DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 21 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 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 20/52 : DIRECTOR: PLANNING AND INFORMATION REF NO: 210619/01
Branch: Chief Operations Office Gauteng

SALARY : R1 005 063 per annum (Level 13) (All inclusive salary package)
CENTRE : Gauteng Pretoria Office

DUTIES : The development of strategic and business plan in protection of surface and ground water. Ensure the implementation of business strategy for the component. Develop reconciliation strategies for catchment systems. Ensure maintenance of the coastal and inland provincial management WRM strategies. Ensure the maintenance of the reconciliation strategies for all rivers. Ensure the development of water resource management data information on surface and ground water. Develop reconciliation strategies for all other towns in the Central, East, North and South planning areas. Develop WRM database for the component. Ensure that relevant IT system is developed and maintained in storing data. Develop reconciliation and management strategies for various catchments. Develop water quality management strategies for the catchment and river systems. Manage flow of water in rivers and catchments accordingly. Monitoring flows and groundwater levels. Ensure the application of models for reconciliation is maintained. Ensure models for reconciliation and allocation processes in catchments are implemented. Update hydrology and yield analysis of all rivers catchments within the specific WRM boundaries. The implementation of water use authorisation. Provide technical support on Orange River international work. Progressive implementation of cross-

ENQUIRIES: Mr S Mthembu Tel No: 012 392 1301
APPLICATIONS: Pretoria: For purposes of response handling please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms Li Mabole

NOTE: This post is targeted for an African / White / Coloured / Indian Female.

OTHER POSTS

POST 20/53: CHIEF ENGINEER (CIVIL) GRADE A REF NO: 210619/02
Branch: Chief Operations Office North West
This is a re-advertisement, applicants who have previously applied are encouraged to re-apply

SALARY: R1 042 827per annum (All-inclusive OSD salary package)
CENTRE: Mmabatho
REQUIREMENTS: An Engineering degree (B Eng / BSc (Eng). Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (Proof must be attached). A valid driver's Licence (certified copy must be attached).
DUTIES: Provision of Engineering, Project Management and Business Process re-engineering services for the Municipal Infrastructure Grant programme (MIG) which entails site visits, technical report evaluations, recommendations and monitoring of projects. Provide support on planning and implementation of Water Services Infrastructure Grant (WSIG), Provide support on planning and implementation of Regional Bulk Infrastructure Programme (RBIG) and any other funding sources ear-marked for water services in the North West Province. Coordination of Free Basic Services (FBS) Support on the Comprehensive Infrastructure Plan (CIP) and Water Conservation and Water Demand Management. Support the Integrated Development and Water Services Development Planning (IDP/WSDP) processes in the North West Province. Support implementation of municipal water services master plan including Provincial Operation Phakisa.

ENQUIRIES: Mr L Bogopa Tel No: 018 387 9500
APPLICATIONS: Mmabatho: Please forward your applications quoting the relevant reference number to The Provincial Head: North West, Department of Water and Sanitation, Private Bag x 5, Mmabatho 2735. Corner Dr. James Moroka Drive and Sekame Road Mega City Shopping Centre Unit 99, Ground Floor. For attention: Mr MJ Ntwe

POST 20/54: DEPUTY DIRECTOR: WATER SECTOR COLLABORATION REF NO: 210619/03
Branch: Chief Operations Office Limpopo SD: Sector Collaboration

SALARY: R869 007 per annum (Level 12) (All inclusive salary package)
CENTRE: Polokwane
REQUIREMENTS: A National Diploma or Degree in Development studies / Public Management / Environmental Sciences. Three (3) to five (5) years Management experience in Integrated Water Resources Environment. Knowledge and experience in business and management principles. A valid driver's licence (Attach certified copy). Knowledge and experience in strategic planning, resource allocation and human resources. Knowledge of Public Finance Management Act and Water legislations. Problem solving and analysis. Strategic capabilities and leadership skills. Programme and project management skills, change management, Knowledge management, service delivery and innovation (SDI), people management and empowerment. Client orientation and customer focus. Good communication skill both verbal and written. Accountability and ethical conduct.
DUTIES: Co-ordinate National Ministerial events relating to the water sector by ensuring International and National co-operation through forum management committees. Implement policies of integrated water sector for the component by developing and sharing a vision and mission for the section. Develop and implement performance improvement suggestion scheme. Advice Top Management and the Legislature, as well as relevant sector bodies, on policies

ENQUIRIES
APPLICATIONS
Mr RE Matukane Tel No: 015 290 1359
Polokwane: Please forward your application quoting the reference number to:
The Department of Water and Sanitation, Private Bag X 9506, Polokwane,
0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, Azmo Place Building (Registry Office 4th floor).

