

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 07 June 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 18/119 : **DIRECTOR: WATER SECTOR SUPPORT REF NO: 070619/01**
Branch: Chief Operations Office Limpopo
CD: Water Sector Support

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

CENTRE : Polokwane

REQUIREMENTS : A Bachelors Degree (NQF level 7) qualification in Natural Science, Social Science or equivalent. Five (5) years' experience at middle/senior managerial level. Experience in Water Resource Management environment. Knowledge and experience in business and management principles. Knowledge and experience in strategic planning, resource allocation and human resource management. Knowledge and application of the Public Service Act, Regulations and Public Finance Management Act. Practical knowledge and experience in Project Management. Strategic capability in leadership, financial management, change management, and knowledge management skills. Service delivery innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.

DUTIES : Provide strategic leadership and business planning for the Directorate. Promote a culture of innovation and performance. Advice top management and the legislature as well as relevant sector bodies on policies and strategies relevant to the section. Facilitate the rendering of support to institutions. Oversee the implementation of capacity building and skills development in the sector. Ensure the promotion of Department sector support strategy. Rendering of technical support services. Participate, coordinate and provide guidance on service delivery interventions. Monitoring of the implementation of the free basic service interventions. Promotion of inter-governmental relations. Oversee and ensure the promotion of all inter-governmental relations and IRG forums. Coordinate the attendance and representation to the provincial meetings (Provincial Coordinating Forum, district Forum, Municipal Forum). Effective planning and support of the Water Sector. Provide guidance and advice on operations and maintenance within the water sector. Effective monitoring and evaluation of the water sector. Monitor that national targets are met. Support the implementation of sanitation services.

Provide strategic support to Sanitation programmes. Monitor the progress of strategic and operational purpose sanitation implementation. Facilitate the review of sanitation implementation guidelines, procedure manuals and handbook.

ENQUIRIES : Mrs LT Kobe Tel No: 015 290 1215
APPLICATIONS : Polokwane: For purposes of response handling please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
FOR ATTENTION : Ms LI Mabile
NOTE : Persons with disabilities, Females, Coloured Males, Black males, Whites Males, and Indian Males are encouraged to apply.

OTHER POSTS

POST 18/120 : **REGIONAL DEPUTY DIRECTOR: WATER SUPPLY REF NO: 070619/02**

Branch: Infrastructure Development and Maintenance

SALARY : R869 007 per annum (Level 12) (all inclusive salary)
CENTRE : King William's Town
REQUIREMENTS : A Bachelor's Degree in Water Resources, Built Environment and a Project Management qualification. Three (3) to five (5) year's supervisory experience in Water Sector or Built Environment. A valid driver's license (Certified copy must be attached). Experience in administration of Government Grant funding will be an added advantage. Knowledge of relevant legislation within the Water Sector. Possess a general understanding of contract administration, business principles and business law. Possess a broad understanding of each engineering discipline. Effective management and leadership skills. Experience of Policy and Strategy Development. Knowledge and understanding on Human Resource Management legislation, policies, practices and procedures. Knowledge of Public Finance Management Act. (PFMA). Effective computer skills: Microsoft Office Software, Lotus Notes and other company discipline specific software applications. Conceptual and analytical thinking skills. Project and Programme Management abilities, decision-making and problem solving skills. A dynamic and innovative personality with an average level of strategy facilitation, negotiation, presentation and public speaking skills, as well as the capacity to influence/ interact with key stakeholders within Water Sector. An understanding of the business and budget planning framework of the RSA government, including the understanding of the relevant public service prescripts.

DUTIES : Overall coordination of all compliance reporting for the grant funded programmes (WSIG and RBIG) in the Eastern Cape Region. Management of personnel and budget in the Sub-Directorates. Promote good governance through responses to referrals, ministerial enquiries and follow up on complaints to ensure remedy on water services outages due to operations and maintenance inadequacies. Fast-track integrated Regional Bulk planning and implementation processes to ensure that implementation targets are met. Confirm governance and intergovernmental structures for service delivery in the Region. Define and determine the roles and responsibilities of the different Water Sector role players within the Water Targets and Regional Bulk Programme implementation. Respond to queries by water services management and stakeholders. Ensure Project Implementation and Financial Management. Ensure Finalisation of project readiness studies (Projects ready for implementation, priority projects not ready for implementation, future project nomination programmes). Coordinate project specific feasibility studies. Ensure compliance with the Division of Revenue Act in relation to Water Services Grants and other applicable legislation. Ensure provision of water services infrastructure of acceptable quantity and quality through RBIG and WSIG.

