant feedback to officials. Ensure implementation and compliance to departmental corporate travel processes and procedures. Co-ordinate Area Office’s travel submissions for approval. Maintain an efficient filing system. Keeping updated register and databases. Implement systems, procedures for tracking and tracing of travel documents. Administer landline telephones and mobile contracts in liaising with relevant Administrators. Manage photocopier machines and provide photocopier and binding services for the office. Liaise with client and service providers with regards to photocopier machines toners and switchboard related issues. Provide administrative support to the Area Manager. ENQUIRIES: Ms L Makhoana Tel No: (012) 741 7315 APPLICATIONS: Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375. FOR ATTENTION: Thomo K.E
administrative procedures. Knowledge of secretarial duties. Computer literacy (Ms Excel, Ms Word and PowerPoint). Good people skills and sound organisational skills. High level of reliability. Basic Financial management and knowledge of PFMA. People and Diversity Management. Client orientation and customer focus. Accountability and ethical conduct. Ability to work under pressure, independently and handle confidential matters.

**DUTIES**

Provide a secretarial / receptionist support service to the Director. This will enter alia, entail the following: receives telephone call and refer the calls to the correct role players if not meant for the relevant Manager. Records appointments and events in the Diary of the Director. Type documents for the Director and other staff within the unit. Operate office equipment like fax machines and photocopiers.

Provide a clerical support to the Director. This will entail, enter alia, the following: Liaise with travel agencies to make travel arrangements. Arrange meetings and events for the Director and staff in the unit. Process travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Record basic minutes of the meetings of the manager when required. Administers matters like leave registers and telephone accounts. Handle the procurement of standard items like stationery, etc. Remains up to date with regard to prescripts / policies and procedures applicable to the Director's work to ensure efficient and effective support to the Director.

**ENQUIRIES**

Ms Nyalunga GH, Tel No: 013-759 7314

**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, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

**FOR ATTENTION**

Mr MJ Nzima

**POST 04/92**

ADMINISTRATION CLERK REF NO: 150219/19

Branch: Chief Operations Office

SD: Corporate Services

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

Mbombela

**REQUIREMENTS**

Grade 12 certificate or equivalent qualification. No previous experience required.

Technical knowledge / Competencies: Knowledge of clerical functions, practices as well as the ability to capture data, operate 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. Team work and flexibility. Client orientation and customer focus. Communication skills, verbal and written.

**DUTIES**

Render general clerical support services. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Type letters and / or other correspondences when required. Keep and maintain the coming and outgoing document register of the component. Provide supply chain management support services within the component. Stock control of offices stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Check correctness of subsistence and travel claims of officials and submit to the manager for approval. Handle telephone accounts and petty cash for the component. Relieve the Switchboard operator when required. Update contact list when need arises. Report faulty telephones. Assist with conducting building inspections and report faults identified.

**ENQUIRIES**

Ms Singwane B.G Tel No: 013-759 7539

**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, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION : Mr MJ Nzima

POST 04/93 : GENERAL FOREMAN (CIVIL) REF NO: 150219/20
NWRI Central Operations: Vanderkloof Canals

SALARY : R136 800 per annum, (Level 04)
CENTRE : NWRI, Central Operations (Vanderkloof Dam)
REQUIREMENTS : Grade 08. One (1) to two (2) years’ experience in Civil maintenance. A valid Code 08 driver’s license. (Attach certified copy). Good written and verbal communication skills. One year supervision experience will be a added advantage. Work independently and in a team. The ability to do routine tasks, which require using variety of equipment, tools and machinery. Knowledge of the basic safety procedures of the Health and Safety OHS Act.

DUTIES : Assist Artisan in Civil Workshop. Supervision of maintenance team. Ensure that official houses, office buildings, dam wall areas and workshops are and maintained. General maintenance to plants, structures and canal pipe lines. Concrete work, plastering, tiling, painting, cleaning, roof structures, and gutters and down pipes. Building manholes and structures.

ENQUIRIES : Mr LI Radebe Tel No: 053 664 – 9400
APPLICATIONS : Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X01, Vanderkloof Dam, 8771

FOR ATTENTION : Mr J Wilson

POST 04/94 : DRIVER REF NO: 150219/21 (X2 POSTS)
NWRI Central Operations Nooitgedacht and Maintenance

SALARY : R115 437 per annum (Level 03)
CENTRE : Jericho Dam (Usutu River)
REQUIREMENTS : A Grade 10 certificate or equivalent. A Driver’s License Code 10 with valid PDP (attached certified copies). One (1) to three (3) years experience in driving. Knowledge and experience in driving services and transporting people. Knowledge of procedures, processes and structures. Basic knowledge of government regulations, practices 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 will serve as an added advantage. 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 utilisation 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 : Mr ME Sehume Tel No: (017) 846 6000
APPLICATIONS : Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X1004, Usutu River, Amsterdam, 2375.