FOR ATTENTION
MP Makgakga, Tel No: 015 290 1386

APPLICATIONS
Polokwane: Please forward your application quoting the reference number to:
The Department of Water and Sanitation, Private Bag X 9506, Polokwane,
0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, Azmo Place Building (Registry Office 4th floor).

FOR ATTENTION
MP Makgakga, Tel No: 015 290 1386

POST 20/55
SCIENTIST PRODUCTION REF NO: 210619/04
Branch: Planning Monitoring and Evaluation
SD: Information Programme Management

SALARY
R618 732 per annum (All-inclusive OSD salary package)

CENTRE
Pretoria Head Office

REQUIREMENTS
A Science degree (BSc) (Hons) or relevant qualification. Compulsory registration with SACNASP as a Professional Natural Scientist (Proof of registration must be attached). Three (3) years post qualification natural scientific experience. A valid driver’s license (A certified copy must be attached). Experience in project management and the functioning of the Project Support Office (PSO). Integrative abilities. Knowledge of surface and groundwater occurrence. Understanding of Water Resource Monitoring and Water Legislation. Good communication skills both verbal and written. Advanced level of computer literacy. Willingness to travel.

DUTIES
Assist in co-ordination and Integration of Water Monitoring Programmes. Develop policies and guidelines to support water monitoring governance. Provide technical support and expertise to Project/Programme Managers within the Chief Directorate. Support users of project management systems i.e. Microsoft Project software. Application of Department of Water and Sanitation policies and procedures. Use of project management tools, PRINCE2 in the Chief Directorate.

ENQUIRIES
APPLICATIONS
Mr A Sambo Tel No: 012 336 8403
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

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

POST 20/56
SCIENTIST PRODUCTION REF NO: 210619/05
Branch: Planning Monitoring and Evaluation
SD: Integrated Water Information Systems

SALARY
R618 732 per annum OSD

CENTRE
Pretoria Head Office

REQUIREMENTS
A Science degree (BSc) (Hons) or relevant qualification. Compulsory registration with SACNASP as a Professional Natural Scientist (proof of registration must be attached). Three (3) years post qualification natural scientific experience. A valid driver’s license (A certified copy must be attached). Knowledge of Systems Development Life Cycle and/or GIS will be an added advantage. Experience of information systems in Water Management. Good verbal communication and presentation skills. Good report writing skills. Knowledge of computerized water information systems. Knowledge of water business processes and monitoring. Good knowledge of basic Microsoft packages. Problem solving and analysis. People management skills, planning and organizing skills. Innovation and creativity.

DUTIES
The incumbent will be part of a team to conduct business analysis and provide support to maintenance and enhancement of the National Integrated Water Information System. Analyze the business rules of water information systems.
Research and support the design of water information systems. Evaluate deliverables from developed water information systems. Train system users. Conduct system user acceptance testing. Monitor system dashboard performance. Implement standards and procedures for integrated data management. Conduct data analysis.

ENQUIRIES: Mr A Sambo Tel No: (012) 336 8403.
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

POST 20/57: ASSISTANT DIRECTOR: REGIONAL INFRASTRUCTURE PROGRAMME
REF NO: 210619/06
Branch: Chief Operations Office Limpopo

SALARY: R470 040 per annum (Level 10)
CENTRE: Polokwane

DUTIES: Implement policies of integrated Water Bulk Infrastructure programmes for the component. Compile monthly technical reports on water infrastructure programmes. Assist with the implementation of Regional Bulk Water Supply programmes. Assist with the input into strategic and business planning. Provide technical information and support to WMs. Monitor the environmental flows, eco-systems and habitat integrity. Assist with the appraisal of Municipal Infrastructure grants. Manage relationships with stakeholders. Monitor progress on the implementation of projects related to integrated WRM. Conduct, monitoring and evaluate Water Bulk Infrastructure programmes. Administer tender procurement processes in accordance with generally recognized financial practices in order to ensure the achievement of strategic component objectives. Institute risk management. Assist in conservation of water demand management issues. Effectively manage relationships in order to achieve the Directorate’s goals. Manage diversity in teams.

ENQUIRIES: Mrs MN Mothemi Tel No: 015 290 1207
APPLICATIONS: Polokwane: Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, AZMO PLACE Building (Registry Office 4th floor).