ENQUIRIES : Ms. N Msebi Tel No: 043 604 5413
APPLICATIONS : King William's Town: Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the No. 2 Hargreaves Avenue, King William's Town 5600.

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

POST 18/121 : **DEPUTY DIRECTOR: MULTI-LATERAL RELATIONS REF NO: 070619/03**
Branch: International Water Cooperation

SALARY : R869 007 per annum (Level 12) (all inclusive salary)
CENTRE : Head Office Pretoria
REQUIREMENTS : A National Diploma or Degree in International Relations Water/Management/ Political Science/ Public Administration. Six (6) years' management experience in Multilateral Relations/Management/Political Science/ International Relations/ exposure water sector. Experience in managing strategic partnerships and stakeholders at Africa multilateral forums and Water Sector related forums. Experience in programme and project management. Strategic capability and leadership skills, Financial Management, Knowledge Management and change management skills. People management and empowerment skills. Client orientation and customer focus. Good communication skills both verbal and written.

DUTIES : The coordination of Department of Water and Sanitation involvement in Water Sector related initiatives in SADC, AU, NEPAD and AMCOW. Formulate Strategic plan for the Directorate. Complement the Directorate's business plan. Represent the department at SADC, AU, NEPAD and AMCOW meetings on water sector related initiatives. The assurance of DWA's participation in ANBO, FOCAC, AU, NEPAD, AMCOW and G8-Africa forum. Formulate strategy and quarterly action plan. Participate in knowledge sharing and information exchange Commissions, Committees, Summits and conferences related to multilateral water sector. Provide guidance and leadership to technical teams on Africa Multilaterals. The participation in relevant Africa multilateral Water sector forums. Internalize outcomes in the department. Report to EXCO and Minister. Engage stakeholders within Africa multilaterals water sector with a view to advance South Africa's position and interests within the Africa Multilaterals platforms. Conduct research and report findings and recommendations that advance the objectives of the Department. Gather relevant information for research purposes. Inform managers on how to employ new technologies on the water programmes.

ENQUIRIES : Mr T Malakwane Tel No: 012 336 7977
APPLICATIONS : Head Office Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms. LI Mabile
NOTE : Persons with disabilities and Females are encouraged to apply

POST 18/122 : **ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION REF NO: 070619/04 (X2 POSTS)**
Branch: Chief Operations Office KZN

SALARY : R402 045 per annum (OSD)
CENTRE : Durban
REQUIREMENTS : A relevant Honours Degree in Environmental studies or related field. Practical experience in the field of Water Quality Management will be an added advantage. A valid driver's license (certified copy must be attached). Knowledge of and experience in project management and research. Interpersonal relations/conflict management, negotiation and facilitation skills.

DUTIES : Provide support and input in the development of policies and strategies to manage sector water use impacts in accordance with the National Water Act 36 of 1998 and other departmental policies and strategies. Assist with the supervision of staff. Undertake both routine and special investigations and work irregular hours. Prepare reports and interpret analytical results. Assist in the evaluation of water use license application, reports and other documents submitted in accordance with policy, procedures and guidelines relevant to Water Quality Management. Make recommendations regarding the issuing of licenses. Promote water conservation and efficient water utilisation through the authorisation process. Give inputs in the projects relevant to the management of water resources initiated by the Department. Assist in the management of the water management systems.

