ANNEXURE T

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 05 April 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 disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). “All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.” People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

MANAGEMENT ECHELON

POST 11/57 : CHIEF FINANCIAL OFFICER (CFO) REF NO: 050419/01
Branch: Finance Main Account
(This is a re-advertisement. Applicants who have previously applied should re-apply)

SALARY : R1 446 378 per annum (Level 15) (All inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A relevant Bachelor Degree (NQF level 7) qualification as well as a postgraduate qualification (NQF level 8) in Finance or related areas. Professional certification in Finance/Supply Chain environment (CA/CIMA/SCCA/CPA/CIPS) will be an added advantage. Eight (8) - ten (10) years’ experience at a senior management level. Of which at least (5) – five years should be in the financial environment. Knowledge and experience of GRAP/GAAP, the Public Finance Management Act 1 of 1999 (PFMA), Treasury Regulations, Medium Term Expenditure Framework (MTEF), as well as corporate governance. Knowledge of financial management, contract management, supply chain management and budgeting principles. Knowledge and understanding of the core business of the Department of Water and Sanitation will be an added advantage.

DUTIES : The successful candidate will be responsible for supporting the Director-General (Accounting Officer) and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations. It will be expected of the incumbent to manage the financial- and supply chain management functions of the Department and to ensure sound financial management in the Department. Specific focus areas will include but not limited to the following: Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensure an appropriate supply chain management system which is fair, equitable, transparent, competitive and cost effective; Ensure the effective, efficient, economical and transparent use of the resources of the department; Take effective and appropriate steps to collect all money due to the department, prevent unauthorised, irregular and fruitless and wasteful expenditure; Ensure proper management of the assets (including the safeguarding and the maintenance thereof) and the liabilities of the
department; Settle all contractual obligations and pay all money owing, including inter-governmental claims, within the prescribed or agreed period; Ensure compliance by the department with the provisions of the PFMA; Ensure that expenditure of the department is in accordance with the vote of the department and the main divisions within the vote; Ensuring that full and proper records of the financial affairs of the department are kept (including preparation of financial statements for each financial year). Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department. Advise the Director-General pertaining to matters that have strategic and financial implications. Liaise with the relevant role players in the financial environment regarding transverse financial matters. Overseeing the management of financial- and human resources of the Office of the CFO. Note: Women and Persons with Disabilities are encouraged to apply.

ENQUIRIES : Mr C Greve Tel No: 012 336 8402
APPLICATIONS : Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria
FOR ATTENTION : Ms. LI Mabole

OTHER POSTS

POST 11/58 : CHIEF ARTISAN GRADE A (ELECTRICAL) REF NO: 050419/02
Branch: IBOM, Central Operations

SALARY : R365 646 per annum (OSD)
CENTRE : Upper Vaal (Vaal Dam)
REQUIREMENTS : Appropriate Trade Test Certificate in Electrical engineering. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. A valid driver’s license (attach certified copy). Technical report writing skills. Good communication and computer literacy (word, excel and outlook). Able to read and interpret manufacturing drawings. Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential. Proven experience in staff supervision. Full knowledge and understanding of seven (7) maintenance strategies.

DUTIES : Provide guidance to subordinates and assist Electrical maintenance personnel, responsible for maintenance of departmental infrastructure. Ensure compliance with relevant legislation regarding routine and preventive maintenance on Electrical installations. Make recommendations regarding required refurbishment of Electrical installations to ensure compliance with legislations. Supervise Electrical refurbishment performed by contractors. Ensure compliance with OHS Act, with regard to testing of cranes and Electrical equipment’s. Conduct internal Health and Safety audits. Investigate all accidents and report to management and Department of Labour. Conduct site inspections and provide Safety Induction training for contractors. Ensure that required notices are filed with Department of Labour by contractors when performing work on behalf of the Department of Water and Sanitation. Maintain and update quarterly Health and Safety reports. Assist with compilation and update Risk Assessment for the directorate. Provide inputs for budget and funds required to ensure compliance with OHS Act requirements for installations. Supervise and evaluate performance of subordinates.

