DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 29 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 disadvantage 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 14/43 : CHIEF DIRECTOR: CONSTRUCTION REF NO: 290419/01
Branch: IBOM
CD: Construction

SALARY : R1 189 338 per annum (Level 14) (All-inclusive salary package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Four (4) years Tertiary Engineering Qualification (E. g B-Tech, B - Eng, e.t.c) NQF Level 7. Project Management qualification (Attached certified copy). Eight (8) to ten (10) year’s management experience of which minimum 5 year’s should be at Senior Management level. Five (5) to seven (7) year’s technical construction project management experience. Experience and knowledge of programme and project management. Knowledge of financial management. Knowledge of conditions of service and resourcing requirements relevant to National Water Act. Problem solving, analysis, strategic capability and leadership skills. Client orientation and customer focus.


ENQUIRIES : Mr LAV Manus Tel No: 012 336 8092
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 14/44 : DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 290419/02
Branch: Chief Operations Office Western Cape
Div: Corporate Management
This is a re-advertisement (applicants who have previously applied are encouraged to re-apply)

SALARY : R869 007 per annum (Level 12) (All-inclusive salary package)
CENTRE : Bellville
REQUIREMENTS : A National Diploma or Degree in Administration or relevant field. Three (3) to five (5) years management experience in Administration. Knowledge and experience in policy development and implementation. Knowledge and experience in Administration processes. Knowledge of human resource information. Understanding of Government legislations. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and project management. Problem solving and analysis. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Valid driver’s license (certified copy must be attached)

DUTIES : Manage and provide support in the following disciplines: facilities management, manage implementation of Occupational Health and Safety, manage safety and security, registry management and transport management. Analyse departmental strategic objectives, government and departmental policies. Develop and monitor the implementation of the Sub-Directorate’s operational plan. Compile and provide reports for the Sub-Directorate. Manage and implement policies. Analyse and brief management on latest legislative developments. Manage human resources of the Sub-Directorate. Provide financial management services to the Sub-Directorate. Conduct road shows advising the Region on policy updates. Ensure that budget is implemented according to plan.

ENQUIRIES : Ms L Peter Tel No: 021 941 6207
APPLICATIONS : Western Cape (Bellville): Please forward your applications quoting the relevant reference number to the Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Syampel, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

POST 14/45 : DEPUTY DIRECTOR: YOUTH DEVELOPMENT REF NO: 290419/03
CD: Transformation Policy and Coordination

SALARY : R869 007 per annum (Level 12) (All-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma or Degree in Social Science. Three (3) to five (5) years management experience in Transformation. Knowledge and experience in strategic and operational plan management. Knowledge and experience in policy implementation. Knowledge in monitoring and evaluation principles. Problem solving and facilitation skills. Good communication skills. Report writing and negotiation skills. Team building. Knowledge and experience in project management and management practices. Strategic planning skills.

DUTIES : Ensure that job creation statistics from various components within DWS and entities are collected and consolidated. Assist with the restructuring of youth programmes in order to benefit them in job opportunities. Ensure that growth path and Military Veterans are attended to within the Department set up. Develop standards and criteria that will ensure youth programmes are implemented accordingly. Ensure adequate stakeholder empowerment through DWS programmes/projects including the Municipalities. Maintain filing system of structures properly for youth programme. Ensure that gaps on the implementation of BBBEE for youth programmes are attended to. Liaise with relevant structures on Monitoring and Evaluation programmes. Ensure that projects executed in Dams also include youth development. Ensure monitoring and evaluation in youth
development projects. Implement gender programme for regions. Ensure development and implementation of Service Delivery improvements plans. Charter and Service Delivery Improvement Plan. Liaise with other stakeholders regarding programmes for implementation.