ENQUIRIES : Mr SNP Buthelezi Tel No: (031) 336 2700

APPLICATIONS : Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION : The Manager (Human Resources)

POST 18/123 : **SENIOR HEALTH AND SAFETY OFFICER REF NO: 070619/05**
Branch: IBOM Central Operation

SALARY : R316 791 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma or Degree in Occupational Health and Safety. Three (3) to Five (5) years' experience in Occupational Health and Safety Environment. Strategic and operational plan in Health and Safety management. Policy implementation. Principles in monitoring and evaluation. Knowledge and experience of research procedures and techniques. A valid driver's license (certified copy must be attached) will serve as an advantage and willingness to travel Disciplinary knowledge of Public Administration. Knowledge of design principles, techniques and tools. Knowledge and experience in the writing process reviewing and proofreading. Basic knowledge and understanding of Government legislations governing the Public Service. Computer literacy, in Microsoft Office (i.e Outlook, Excel, PowerPoint and MS Word). Good communication skills both verbal, written and report writing skills. Analytical and problem solving skills. Accountability and ethical conduct. People and diversity management.

DUTIES : Implement Health and Safety Legislation and Regulations. Increase Health and Safety awareness at all levels within the organisation. Investigate and report on all accidents occurring at the work place. Conduct safety inspections. Assist in Institutional business planning support, appraisal and monitoring. Liaise with the fire Department regarding emergency procedures. Assist with the promotion of Health and Safety programmes. Ensure occupational Health and Safety rules are observed. Communicate effectively with stakeholders in the sector about the functions of the section. Assist in basic Occupational Health and Safety policy implementation. Assist in the development of appropriate maintenance procedures through Best Practices. Manage all admin functions within the section. Assist the organisation and facilitation of workshop to create awareness on policies and guidelines. Ensure safety files on site for contractors are correct and up to date. Conduct safety site briefings with employees and contractors. Attend OHS meeting. Coordinate training of personnel in areas of safety including first aid. Facilitate training to all employees, managers and contractors in the office regarding health and safety. Conduct risk assessment for the operations of the office and projects and sites. Assist in ensuring that risks are mitigated. Execute internal safety audits and inspections. Ensure that HRD policies are applied for all staff members within the section. Distribution of emergency procedures and fire safety programmes. Ensure equipment is available to ensure safe environment during emergency. Administer HRM, HRD and EE planning reports and submissions. Manage all admin functions within the section. Provide logistical support.

ENQUIRIES : Mr HS Van Der Westhuizen Tel No: (051) 405 9000
APPLICATIONS : Bloemfontein: Please forward your applications to the Department of Water and Sanitation, IBOM Central Operation, Private Bag X528, Bloemfontein, 9300.
FOR ATTENTION : Ms M Maloka

POST 18/124 : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER REF NO: 070619/06 (X3 POSTS)**
Branch: Finance Main Account Movable Assets / Leased Assets

SALARY : R316 791 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma or Degree in Accounting / Financial Management / Supply Chain Management/Logistics/Purchasing Management, or equivalent qualification. A minimum of three to five years' experience at a level of Provisioning Administrative Officer in Asset Management environment. Knowledge of the

PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of Basic Accounting System (BAS) & LOGIS/SAP. 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. Willingness to work cooperatively with others as a team and good communication skills.

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. Reconcile BAS with the Asset Register on monthly basis. Monitor all entries made on the Asset Register as per minimum requirements. Retiring of all losses and disposed assets in the register. Update inventory lists. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the Department's asset requirements are included in the budget. Perform quarterly asset count. Conduct Bi –annual physical verification of movable assets and reconcile against the Asset Register and Trial Balance. Implement and manage registers for Finance Leases. Verify the existence of Finance Leases and prepare monthly reconciliation between Bas and amortization tables versus the Finance Leases register. Ensure reconciling items are cleared. Ensure proper annual reporting and reconciliations. Quality assurance of asset management processes. Assist on preparing AFS for interim & final audit for both internal and external Auditors. Quarterly review performance of staff within Asset Management in line with the Human Resources Management guidelines.