ENQUIRIES : Mr PJ Bredenhaan, Tel: (016 371 3020 / 016 371 3030)
APPLICATIONS : Please forward your application to the Area Manager: Vaal Dam Area Office, Infrastructure Building, Operations and Maintenance: Central Operation, Department of Water and Sanitation, Private Bag X02, Deneysville, 1932
FOR ATTENTION : BS Mbongo

POST 11/59 : ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: 050419/03
Branch Chief Operations Office: Gauteng
Div: Revenue Management (WTE)

SALARY : R356 289 per annum (Level 09)
CENTRE : Pretoria Gauteng Office
**REQUIREMENTS**

A National Diploma or Degree in Financial Management with Accounting III as a major subject. Three (3) to five (5) years’ experience in Financial Management of which three (3) years must be at supervision level in Revenue Management. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge and application of International Financial Reporting Standards applicable to revenue, SA Generally Accepted Accounting Practice (GAAP), Treasury Regulations and guidelines and the Public Finance Management Act (PFMA). Knowledge of any ERP system with preference to SAP. Knowledge of administrative and clerical procedures and systems. Knowledge of Commercial Laws Departmental policies and Laws. Framework for managing performance information. Business strategy transaction and alignment Problem solving, analytical and report writing skills. Computer literacy in Microsoft Office. Good verbal and written communication skills. Client orientation and Customer focus. A valid Driver’s license (certified copy must be attached) and incubator must be willing to travel.

**DUTIES**

Manage the co-ordination of debtor relationships. Manage the collection of debt and the reconciliation of customer accounts. Manage of strategic users in the Vaal River System (RVS) and ensure that users are billed accurately (in line with contractual agreements) and on time. Manage the recording of all receivables. Manage Billing, return to sender and unidentified revenue received within the region. Provide monthly age analysis reports on debtor’s accounts. Attend to audit queries. Assist with the tariff determination process Manage and mentor revenue staff. Recommend action to be taken against defaulting debtors. Implement business policies and processes relating to debt management. Facilitate training and development of staff.

**ENQUIRIES**

Ms G Skosana Tel No: 012 392 1324

**APPLICATIONS**

Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor, Pretoria, 0001.

**POST 11/60**

SAFETY OFFICER REF NO: 050419/04

Branch: IBOM, Central Operations

**SALARY**

R299 709 per annum (Level 08)

**CENTRE**

Vaal Dam and Potchefstroom

**REQUIREMENTS**

A National Diploma or Degree in Safety Management / Occupational Health and Safety. Three (3) to (4) four years’ experience in Occupational Health and Safety/ SHE related field. Knowledge of OHS Act, and completed courses in SHE related legislation. SAMTRAC and OHSAS 18001 will be an added advantage. Valid Drivers’ licence and be willing to travel regularly (attach certified copy). Computer literacy (attach a certificate) skills/Competencies: Leadership skills, Communication Skills (both written and verbal), Strong relationship building ability, analytical thinking, and self-confidence. Ability to work independently and within a team.

**DUTIES**

Attend OHS Committee meetings. Obtain minutes of the safety committee meeting. Monitor compliance with issuing of PPE. Assist supervisors in maintaining safety record files. Perform OHS induction on contractors, visitors and employees. Give support and willingness to assist during emergency situation/incidents. Implement OHS system, Facilitate training to all employees, managers and contractors in the office regarding health and safety, conduct risk assessment for the operations of the office, execute internal safety audits and inspections, enhance safety awareness, ensure implementation of the OHS policies, report on all internal accidents and related incidents. Recommending any changes that may be necessary to ensure that the office complies with the health and safety regulations. Assess and provide on-job training to subordinates.