ENQUIRIES
Mr C Mabena Tel No: 012 336 7520

POST 14/46

SCIENTIST PRODUCTION GRADE A REF NO: 290419/04
Branch: Planning Monitoring and Evaluation Information
SD: Water Services Resource Requirement

SALARY
R618 732 per annum OSD

CENTRE
Pretoria Head Office

REQUIREMENTS
A BSc (Hons) Degree in Natural or Earth Sciences or relevant qualification. Compulsory registration with the SACNASP as a Professional Natural Scientist. Three (3) years post-qualification experience in the field of Resource Directed Measures. Knowledge of water quality, geochemistry, chemistry, hydrology and geo-hydrology as major subjects would be ideal. The candidate must have good knowledge of water related and relevant environmental management legislation and policies. Sound knowledge towards integration with other sciences (e.g. hydrology, geology, and related geo science practices, etc) into integrated water resource management and protection. The candidate must have good interpersonal skills and project, financial and management practices, skills and experience. In addition to the requirements, a valid Code 08 driver’s license or equivalent, and excellent written and verbal communication skills. The successful candidate must further demonstrate to be innovative. Computer literacy including GIS applications is important. Due to the nature of these work requirements, the candidate must also have the ability to interpret data and results.

DUTIES
The incumbent will be part of a team with the primary responsibility of determining the surface water components of the Reserve for water resources in the country; Review and recommend scientific projects for Water Ecosystems; Monitor progress on the implementation of projects related to water resources protection; production of Reserve Maps; Assisting line function water resource managers in the planning and implementation of water resource protection requirements; and providing technical services with regards to water resource protection to the Department of Water and Sanitation as part of the Chief Directorate: Water Ecosystems.

ENQUIRIES
Mr Y Atwaru Tel No: (012) 336-7816

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

POST 14/47

ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 290419/05
Branch: Chief Operations Office Western Cape
SD: Financial Management

SALARY
R376 595 per annum (Level 09)

CENTRE
Bellville

REQUIREMENTS
DUTIES: Implement billing management policies, debt management policies and customer service desk strategies and procedures. Plan, coordinate and manage the activities of the Division associated with the delivery of revenue services to the Region. Perform revenue-related activities to ensure the accurate recording of information regarding revenue management. Coordinate and control the various internal functions and activities to ensure timely and proper collection of all income due. Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly. Compile financial statistical information/reports relating to income collection and report to management and all relevant authorities. Manage and monitor customer service desk. Calculate tariff. Perform human resources and administrative activities relating to the Revenue Division. Supervision of staff.

ENQUIRIES: Ms L Rahman Tel No: (021) 941 6156
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: Ms K Melelo
NOTE: Persons with disabilities, African Males, Females, Coloured Males, and Indian Males are encouraged to apply.

POST 14/48: ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 290419/06
Branch: Chief Operations Office North West

SALARY: R376 595 per annum (Level 09)
CENTRE: Mmabatho
REQUIREMENTS: A National Diploma or Degree in Public Administration or relevant qualification. Three (3) to five (5) years’ experience in Administration of which two (2) years must be at a supervisory level. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge and understanding of Government Financial systems. Commitment to high level quality control. Knowledge of PMDS. Problem solving and analytical skills. Report writing and computer skills. Good interpersonal skills. Strong communication skills, both verbal and written integrity and organizational skills.

DUTIES: Render support pertaining to logistical arrangements in the Component. Prepare for Management meetings. Coordinate and serve as secretariat at Management meetings. Develop and manage the Provincial tracking system. Scrutinize all external correspondence and coordinate responses with the relevant components. Monitor expenditure in the Chief Directorate. Manage incoming and outgoing correspondence i.e. maintain document flow in the Chief Director’s office. Manage workflow within the unit. Establish and maintain a records management system. Monitor the budget in the unit. Compile reports, presentations and other related documents.

ENQUIRIES: Mr SS Matsheka at (082) 806 8856
APPLICATIONS: North West (Mmabatho) Please forward your applications quoting the relevant reference number to The Regional Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr.James Moroka Drive and Sekame Road, Unit99 Ground Floor.