ENQUIRIES : Ms A Woko Tel No: 012 336 8982
APPLICATIONS : Head Office Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms. LI Mabole

POST 18/125 : **SENIOR STATE ACCOUNTANT REF NO: 070619/07**

SALARY : R316 791 per annum (Level 08)
CENTRE : East London
REQUIREMENTS : A National Diploma or Degree in Financial Management with Accounting as a subject. Two (2) to Three (3) year's relevant financial experience. A valid driver's license (Certified copy must attached). Knowledge and understanding on financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as Treasury Regulations and PFMA. Knowledge and experience on the SAP system. Computer literacy in Microsoft Office. Knowledge of Departmental policies and procedures. Knowledge and understanding of the framework for managing performance information. Problem solving and analysis. People and diversity management skills. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct. Good presentation skills.

DUTIES : Ensure compliance with management of invoices. Manage creditors by ensuring major accounts are reconciled with supplier statements. Monitor compliance with 30 day payments, administration of payroll, authorize PERSAL / SAP payments and journals. Monitor petty cash and supervise bank payments. Oversee safeguarding of state fund. Ensure proper document control pertinent to financial documents. Compliance with monthly reporting on payables/accruals, 30day reports, creditor reconciliation reports, petty cash reconciliation and suspense account reconciliation. Provide assistance to internal and external client regarding general budgeting and financial reporting requirement. Assist in compilation of Medium Term Expenditure Framework (MTEF) and Estimate of National Expenditure (ENE). Responsible for budget capturing on SAP, perform budget control such as cash flow, IYM and provide inputs in the Regional Business Plan. Manage adjustments for the budget process. Prevent misallocation and misclassification of expenditure. Financially responsible for all earmarked funding including compiling cashflow, accruals and commitments. Supervise and evaluate personnel.

ENQUIRIES : Ms AB Ngcebetsa Tel No: 043 7010376

APPLICATIONS : 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 No. 2 Hargreaves Avenue, King William's Town 5600.

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

POST 18/126 : **SENIOR ADMINISTRATIVE OFFICER (WARMS) REF NO: 070619/08**
Branch: Chief Operations Office Northern Cape
DIV: Proto CMA: Lower Orange Water Management Area

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
: Upington
: A National Diploma or Degree in Public Administration or Social Sciences. Three (3) to five (5) years' experience in financial matters. The candidate must be computer literate and have appropriate experience especially in word processing and spreadsheets. A valid driver's license (certified copy must be attached). Sound experience in WARMS. Proven organisational, interpersonal, conflict resolution, problem solving and analytical skills. Good verbal and written communication skills. Practical experience in a client service environment, letter and report writing. Knowledge of the National Water Act, (Act 36 of 1998) and other relevant legislations. Knowledge of the following will serve as recommendations: National Water Pricing Strategy. Ability to work under pressure. Working experience in working with spatial data.

DUTIES : Oversee all data capturing and general office administration of registration of water use. Undertake the overall planning of workflow. Implement and interpret procedures in terms of the National Water Act, (Act 36 of 1998) for the registration of water use. Provide training on water use registration. Produce statistical reports and ensure that file maintenance systems are maintained. Maintain discipline within the section. Supervise staff according to Departmental policies and procedures.

ENQUIRIES APPLICATIONS : Mr Steven Shibambu (Upington) Tel No: 054 338 5800
: Upington: Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X5912, Upington, 8800 or hand-deliver to our offices in Louisvale Road, Upington.

FOR ATTENTION : Mr TT Sithole

POST 18/127 : **PERSONAL ASSISTANT REF NO: 070619/09**
CD: Transformation Policy Coordination

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
: Pretoria
: A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years' experience in rendering support services to Senior Management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills inclusive of document tracking, storage and retrieval system. Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management and knowledge of relevant legislations skills. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Excellent communication skills both verbal and written. Good accountability and ethical conduct.

DUTIES : Provide personal assistance, including a secretarial support service to the Chief Director. Render administrative support services. Manages the diary and provide support to the Chief Director regarding meetings. Support the Chief Director with the administration of the budget of the office. Operate and ensure that office equipment, e.g. computer systems and photocopiers are in good working order. Ability to perform advanced typing. Utilise discretion to decide whether to accept, decline or refer requests. Compile schedules for appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation. Obtain inputs, collates reports, e.g. progress reports, monthly reports and management's reports. Scrutinise routine

submissions, reports and make notes for the Managers recommendations. Draft documents as required. Manages the leave register and the telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc. Coordinate logistical arrangements for meetings/travelling required and processing of Subsistence and Travel claims for the Manager. Keep record of expenditure commitments, monitor expenditure and alert manager of possible over and under spending. Acquaintance with the relevant Public Services and departmental prescripts or policies and other documents. Remain up to date with regard to the prescripts, policies and procedures.