**ENQUIRIES**

Mr PJ Bredenhaan Tel No: (016 371 3020 / 016 371 3030)

**APPLICATIONS**

Please forward your application to the Area Manager: Vaal Dam Area Office, Infrastructure Building, Operations and Maintenance: Central Operation, Department of Water and Sanitation, Private Bag X02, Deneysville, 1932

**FOR ATTENTION**

BS Mbongo
POST 11/61: CONTROL ASSISTANT TECHNICAL OFFICER (DATA MANAGEMENT - HYDROMETRY) REF NO: 050419/05
Branch: Chief Operations Office: Gauteng
Div: Hydrometry

SALARY: R299 709 per annum (Level 08)
CENTRE: Hydrometry Office (Boskop Dam)
REQUIREMENTS: A Grade 12 with Mathematics / Mathematic Literacy and more than ten (10) years related experience in the field of hydrological data processing and management using Kisters Hydstra software. A thorough knowledge of and experience in hydrological processing, editing, auditing (quality control) and archiving is compulsory. Knowledge of and experience in the processing of water level recorder charts, flow meters, electronic logger data, evaporation data, dam returns, borehole data and dam spillway control gates are compulsory. Use of the Hydstra software to extract data management and statistical reports is required. Knowledge of the MS Office package, with experience in Word, Outlook, Power Point and Excel (which may be assessed if need be). Use of the Osiris operational management software will advantageous. Mathematics / Mathematical Literacy is compulsory. Willingness to travel and a valid code B (8) drivers license is required, as well as the attendance of in-house training, meetings and workshops at various locations countrywide. Good written and verbal communication skills are required. A high level of reliability, good interpersonal relationships and sound organizing skills are expected of the occupant of the post.

DUTIES: The successful candidate will be responsible for the management of the Data Management section. The officer will be responsible for the supervision and management of all personnel in the section and attending to their training needs, human resources requirements and performance management. The overall responsibility for the coordination and management of the capturing, processing, editing, evaluation and archiving of all collected surface and groundwater data in the Gauteng Hydrometry area of responsibility according to the required standard. Ensure that quality control is done on all processed data. Responsible for ensuring the proper registration and transfer of all collected water quality grab samples to Resource Quality Information Services. Liaison with technical officers to solve problems to ensure the quality of data collected. Compilation of monthly and quarterly management reports for performance reporting. Liaison with Head Office Hydstra Support to resolve system issues and maintain required process requirements. Supply reliable data and information to all internal and external clients and stakeholders immediately when requests are received. Supply the Directorate Surface and Groundwater Information at Head Office with all information or reports as requested.

ENQUIRIES: Mr PD de Villiers at 082 724 9457
APPLICATIONS: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X08, Noordbrug, 2522 or hand deliver to Department of Water and Sanitation Office, Boskop Dam. (On the R501 between Potchefstroom and Carletonville, 16 kilometres from Potchefstroom)

FOR ATTENTION: Ms MMM Buyskes

POST 11/62: SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 050419/06
Branch: Chief Operations Office: Gauteng
(This is a re-advertisement. Applicants who have previously applied should re-apply)

SALARY: R299 709 per annum (Level 08)
CENTRE: Pretoria Gauteng Office
REQUIREMENTS: A National Diploma or Degree in Supply Chain management, Logistic, Purchasing Management or Financial management or Equivalent qualification. Three (3) years relevant experience in the field of Supply Chain Management. A valid driver's license will be an added advantage. Good verbal and written communication skills, computer literate, planning and organizing and problem solving skills. Knowledge of SCM practice notes and circulars, PFMA, Treasury Regulations, LOGIS and PPPFA. Disciplinary knowledge of Labour Law Problem Solving skills and ability
to prioritize work, work under pressure. Knowledge of Financial Management. Supervision experience will be an added advantage.

**DUTIES**

Render the demand and acquisition support. Provide effective provisioning of logistical support services. Administer the payment processes of goods and services rendered. Attending to enquiries regarding SCM, delegations and payments. Submit monthly, quarterly and year end reports Ensure that outstanding payments are followed up. Manage the inventory store. Ensure, the price quotation or bidding process of ordering is applied. Ensure that all inventories are posted on ledger, inventories and stocktaking list. Ensure that reconciliation of stocktaking summaries is done and correction is made. Ensure that financial procedures are observed in the section. Supervisory of staff.