FOR ATTENTION: Mr. Ntwe MJ
NOTE: Persons living with disabilities are encouraged to apply.

POST 14/49: ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 290419/07
Branch: IBO

SALARY: R376 595 per annum (Level 09)
CENTRE: Central Operations, (Pretoria)
REQUIREMENTS: A National Degree or Diploma in Public Administration or relevant qualification. Three (3) – five (5) years practical experience and supervisory experience in administration (specifically in Corporate Travel, Transport Management, Facilities Management, Records Management, Telecommunications, Safety and Security). A valid drivers license (Attach certified copy). Computer literacy and skills in MS Office Software package. Sound knowledge, interpretation and application of
Public service legislations/Acts, Regulations, directives, processes and procedures relevant to the post. Good communication, interpersonal skills and ability to interact with people at all levels. Ability to work independently, without close supervision and ability to lead a team. Good planning, organizing and execution skills. Be able to prioritize and produce quality work. Accountability, ability to multitask, work under pressure and meet tight deadlines. Be prepared to travel and work extended hours. Excellent report writing skills. Problem-solving, creativity and initiative skills. Analytical thinking with ability to pay attention to details and handle confidential information.

DUTIES: Management of key administrative areas within the Directorate including its Area Offices. Monitor and ensure compliance to national and departmental legislations/acts, regulations, directives regarding Corporate Travel, Transport Management, Facilities Management, Records Management, Telecommunications, Safety and Security. Ensure proper management of service provider contracts, payment of services, accounts, debt recovery, queries, reconciliation of accounts and expenditure reporting. Ensure quarterly reporting on contract performance. Ensure efficient maintenance of information and accurate databases. Provide inputs to the monthly and annual spending plans aligned to business plan. Provide inputs on the development/review of Budget and Business plans with clear roles and responsibilities assigned with the resources requirements identified. Develop, maintain and implement standard operating procedures for efficient utilisation and compliance to Corporate Travel, Transport Management, Facilities Management, Records Management, Telecommunications, Safety and Security. Advise management and officials on administrative key activities’ policies, directives, processes and procedures. Compile submissions for implementation of administration activities and provision of management reports. Compile submissions, memoranda and submitting of monthly operational reports. Manage administration support personnel including co-ordination of key administrative and operational activities within the Directorate.

ENQUIRIES: Mr G.T. Dilima Tel No: 012 741 7344

FOR ATTENTION: KL Manganyi
POST 14/50: ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (MANAGEMENT) REF NO: 290419/08 Branch: IBOM

SALARY: R376 595 per annum (Level 09)
CENTRE: Central Operations, (Pretoria)
REQUIREMENTS: A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience in financial management. A valid driver’s license. (Attach certified copy). Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and other financial guidelines and procedures (GRAP etc.). Practical knowledge of government financial systems (SAP, Persal, Logis). Good written and verbal communication skills. Computer literacy skills. The incumbent must be willing to travel extensively.

DUTIES: Management of the Payroll, Accounts Payables, Petty Cash and cash management. Conduct creditor’s reconciliations and ensure correct and timeous payment of suppliers. Manage sundry payments. Manage the processing of staff related payments e.g. Subsistence and Travel claims, overtime, standby and shift allowances. Management of reporting including accruals and commitments, 30 days creditors’ reports etc. Render professional advice and guidance to Cluster 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 and training of subordinates.

ENQUIRIES: Mr M Lidzhade Tel No: 012 741 7327
APPLICATIONS: Please forward your applications quoting reference number to: Department of Water and Sanitation, NWRI Central Operations, Private Bag X273, Pretoria  0001

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or hand deliver to 1st floor, Praetor Forum Building, 267 Lillian Ngoyi street, (former Van der Walt street) Pretoria.