ENQUIRIES : Ms Sanikie Tlou at Tel 012 336 6563 or Ms Lihle Khwela at 012 336 7732
APPLICATIONS : Head Office Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms. LI Mabile
NOTE : Persons with disabilities, Females, Coloured Males, and Indian Males are encouraged to apply.

POST 18/128 : **DEVELOPMENT EXPERT REF NO 070619/17 (X2 POSTS)**
 Branch: Operational Integration Durban

SALARY : R257 508 per annum (Level 07)
CENTRE : Durban
REQUIREMENTS : A National Diploma or Degree in Human Sciences environment or equivalent. One (1) to (2) two years experience in a Water Sector environment. A valid driver's license (A certified copy must be attached). Knowledge and understanding on Human Resource Management Legislation, Policies, Practices and Procedures. Understanding of Public Finance Management Act (PFMA). Knowledge and understanding of Education and Training quality assurance processes and procedures. Acquaintance with equal opportunities and affirmative action guidelines and laws. Knowledge and understanding of administrative and clerical procedures and systems. Good interpretation of departmental policies and procedures. Understanding of governmental financial systems. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Good knowledge of Integrated Water Sector matters. Problem solving and analytical skills. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Willingness to travel extensively, work irregular hours, and is proficient in English. Understanding of IsiZulu will be an added advantage. Presentation, research, time management and project management skills.

DUTIES : Assist with the coordination of activities of the Water Sector through existing sector partners. Maintain conceptualise and visual publications. Assist with the development and implementation of Integrated Water Sector Monitoring and Evaluation system and maintenance thereof. Implement policies and water sector framework that will guide implementation of Water Services Development Planning system (WSDP). Assist with conducting research on recent technology that can be applied. Self-motivation, independent thinker that will be able to liaise closely and provide support to various stakeholders including Traditional Leadership, Farmers (commercial and emerging), Local Government, Industries and other external institutions. The ability to identify key Water Resource Management needs of stakeholders, develop business plans, project proposals and effectively manage water for growth and development projects. Assist in the establishment, co-ordination and management of the Catchment Management Agency, Catchment Management Forums and Water User Associations within the respective Water Management Areas. Advise on government policies and legislation on all matters pertaining to Integrated Water Resource Management. Provide support to resource underprivileged farmers and Rain Water Harvesting Tanks for Food Production Programmes.

ENQUIRIES : Mr NA Mkhize Tel No: (031) 336 2700
APPLICATIONS : Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box

1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION : The Manager (Human Resources)

POST 18/129 : **SENIOR WATER CONTROL OFFICER REF NO: 070619/10**
Branch: IBOM Central Operation

SALARY : R208 584 per annum (Level 06)
CENTRE : Vaalharts
REQUIREMENTS : A National Senior Certificate. Mathematical Literacy will serve as an advantage. Internal water control courses will be added as an advantage. One (1) to (3) three years experience in water control related functions. Knowledge and experience in controlling and managing the water distribution for all Government Water works within the area office's jurisdiction. Knowledge of policy implementation. Understanding of monitoring and evaluation principles. Knowledge in managing human resources. Knowledge and understanding in Occupational Health and Safety procedures. Knowledge in water utilisation and water resource strategy. Knowledge of flood control. Understanding of government legislation.

DUTIES : Responsible for using GPS, maps and satellite images. Identify and investigate possible unlawful water works in respective areas. Monitor and control water abstraction in the area. Undertake inspections of dams in accordance with dam safety legislation. Assist with water registration and issuing of water licenses. Support water utilisation and water resource strategy. Initiate conflict resolution strategies. Assist in catchment area management and monitor water use in the area. Interact with water users and farmers in their respective areas. Assist in various water related tasks in the Water Control Division office at Bloemfontein Dam. The officer will travel extensively in the execution of their duties.