**APPLICATIONS**

Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor, Pretoria, 0001.

**FOR ATTENTION**

Mr D Masoga

---

**DUTIES**

Prepare water/sediment samples Analyze water/sediment samples using analytical techniques such as AAS, Discrete analysers, ICP and FIA. Perform troubleshooting on instruments. Take part in proficiency testing sample analyses. Maintain and file quality control records for method accreditation. Maintain analytical instruments. Prepare reagents and standards. Supervise and train laboratory personnel to have a highly motivated and effective team. Plan training activities and perform Planned Job Observations (PJO’s). Is expected to be trained on all laboratory related duties. Capture results on LIMS and similar information systems. Take part in method validation. Perform Occupational Health and Safety (OHS) inspections.

**APPLICATIONS**

For purposes of response handling please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand Deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION**

Ms LI Mabole

---

**DUTIES**

Prepare water/sediment samples Analyze water/sediment samples using analytical techniques such as AAS, Discrete analysers, ICP and FIA. Perform troubleshooting on instruments. Take part in proficiency testing sample analyses. Maintain and file quality control records for method accreditation. Maintain analytical instruments. Prepare reagents and standards. Supervise and train laboratory personnel to have a highly motivated and effective team. Plan training activities and perform Planned Job Observations (PJO’s). Is expected to be trained on all laboratory related duties. Capture results on LIMS and similar information systems. Take part in method validation. Perform Occupational Health and Safety (OHS) inspections.

**APPLICATIONS**

For purposes of response handling please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand Deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION**

Ms LI Mabole

**DUTIES**
The successful candidate will be responsible for the supervision of the groundwater data collectors and will also be involved in the collection of surface and groundwater data. The Officer will be responsible for the capturing and processing of the data collected by subordinates. The officer will be responsible for the subordinates and attend to their training needs, human resources requirements and performance management. The officer will be responsible for communication and sorting of problems between the Boskop Office and Provincial and Head Offices. Extensive travelling will be done with the collection of the data and doing maintenance. Will be responsible for the record keeping of and transport of water samples collected. Will also be responsible for the installation and replacement of loggers at the groundwater and surface water monitoring sites as well the reading out of the data. The officer will also be expected to assist technicians and technical personnel with help where needed.

**ENQUIRIES**
Mr G.J Venter, tel 018 298 9000

**FOR ATTENTION**
Ms MMM Buyskes

**APPLICATIONS**
Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X08, Noordbrug, 2522 or hand deliver to Department of Water and Sanitation Office, Boskop Dam. (On the R501 between Potchefstroom and Carletonville, 16 kilometres from Potchefstroom)

**POST 11/65**
SUPPLY CHAIN MANAGEMENT CLERK (SUPERVISOR) REF NO: 050419/09
Branch: IBOM Southern Operations
Div: Supply Chain Management

**SALARY**
R242 475 per annum (Level 07)

**CENTRE**
Port Elizabeth

**REQUIREMENTS**
A Grade 12 Certificate or equivalent. Three (3) to five (5) years’ experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Good verbal and written communications skills. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Flexibility and Teamwork. Basic knowledge of problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Accountability and Ethical Conduct.

**DUTIES**
Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in needs. Identify redundant, no-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specifications on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bids. Provide secretariat functions to bid committee. Check, place and verify goods from suppliers. Capture and ensure that goods are captured in registers and database. Receive requests for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Consolidate demand plan inputs. Ensure contract performance is adhered to. Verify goods received from suppliers.

**ENQUIRIES**
Ms. N Tyobashe Tel No: 041 508 9747

**APPLICATIONS**
Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer

**FOR ATTENTION**
Mr. S Madyungu

**POST 11/66**
PERSONAL ASSISTANT REF NO: 050419/10
Branch: Chief Operations Office: KZN

**SALARY**
R242 475 per annum (Level 07)
CENTRE: Durban
REQUIREMENTS: A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years' experience in rendering support services to senior management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills (document tracking, storage and retrieval system). Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management and knowledge of relevant legislations skills. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality oriented. Excellent communication skills (verbal and written). Good accountability and ethical conduct.