FOR ATTENTION: KL Manganyi

POST 14/51: ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: 290419/09
Branch: IBOM

SALARY: R376 595 per annum (Level 09)
CENTRE: Central Operations (Pretoria)
REQUIREMENTS: A National Diploma or Degree in Communication / Journalism or similar. Three (3) years relevant supervisory working experience in communication. Newsroom work experience is an added advantage. A Valid driver’s license. (Attach certified copy). Practical working experience in communication and media. Knowledge and practical working experience in content development, news writing, reviewing and proofreading. Knowledge and understanding of media management. Problem solving, analysis, people, diversity management, client orientation and customer focused. Good communication skills. Accountability and ethical conduct. Ability to organize and coordinate workload. Work under pressure. Travel and meet deadlines. A commitment to government objectives, policies and programmes. Computer literacy.

DUTIES: Develop and implement news content, communication plans and strategies. Develop and implement media plans, organise media briefings, media tours and ensure media coverage. Develop media products. Assist with the planning and management of Communication projects and events. Represent the Communication unit in relevant structures. Be responsible for corporate communications to internal and external stakeholders. Do research and develop content in aid of profiling the work of the Department. Establish and maintain stakeholder relations with the media. Media monitoring and rapid response. Manage weekly, monthly and quarterly reports. Provide advice and support to line managers, Area Offices and other role players on correct communication practices. Deal with enquiries.

ENQUIRIES: Mr GT Dilima Tel No: 012 741 7344
APPLICATIONS: Department of Water and Sanitation, IBOM: Central Operations, Private Bag X273, Pretoria, 0001 OR hand deliver at IBOM: Central Operations, 1st Floor Reception, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria, 0001.

FOR ATTENTION: KL Manganyi

POST 14/52: PROJECT ADMINISTRATOR REF NO: 290419/11
Branch: Chief Operations Office North West: Infrastructure, Development and Maintenance

SALARY: R316 791 per annum (Level 08)
CENTRE: Mmabatho

DUTIES: The responsibilities of a Project Administrator include amongst others oversee and performing administrative functions of RBIG and WSIG projects. Calling contractors, making appointments, doing site visits and preparing reports. Managing budgets and expenditure, coordinating meetings, taking minutes, organizing venues; Planning projects; Updating the project calendar; Creating PowerPoint presentations; Performing administrative duties; Tracking projects; Recommending changes; Following instructions; Keeping update on compliance regulations; and Resolving issues related to projects.

ENQUIRIES: Mr M Mandavha Tel No: 018 387 9500
APPLICATIONS: North-West (Mmabatho): Department Please forward your applications quoting the relevant reference number to of Water and Sanitation, Private Bag X5 Mmabatho
FOR ATTENTION: Mr MJ Ntwe

POST 14/53: ENGINEERING TECHNICIAN GRADE A REF NO: 290419/10 (X2 POSTS)
Branch: Chief Operations Office Northern Cape
SD: Water Sector Planning

SALARY: R311 859 per annum (OSD)
CENTRE: Kimberley
REQUIREMENTS:

DUTIES:
Render technical services to the Directorate. Assist Engineers, Technologists and Associates in the appraisal of Business Plans and Technical Reports. Monitor the implementation of Regional Bulk Infrastructure Programme (RBIG) and Water Services Infrastructure Grant (WSIG) projects through conducting site inspections; site meetings; compilation and submission of progress reports. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs with specifications and submit for approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit expenditure reports as required. Verify and certify invoices for payment of contractors and Public Service Providers. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the infrastructure development operational plan. Develop, implement and maintain databases. Research and development. Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES: Mr K Kgarane Tel No: 053 8308 800
APPLICATIONS: Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

FOR ATTENTION: Ms C Du Plessis

POST 14/54: PRINCIPAL COMMUNITY DEVELOPMENT OFFICER REF NO: 290419/12
Branch: Chief Operations Office North West: Capacity Building

SALARY: R257 508 per annum (Level 07)
CENTRE: Mmabatho
REQUIREMENTS:
A National Diploma or Degree in Social Sciences. Three (3) to Five (5) years relevant experience. A valid driver’s license (Attach certified copy). Computer literacy (Ms Word, Excel and PowerPoint). Strategic and operational plan management. Knowledge and experience of policy implementation; monitoring and evaluation principles. Knowledge and experience of project management and professional development. Good verbal and written communication skills. Conflict management.