FOR ATTENTION : Thomo K.E

POST 04/95 : TRADESMAN AID (MAINTENANCE X1 POST, KHUTALA X1 POST, ONVERWACHT X1 POST) REF NO 150219/22 (X3 POSTS)
NWRI Central Operations

SALARY : R115 437 per annum (Level 03)
CENTRE : Jericho Dam (Usutu River)

**DUTIES**: To assist a mechanical artisan in execution of maintenance, repairs and services of the machinery and mechanical installations in various dams, reservoirs, pump stations and pipelines. Carry tools, equipment and keep them in a good condition. Must be able to travel extensively and work extended hours when required. Willingness to perform other related duties. Loading and off-loading. Adhere to Occupational Health and Safety Act.

**ENQUIRIES**: Mr MC Nchabeleng Tel No: (017) 846 6000

**APPLICATIONS**: Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.

**FOR ATTENTION**: Thomo K.E

**POST 04/96**: TRADESMAN AID II: MECHANICAL - CORROSION REF NO: 150219/23
NWRI Central Operations: Dam Operations

**SALARY**: R115 437 per annum (Level 03)

**CENTRE**: NWRI, Central Operations (Vanderkloof Dam)

**REQUIREMENTS**: ABET Certificate (Ability to read and write). One (1) to two (2) years working experience. Experience in corrosion painting. Knowledge of Corrosion, Sandblasting and welding. Person must also be in good physical condition to perform tasks assigned. Knowledge of the Occupational Health and Safety Act. (OHS).

**DUTIES**: To provide a support service to the handyman in performing maintenance to mechanical equipment. Maintenance to construction equipment and performing smaller welding tasks. All Occupational Health & Safety regulations should be adhered to and protective equipment used appropriately. Will perform paint duties at dam wall, houses, buildings, workshops. Perform corrosion, sandblasting and welding duties at dam wall and all departmental structures. Cleaning of the workshop, give support to other divisions and report any defaults.

**ENQUIRIES**: Mr. GA Coetzee Tel No: 053 664 9400

**APPLICATIONS**: Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X01, Vanderkloof Dam, 8771

**FOR ATTENTION**: Mr J Wilson

**POST 04/97**: HANDYMAN (MECHANICAL) REF NO: 150219/24
NWRI Central Operations, Mechanical Canals

**SALARY**: R115 437 per annum (Level 03)

**CENTRE**: NWRI, Central Operations (Vanderkloof Dam)

**REQUIREMENTS**: ABET Level 4. Preferably 6 months experience in maintenance and servicing of construction machinery and equipment. Computer literacy (Word, Excel, Outlook). Valid Code C1 driver’s license and also with valid PDP license. (Attach certified copy). The following will serve as recommendations: Knowledge of the Occupational Health & Safety Act, operating of construction machinery, ability to work under pressure and good physical fitness.

**DUTIES**: To assist the artisan in the execution of mechanical maintenance tasks. Perform routine functions related to the maintenance of the dam wall and corrosion protection of sluices in the dam wall. Carry out services to construction machinery and do minor repairs where necessary. Load and move heavy equipment. Perform...
dam inspections and ensure that maintenance programs are in place within the plant. Supervise and mentor personnel and do performance evaluations. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register.

ENQUIRIES : Mr. G.A Coetzee Tel No: 053 664 9400
APPLICATIONS : Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X01, Vanderkloof Dam, 8771
FOR ATTENTION : Mr J Wilson
POST 04/98 : GENERAL WORKER: CIVIL REF NO: 150219/25 (X8 POSTS)
NWRI Central Operations
SALARY : R96 549 per annum, (Level 02)
CENTRE : NWRI, Central Operations (Vanderkloof Dam)
REQUIREMENTS : ABET. (Must be able to read and write). One (1) to two (2) years of appropriate experience. Good interpersonal and communication skills, self motivated and willingness to work. Knowledge in the field of maintenance tasks, Ability to work under supervision, independently and in a team. Work overtime when necessary. Knowledge in plumbing, bricklaying, carpentry and construction. Knowledge of the Occupational Health and Safety Act.
DUTIES : Perform routine relating to the maintenance of the structures and construction work. Move and load heavy equipment on government water scheme. Do maintenance in the garden and other structures e.g. Damwall, cutting grass, trimming trees, fencing, cleaning, painting, spraying with round-up (chemical) and maintenance on the side of the road. Perform regular inspections on tools and report defaults.
ENQUIRIES : Mr. LI Radebe Tel No: 053 664 9400
APPLICATIONS : Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X01, Vanderkloof Dam, 8771
FOR ATTENTION : Mr J Wilson
POST 04/99 : CLEANER REF NO: 150219/26 (X2 POSTS)
NWRI Central Operations
SALARY : R96 549 per annum, (Level 02)
CENTRE : NWRI, Central Operations (Vanderkloof Dam)
REQUIREMENTS : ABET. One (1) to two (2) years’ experience in cleaning will serve as an added advantage. 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.
ENQUIRIES : Mr. LI Radebe Tel No: 053 664 9400
APPLICATIONS : Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X01, Vanderkloof Dam, 8771
FOR ATTENTION : Mr J Wilson
POST 04/100 : CLEANER (MAINTENANCE X1 POST, KHUTALA X1 POST, ONVERWACHT X1 POST, ADMIN SUPPORT X1 POST) REF NO 150219/27 (X4 POSTS)
NWRI Central Operations
SALARY : R96 549 per annum (Level 02)
CENTRE : Jericho Dam (Usutu River)