DUTIES: Provide personal assistance, including a secretarial support service, to the Chief Director. Rendering administrative support services. Providing support to the Chief Director regarding meetings. Supporting the Chief Director with the administration of the budget of the office. Operates and ensures that office equipment, e.g. computer systems and photocopiers are in good working order. Perform advanced typing work. Utilise discretion to decide whether to accept / decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises / advises the manager regarding engagements. Compiles realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates reports, e.g. progress reports, monthly reports and management's reports. Scrutinise routine submissions / reports and make notes and / or recommendations for the manager. Draft documents as required. Do filing of documents for the manager and the unit where required. Collects, analyse and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Prioritise issues in the office of the manager. Manages the leave register and the telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc. Scrutinise documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform the manager on the contents. Record minutes / decisions and communicates to relevant role players, follow up on the progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings required. Collect and coordinate all documents that relate to the manager’s budget. Assist manager in determine funding requirements for the purposes of MTEF submissions. Keep record of expenditure commitments, monitor expenditure and alert manager of possible over and under spending. Acquaintance with the relevant Public Services and departmental prescripts or policies and other documents. Remain up to date with regard to the prescripts / policies and procedures applicable to the manager ensure efficient and effective support.

ENQUIRIES: Mr T Khumalo 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)

**DUTIES**

Assist with the controlling of the opening and closing of sluices according to schedule. Keep records of all information as well as meter readings for purpose of correct billing. Plan and prioritize duties for subordinates. Control water distribution according to regulations on a daily basis. Perform minor maintenance on structures, dams, fences and sluices. Compile disposal report for the scheme. Produce flood warning list of all water users/clients and do flood control. Present progress report in respect of tasks. Collections and safe keeping of equipment and supplies daily. Control time registers and leaves forms. Conduct routine dam inspections of hydrological data including water meter readings. Assist with Health and Safety regulations on the scheme. The successful candidate will have to travel extensively and must be able to perform duties away from the office for periods of time.

**ENQUIRIES**

Ms LP Lotter Tel No: (016 371 3020 / 016 371 3039)

**APPLICATIONS**

Please forward your application to the Area Manager: Vaal Dam Area Office, Infrastructure Building, Operations and Maintenance: Central Operation, Department of Water and Sanitation, Private Bag X02, Deneysville, 1932

**FOR ATTENTION**

BS Mbongo

**POST 11/68**

ADMINISTRATION CLERK (TELECOM OPERATOR) REF NO: 050419/12

Branch: IBOM Southern Operations
SD: HRA

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

Uitkeer

**REQUIREMENTS**

A Grade 12 qualification. Knowledge of clerical functions, practices as well as the ability to capture data. Operate computer and collate administrative statistics. Basic knowledge of problem solving and analysis. Accountability and ethical conduct. Good verbal and written communication. Telephone etiquette. Ability to communicate in English and Afrikaans.

**DUTIES**

Operating the switchboard by answering the incoming and handling outgoing calls. Handle routine enquiries. Must upkeep the registry and filing system. Ensuring that customers are referred promptly and correctly. Taking down messages and administering the correct distribution thereof. Supplying basic information to customers regarding the Departments services. Keep reception area clean and tidy. Receive guests and / or visitors. Updating the distributing the internal telephone directory and keeping a database of other important contact numbers. Operate the fax machine. Responsible for fault reporting on the telephone system and liaising with service providers in this regard. Utilize the Telephone Management System to monitor telephone accounts, including printing of reports and verifying information. Keeping and completing registers pertaining to their telephone system and fax machine. Monitor access control – ensuring visitors sign in.

**ENQUIRIES**

Ms. N Bidli Tel No: (042) 243 6137)

**APPLICATIONS**

Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.

**POST 11/69**

SENIOR ADMINISTRATION CLERK: TRANSPORT MANAGEMENT REF NO: 050419/13

Branch: IBOM Central Operations

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

Vaal Dam

**REQUIREMENTS**

A National Senior Certificate. Previous working experience will serve as an added advantage. Knowledge of clerical functions, practices as well as the ability to capture date, 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. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability of ethical conduct.