DUTIES:
Identify and facilitate the implementation of integrated community development interventions in partnership with community and other relevant stakeholders. Liaise and co-ordinate with relevant role players, internal and external stakeholders. Support communities and perform administrative support on community development and related activities. Ensure the implementation of water regulatory framework. Ensure the planning of water programmes. Ensure the monitoring and evaluation of water and sanitation programmes.

ENQUIRIES: Peter Mogosetso at 0836552636
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**APPLICATIONS**

North-West (Mmabatho): Department Please forward your applications quoting the relevant reference number to Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor.

**FOR ATTENTION**

Mr MJ Ntwe

Mr KL Manganyi

**SALARY**

R257 508 per annum (Level 07)

R173 703 per annum (Level 05)

**CENTRE**

Central Operations Pretoria

Mmabatho

**REQUIREMENTS**

A National Diploma or Degree in Supply Chain Management/Finance/Purchasing/Logistics Management. One (1) to two (2) years’ experience in Supply Chain Management/Asset Management. Knowledge of the PFMA, GRAP Financial Reporting Framework, Asset Management Framework and Treasury Regulations. Practical knowledge of ERP Systems (SAP). Excellent computer literacy with sound knowledge of the MS Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Must have the ability to work as part of a team. Good communication skills. Be in possession of a valid driver’s license and must be willing to travel extensively.

A Senior Certificate. 1-2 years’ experience in administration will be advantageous. Good communication skills (verbal and written). Administration, organisational and interpersonal skills. Computer literacy (Ms Word, Excel and Outlook).

**DUTIES**

Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury guidelines. Update new additions, movements, transfers and disposals. Ensure that all assets are barcoded immediately when received to avoid misappropriation of departmental funds and losses of assets. Monitor all entries made on the Asset Register as per minimum requirements. Ensure that all losses are reported and transferred to the loss report register. Ensure that assets to be disposed are stored in the located area for disposal and are noted on the asset register. Update inventory lists. Ensure that the asset register meets the requirements of the Public Financial Management Act (PFMA), departmental asset management policies, and other applicable regulations. Manage the planning and execution of the annual physical verification of movable assets and reconcile against the Asset Register. Manage the verification of Finance Leases in line with the movable assets verification. Ensure that support and monitoring of movable asset register that belongs to the cluster and its area office is done on a monthly basis.

The provisioning of effective administration support. The management of personnel matters. Assist with financial management and provisioning matters. Deal with correspondence and client services; Processing of documents as well as rendering support function to supervisory personnel and to assist in the daily operations of the unit; Filing, data capturing, record keeping and reporting. Handling of queries to contracts.

**ENQUIRIES**

Mr T Khumalo Tel No: 012 741 7361

Mr Francis W (0838541941)
FOR ATTENTION

Post 14/57

Supply Chain Clerk (Production) Ref No: 290419/15
Branch: Chief Operations Office Eastern Cape

Salary

Centre

Requirements

Duties

Enquiries

Applications

For Attention

Post 14/58

Supply Chain Clerk Production Ref No: 290419/16 (X3 Posts)

Branch: IBOM

Salary

Centre

Requirements

Duties

Enquiries

Applications

For Attention

2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor.