ENQUIRIES : Mr S Van Der Westhuizen Tel No: 051 405 9000
APPLICATIONS : Vaalharts: Please forward your applications to the Department of Water and Sanitation, IBOM Central Operations, Private Bag X528, Bloemfontein, 9300.

FOR ATTENTION : Ms M Maloka

POST 18/130 : **SENIOR WATER CONTROL OFFICER REF NO: 070619/11**
Branch: Chief Operations Office Northern Cape
DIV: Proto CMA: Lower Orange Water Management Area

SALARY : R208 584 per annum (Level 06)
CENTRE : Upington: Lower Orange WMA
REQUIREMENTS : A National Senior Certificate. Mathematical Literacy will serve as an advantage. Internal water control courses will be added as an advantage. One (1) to (3) three years experience in water control related functions. Knowledge and experience in controlling and managing the water distribution for all Government Water works within the area office's jurisdiction. Knowledge of policy implementation. Understanding of monitoring and evaluation principles. Knowledge in managing human resources. Knowledge and understanding in Occupational Health and Safety procedures. Knowledge in water utilisation and water resource strategy. Knowledge of flood control. Understanding of government legislation.

DUTIES : Control and monitor the release and distribution of water. Operate and administer water distribution for the component. Keep records of water balances and meter readings for billing purposes. Collect and keep records of hydrological data. Compiling the monthly dam and evaporation returns. Taking of water samples for water quality purposes. Apply health and safety regulations to the schemes. Implement policies and regulation on safety. Control and manage health and safety aspects within the component. Monitoring of water abstraction from the resources. Investigation of water users and report illegal abstraction to CME. Perform routine inspections and compile reports.

ENQUIRIES : Mr Steven Shibambu (Upington) Tel No: 054 338 5800
APPLICATIONS : Upington Lower Orange WMA: Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X5912, Upington, 8800 or hand-deliver to our offices in Louisvale Road, Upington.

FOR ATTENTION : Mr TT Sithole

POST 18/131 : **FINANCE CLERK REF NO 070619/12 (X2 POSTS)**
Branch: IBOM Central Operation

SALARY : R173 703 per annum (Level 05)
CENTRE : Bloemfontein
REQUIREMENTS : A National Senior Certificate or equivalent qualification. Mathematical Literacy/Accounting as a subject will serve as an advantage. One (1) to (2) two years experience in Finance will serve as an added advantage. A valid Driver's license (certified copy must be attached) will serve as an added advantage. Willingness to travel. Ability to work in a team. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury Regulations (PFMA). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Computer literacy in Microsoft Office (Outlook, Excel, Powerpoint, MS Word). Problem solving and analytical skills. Good verbal and written communication skills and report writing skills. Planning and organising skills.

DUTIES : Handling of various Financial Management functions. Follow-up on outstanding water user's accounts, telephonically and through written communication. Prepare debtors reconciliation. Print customer invoices and statements. Clear suspense accounts. Compile monthly reports. Assist with billing. Schedule appointments with clients. Deal with account queries, walk-ins via telephone and email. Request and receive customer meter readings. Capture meter readings and upload on files. Assist with any other duties as given by the Senior State Accountant. Assist in the receipt management division.

ENQUIRIES : Mr P Matsau Tel No: 051 405 9000
APPLICATIONS : Bloemfontein: Please forward your applications to the Department of Water and Sanitation, NWRI Central Operation, Private Bag X528, Bloemfontein, 9300.
FOR ATTENTION : Ms M Maloka

POST 18/132 : **HUMAN RESOURCES CLERK (PRODUCTION) REF NO: 070619/13**
Branch: IBOM Central Operation

SALARY : R173 703 per annum (Level 05)
CENTRE : Bloemfontein
REQUIREMENTS : A National Senior Certificate or equivalent qualification. One (1) to (2) two years experience in Human Resource will serve as an added advantage. Knowledge of Human Resources functions 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 of registry duties. Working knowledge and understanding of the legislative framework governing the public service. Knowledge of storage and retrieval procedures in terms of the working environment. Flexibility and team work. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct. Computer literacy. Planning and organising. Good communication skills both verbal and written.