**DUTIES**

Provide an efficient implementation and compliance to directives, policies and procedures related to transport management. Administer subsidised vehicles applications for adjudication Committee. Manage subsidy vehicles contracts, inspections, utilisations, maintenance and administering of related claims. Efficient management and operational control of fleet and departmental vehicles. Administer vehicle authorisations, operation and optimal utilisation and maintenance. Control risk, fraud and misuse of state vehicles. Administer transport accidents and traffic fines. Administer transport invoices and provision of monthly transport reports. Maintain an efficient filling system, keeping updated registers, databases and implement systems and procedures for tracking and tracing of transport documents. Liaise with service providers and regional office on matters related to transport management. Provide advisory services to officials and management on transport related matters. Perform driver and other administration support related duties as and when there is a need.

**ENQUIRIES**

Mr BS Mbongo Tel No: (016) 371 3020 / 016 371 3033

APPLICATIONS

Please forward your application to the Area Manager: Vaal Dam Area Office, Infrastructure Building, Operations and Maintenance: Central Operation, Department of Water and Sanitation, Private Bag X02, Denyesville, 1932

**FOR ATTENTION**

BS Mbongo

**POST 11/70**

**SENIOR SECURITY OFFICER REF NO: 050419/14 (X6 POSTS)**
Branch: IBOM Central Operations

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

Vaal Dam NKP

**REQUIREMENTS**

A National Senior Certificate. Driver’s license (attach certified copy). Grade C PSIRA registered. National key point Certificate. SAPS Firearm issued competency certificate (Rifle, Shotgun and Pistol). Appointment will be subject to positive screening results and accepted by the NKP registar. One (1) to (2) two years working experience in the security industry, preferably in NKP environment. Interpersonal relationship. Knowledge of relevant legislation. Problem solving and analysis. Knowledge of security code of conduct. Registration with NKP secretariat. Registration with PSIRA. Firearm competency. Good listening skills.

**DUTIES**

Control access functions. Ensure prohibition of unauthorized removal of equipments. Ensure security/safety in the building and premises, ensure the prohibition of unauthorized removal of equipment, documents and stores from building or premises, ensure all incidents are recorded in the occurrence books/registers, directing and escorting visitors who are not familiar with the Departmental premises, The incumbent must be prepared to work shifts and overtime when there is a need. Guarding and patrolling of the National key point participate, investigate crime related incidents.

**ENQUIRIES**

Mr SJ Mokoena or Mr IO Motaung Tel No: (016) 371 3020/016 371 3042

APPLICATIONS

Please forward your application to the Area Manager: Vaal Dam Area Office, Infrastructure Building, Operations and Maintenance: Central Operation, Department of Water and Sanitation, Private Bag X02, Denyesville, 1932

**FOR ATTENTION**

BS Mbongo

**POST 11/71**

**DRIVER OPERATOR REF NO: 050419/15**
Branch: IBOM Central Operations

**SALARY**

R136 800 per annum (Level 04)

**CENTRE**

Upper Vaal (Vaal Dam)

**REQUIREMENTS**

A Grade 10 certificate. Driver’s license / Operator license (attach certified copy). One (1) to (3) three years experience in driver / operator services. Knowledge in driving services. Knowledge in operating services. Knowledge of organisational

**DUTIES**
Transporting employees to different destinations during working hours. Collecting goods from different vendors/ service providers. Ferrying employees to and from work, ensuring that vehicle is maintained and serviced regularly. Able to operate tractor and JCB machine. Promote Health and Safety on an ongoing basis and perform other relevant duties.

**ENQUIRIES**
Ms NP Chego Tel No: (016) 371 3020/016 371 3053

**APPLICATIONS**
Please forward your application to the Area Manager: Vaal Dam Area Office, Infrastructure Building, Operations and Maintenance: Central Operation, Department of Water and Sanitation, Private Bag X02, Deneysville, 1932

**FOR ATTENTION**
BS Mbongo