For Attention: Mr MJ Ntwe

Post 14/57: Supply Chain Clerk (Production) Ref No: 290419/15
Branch: Chief Operations Office Eastern Cape

Salary

Centre

Requirements

Duties

Enquiries

Applications

For Attention

Post 14/58: Supply Chain Clerk Production Ref No: 290419/16 (X3 Posts)

Branch: IBOM

Salary

Centre

Requirements

Duties

Enquiries

Applications

For Attention

FOR ATTENTION:

Mr MJ Ntwe

POST 14/57:

SUPPLY CHAIN CLERK (PRODUCTION) REF NO: 290419/15
Branch: Chief Operations Office Eastern Cape

SALARY:

R173 703 per annum (Level 05)

CENTRE:

East London

REQUIREMENTS:

A Grade 12 certificate or equivalent qualification. One (1) – two (2) years' experience in SCM will be an added advantage. Basic knowledge of SCM duties, practices as well as the ability to capture data and collect statistics. Good computer literacy with MS Office. Basic knowledge of work procedures in terms of SCM environment. Working knowledge and understanding of PFMA, National Treasury Regulations and PPPFA governing the Public Service. Knowledge and understanding of Financial systems preferable SAP. Flexible and ability to work in team. Basic knowledge of problem solving. Client orientation, customer focus, accountability and ethical conduct. Good communication skills both verbal and written. A valid driver's license (Must attach certified copy).

DUTIES:


ENQUIRIES:

Ms. AB Ngcubetsha 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 14/58:

SUPPLY CHAIN CLERK PRODUCTION REF NO: 290419/16 (X3 POSTS)

Branch: IBOM

SALARY:

R173 703 per annum (Level 05)

CENTRE:

Central Operations, (Pretoria)

REQUIREMENTS:

A Grade 12 certificate or equivalent qualification. One (1) year relevant working experience in Supply Chain Management/procurement management environment will serve as an added advantage. Knowledge of contract management, PFMA, PPPFA, Treasury Regulations, Practice notes and Government SCM framework / policies and procedures. Good communication skills (written and verbal). Good interpersonal relationship skills and must be able to work under pressure. Valid driver’s license. (Attach certified copy). Knowledge of SAP will serve as an added advantage.

DUTIES:

Render effective procurement of goods and services. Creation of purchase requisitions, purchase orders, and receiving quotations. Internal and external co-ordination of procurement. Shortlist service providers on National Treasury Central Supplier Database (CSD). Provide SCM support services within the component. Identify risks associated to SCM. Compile various SCM reports and maintain registers. Proper filing of documents. The candidate should also perform the following: compilation of demand plan, implementation of SCM framework, commodity analysis to ensure that required resources fulfil the identified needs.

ENQUIRIES:

Mr SW Mphateng Tel No: 012 741 7318 or 079 493 7569

APPLICATIONS:

Department of Water and Sanitation, IBOM: Central Operations, Private Bag X273, Pretoria, 0001 OR hand-deliver at IBOM: Central Operations, 1st Floor Reception, Praetor Forum Building, 267 Lilian Ngoyi Street, Pretoria, 0001.

FOR ATTENTION:

KL Manganyi
POST 14/59: SENIOR SECURITY OFFICER REF NO: 290419/17 (X2 POSTS)

Branch: IBOM

SALARY: R173 703 per annum (Level 05)
CENTRE: Central Operations, (Pretoria)
REQUIREMENTS: Minimum - Grade 12. One (1) – two (2) years practical experience and knowledge in security environment (preferably at National Key Point). Grade C newly issued PSIRA Certificate and registration with PSIRA. National Key Point Certificate. (Attach certified copies). SAPS Firearm issued competency certificate (Rifle, Shotgun and Pistol). Valid Driver's license. (Attach certified copies). Computer literacy and skills in MS Office Software package. (Attach certified copies). Sound knowledge, interpretation and application of security code of conduct, security legislations and directives relevant to National Key Points, security operations and management. Good listening, communication, interpersonal skills, ability to interact with people at all levels and work in a team environment. Analytical thinking, problem-solving and excellent report writing skills. Accountability and ability to multitask. Work under pressure, willingness to travel and work extended hours. The incumbent must be prepared to work shifts and overtime when there is a need. Appointment will be subject to positive screening results and accepted by the NKP registrar.