ENQUIRIES : Mr ME Sehume Tel No: (017) 846 6000
APPLICATIONS : Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.

FOR ATTENTION : Thomo K.E

POST 04/101 : GENERAL WORKER (ONVERWAGT X1 POST; VYGBoom X1 POST, USUTU EASTERN TRANSVAAL X4 POST; MAINTENANCE X1 POST) REF NO: 150219/28 (X7 POSTS)
NWRI Central Operations

SALARY : R96 549 per annum (Level 02)
CENTRE : Jericho Dam (Usutu River)
REQUIREMENTS : ABET certificate. One (1) to two (2) years experience in performing manual work will serve as an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge and understanding on conducting general work including lawn care process. Knowledge and understanding of pruning and training processes and techniques. Basic knowledge of chemical use (dilution mix) and chemical products. Daily maintenance procedures for efficient machine / equipment performance. Supporting of water utilisation and water resource strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance and planting practices. Basic understanding of government legislation. Communication skills and ability to work in a team. Must be productive and loyal.

DUTIES : The successful candidate will be required to assist a civil artisan in execution of maintenance, repairs and services of the machinery and mechanical installations in various dams, reservoirs, pump stations and pipelines. Carry tools and equipment and keep them in a good condition. The successful candidate will be required to travel extensively and work extended hours when required. Willingness to perform other related duties. Loading and off-loading. Adhere to Occupational Health and Safety Act.

ENQUIRIES : Mr HJ Bekker, Tel No: (017) 846 6000
APPLICATIONS : Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.

FOR ATTENTION : Thomo K.E

POST 04/102 : GROUNDSMAN (NOOITGEDACHT DAM (X1 POST), KHUTAL (X1 POST), MAINTENANCE (X1 POST) REF NO: 150219/29 (X3 POSTS)
NWRI Central Operations

SALARY : R96 549 per annum (Level 02)
CENTRE : Jericho Dam (Usutu River)

**DUTIES**

Cleaning and maintain grounds and repair tools and structure such as buildings, fences and benches using hand and power tools. Mixing spray or spread fertilisers, herbicides or insecticides onto grass, shrubs and trees using hand or automatic sprayers or spreaders. Irrigate plants and lawns. Provide proper upkeep of sidewalks, driveways, parking lots, planters and other related ground features. Maintain existing grounds/gardens by caring sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, grounds, and clean buildings by sweeping, washing floors and cleaning windows. Assist with maintenance duties from time to time. Adhere to all OHS Act.

**ENQUIRIES**

Mr N Vermaak Tel No: (017) 846 6000

**APPLICATIONS**

Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.

**FOR ATTENTION**

Thomo K.E

**POST 04/103**

**CLEANERS REF NO: 150219/30 (X2 POSTS)**

**SALARY**

R96 549 per annum (Level 02)

**CENTRE**

Mbombela

**REQUIREMENTS**

ABET qualification. One (1) year experience working as a Cleaner will be an added advantage. Basic knowledge of cleaning principles. Basic knowledge of chemical use (dilution/mix). Basic knowledge of cleaning equipment used. Basic knowledge of health and safety requirements. Basic knowledge of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using cleaning materials.

**DUTIES**

Cleans above the floor surfaces according to surface type and best cleaning practice. Clean hard and resilient floors according to the surface type and best cleaning practice. Clean textile surfaces according to the surface type and best cleaning practice. Cleans ablution facilities toilets, urinals, baths, showers and basins, fixtures and fittings accordingly. To surface type and best fittings according. To surface type and best cleaning practice. Cleans kitchens, kitchen items, surface type, cleaning specification, worksite procedures and basic cleaning principles. Cleans building surrounds systematically in accordance with the area, surface type. Cleaning specification, worksite procedures and basic cleaning principles.

**ENQUIRIES**

Ms BG Singwane Tel No: 013-759 7539

**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, Prorom Building, 35 Brown Street - Corner Brown