DUTIES : Handling of Recruitment and Selection processes which includes serving as a secretariat during shortlisting and interviews. Handling of Human Resource functions which include transfers, verification of qualifications, absorptions, and probationary periods. Implementation of conditions of service which include terminations, pension administration, long service recognitions, housing, leave administration, leave audits, medical aid, injury on duty, overtime, relocation, pillar and allowances. Implementation of PMDS on Persal. Ad Hoc duties will be required from time to time. Maintain HR registers and filing system of HR personnel.

ENQUIRIES : Ms N Maloka Tel No: 051 405 9000
APPLICATIONS : Bloemfontein: Please forward your applications to the Department of Water and Sanitation, IBOM Central Operation, Private Bag X528, Bloemfontein, 9300.
FOR ATTENTION : Ms M Maloka

POST 18/133 : **ADMINISTRATION CLERK REF NO: 070619/14**
Branch: Chief Operations Office
Dir: Operational Support

SALARY : R173 703 per annum (Level 05)
CENTRE : Pretoria Head Office
REQUIREMENTS : National Senior Certificate or equivalent qualification. Working experience will be an added advantage. Knowledge of water sector skills development clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of skills development and capacity building prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge and understanding of 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 skill. Accountability and ethical conduct.

DUTIES : Render general water sector skills development clerical support services. Provide supply chain management support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Ms KG Mathiba Tel No: 012 336 6875
APPLICATIONS : Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms LI Mabole
NOTE : This post is earmarked for persons with a disability.

POST 18/134 : **TRADESMAN AID III REF NO: 070619/15**
Branch: IBOM

SALARY : R122 595 per annum (Level 03)
CENTRE : Port Elizabeth
REQUIREMENTS : A Grade 10 certificate with 2 years experience in a relevant or similar field. Must have good technical problem solving abilities. Basic knowledge of Survey will be a recommendation. Ability to swim will serve as an added advantage. A Valid Driver's License (certified copy must be attached) will serve as an added advantage.

DUTIES : Assist Technicians and Surveyors in performing survey services, which include the following: Building and painting of beacons assist with leveling, taking spot shots with ranging rod and prism at specific positions as shown by technicians, clearing the area to be surveyed by cutting grass, reeds and chopping down trees. Driving and boat handling. Maintenance of boats, trailers and general equipment. Check if lights are working and take necessary steps by replacing the faulty parts. Maintaining of survey equipment and also perform inspection after returning from task. Loading and unloading of equipment on boats and from vehicles. Clean boats, equipment and workplace when returning to the office. Report any unserviceable and lost equipment to the Technician. The incumbent will work away from the office for extended periods of time. He must be willing to travel in the execution of his duties.

ENQUIRIES : Mr HFM Lodewyk Tel No: (041 508 9769)
APPLICATIONS : Port Elizabeth: Please forward your applications to the 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
NOTE : Persons with disabilities, Females, White Males and Females, Indian Males and Females are encouraged to apply.

POST 18/135 : **GENERAL WORKER REF NO: 070619/16**
Branch: IBOM Central Operation

SALARY : R102 534 per annum (Level 02)
CENTRE : Bloemfontein (Vaalharts)
REQUIREMENTS : ABET certificate (Must be able to read and write). One (1) to (2) two years experience in performing manual work will serve as an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge in plumbing, bricklaying, carpentry and construction. Knowledge and understanding on conducting general work including lawn care process. Knowledge and understanding of pruning and trimming 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. Good interpersonal and communication skill. Must be self-motivated and willing to work. Work under supervision, independently and in a team. Work overtime when necessarily.

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. Dam wall, 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 S Van Der Westhuizen Tel No: 051 405 9000
APPLICATIONS : Vaalharts: Please forward your applications to the Department of Water and Sanitation, IBOM Central Operation, Private Bag X528, Bloemfontein, 9300.

FOR ATTENTION : Ms M Maloka