DUTIES: Ensure safety and security to the lives, information, property, assets and security interest of the Department. Supervise access control functions. Ensure prohibition of unauthorized persons and dangerous objects from entering the building and premises. Ensure application of emergency procedures. Ensure prohibition of unauthorized removal of equipment's, information and assets from the building and premises. Handle documents and points of entry in accordance to classification and prescripts of security and National Key Points. Ensure that all incidents, illegal activities and security breaches are recorded and investigated in accordance to prescribed processes and procedures. Provide security related advisory services to management and officials. Ensure efficient record keeping, maintenance and retrieval of documents and reports. Provide operational and administrative assistance with regard to security activities, forums, trainings, vetting, risk assessments and security reports.

ENQUIRIES: Mr K Kalimashe Tel No: 012 741 7326

FOR ATTENTION: KL Manganyi

POST 14/60: DRIVER/MESSENGER REF NO: 290419/18

Branch: IBOM

SALARY: R145 281 per annum (Level 04)
CENTRE: Central Operations Tugela Vaal
REQUIREMENTS: A Grade 12 certificate. A valid driver's license (C1 to EC1) with PDP. (Attach a certified copy). One (1) to three (3) years' experience in drive/messenger services. Knowledge of organisational policies procedures and structure. Basic Knowledge of government regulations, practice notes, circulars and policy framework. Knowledge of internal sorting and distribution matrix. Practical knowledge of organisations record keeping practice /system. Client orientation and be customer focused. Excellent communication skills. Ability to work under pressure and meet deadlines. An understanding of and commitment of government objective, policies and programmes.

DUTIES: Retrieve files and deliver them to office were they are being utilised. Receive files and verify deliveries items, messages, mail, documents for corrections, tracking, searching and placement of correspondence in files to various locations. Check and record outgoing files. Place correspondence on files. Assist at transport, verifying motor vehicles Log books. Take vehicles for repairs/ services. Ability to manage transport queries in the absence of the transport officer. Willingness to Travel long distances. Assist with general transport administration when not driving.

ENQUIRIES: Mr FT. Botha Tel No: 036 438 6211
APPLICATIONS: Centre: IBOM Central Operations Tugela Vaal (O & M Jagersrust), Please forward your applications quoting relevant reference number to the Department of Water & Sanitation the Area Manager Private Bag 1652, Bergville, 3350, or Hand Deliver to Tugela Vaal, 1 Kierpersol Avenue, Jagersrust, 3354.

FOR ATTENTION: Mr. FT Botha

POST 14/61: MESSENGER REF NO: 290419/19
Branch: Chief Operations Office North West
Div: Auxiliary Services

SALARY: R122 595 per annum (Level 03)
CENTRE: Mmabatho
REQUIREMENTS: An ABET certificate / Grade 10. 1-3 years’ experience in messenger services. General administration skills coupled with verbal and written skills. Knowledge of process flow and tracking retrieving files. Knowledge of internal sorting and distribution matrix. Practical knowledge of organisations record keeping practices/system. Good organizing, Interpersonal and communication skills.

DUTIES: Manning of the Auxiliary Services Registry by ensuring that filing is always up to date. Maintenance of the file register by recording all files received and those that are sent out. Opening and closing of files. Ensuring that files are returned within timeframe. Distribution and collection of files to and from officials. Collection and delivery of mail from and to different offices. Record and distribute incoming mail, invoices and correspondence. Management of photocopy machines. Assist with other Auxiliary Services adhoc duties.

ENQUIRIES: Mr Francis W at (0838541941)
APPLICATIONS: North-West (Mmabatho): Department Please forward your applications quoting the relevant reference number to of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor.

FOR ATTENTION: Mr MJ Ntwe

POST 14/62: CLEANER REF NO: 290419/20
Branch: Chief Operations Office North West
Div: Auxiliary Services

SALARY: R102 534 per annum (Level 02)
CENTRE: Mmabatho


ENQUIRIES: Mr Francis W at (0838541941)
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