FOR ATTENTION: MP Makgakga Tel No: 015 290 1386

POST 20/58: CHIEF DEVELOPMENT EXPERT REF NO: 210619/07
Branch: Planning Monitoring and Evaluation SD: Institutional Models

SALARY: R470 040 per annum (Level 10)
CENTRE: Pretoria Head Office
REQUIREMENTS: A National Diploma or Degree in Social Sciences. Three (3) to Five (5) years’ experience in the Water Sector environment. Knowledge and understanding in Human Resource Management legislation, policies, practices and procedures. Knowledge and understanding of the Public Finance Management Act (PFMA). Knowledge of education and training quality assurance processes and procedures. Knowledge of equal opportunity and affirmative action guidelines and laws. Knowledge of administration, clerical procedures and systems. Understanding of Government financial systems. Ability to learn, teaching procedures and techniques. Knowledge and understanding of the framework

**DUTIES**
- Advocate communication on activities regarding water sector programmes through existing sector partners. Develop and maintain conceptualised and visual publications. Monitor and evaluate the implementation of WSP Nationally and in Regions. Handle project management and conduct research on the recent technology that can be applied. Manage the development of graphic design. Conduct research on spatial and non-spatial data from clients. Develop integrated water sector monitoring and evaluation system and maintenance thereof. Develop policies and water sector framework that will guide implementation of WSDP. Monitor results and progress on the implementation of water sector policies. Analyse human development trends. Handle project management and conduct research on the recent technology that can be applied. Identify projects to be executed accordingly to develop WSDP and IDP’s.

**ENQUIRIES**
Ms TB Matidza
Tel No: 012 336 6636

**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

**POST 20/59**
**EMPLOYEE HEALTH AND WELLNESS PRACTITIONER**
**REF NO: 210619/08**
Branch Corporate Management
Dir: Organisational Wellness Development

**SALARY**
R316 791 per annum (Level 08)

**CENTRE**
Pretoria Head Office

**REQUIREMENTS**
- A National Diploma or Degree in Social Science / Social Work. Three (3) to five (5) years’ experience in Social Services. Knowledge and understanding in wellness policy implementation. Knowledge and understanding in monitoring and evaluation principles. Experience in Employee Health and Wellness programmes. Excellent communication skills both verbal and written. Problem solving skills. Creativity, cultural awareness and initiative skills. Knowledge of programme coordination, facilitation and implementation. Good computer skills. Uphold the principle of sense of confidentiality.

**DUTIES**
- Implement wellness programmes, policies and strategies. Align employee health and wellness programmes with the business plan. Marketing of EHWP Services. Initiate the monitoring and evaluation of wellness programmes and systems. Conduct analysis on the implementation of wellness programmes. Liaise with NGO’s on best practices of employee wellness programmes. Create and maintain database of wellness programmes. Follow up on meetings with clients. Execute administrative related duties to the wellness programs. Prepare wellness reports for management information purposes. Serve as secretariat during wellness engagements.

**ENQUIRIES**
Ms A Moabelo
Tel No: 012 336 7787

**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

**POST 20/60**
**EMPLOYEE HEALTH AND WELLNESS PRACTITIONER**
**REF NO: 210619/13**
Branch Chief Operations Office: Limpopo
Dir: HRM

**SALARY**
R316 791 per annum (Level 08)

**CENTRE**
Polokwane

**REQUIREMENTS**
- A National Diploma or Degree in Social Science / Social Work. Three (3) to five (5) years’ experience in Social Services. Knowledge and understanding in wellness policy implementation. Knowledge and understanding in monitoring and evaluation principles. Experience in Employee Health and Wellness
programmes. Excellent communication skills both verbal and written. Problem solving skills. Creativity, cultural awareness and initiative skills. Knowledge of programme coordination, facilitation and implementation. Good computer skills. Uphold the principle of sense of confidentiality.

**DUTIES**

Implement wellness programmes, policies and strategies. Align employee health and wellness programmes with the business plan. Marketing of EHWP Services. Initiate the monitoring and evaluation of wellness programmes and systems. Conduct analysis on the implementation of wellness programmes. Liaise with NGO’s on best practices of employee wellness programmes. Create and maintain database of wellness programmes. Follow up on meetings with clients. Execute administrative related duties to the wellness programs. Prepare wellness reports for management information purposes. Serve as secretariat during wellness engagements.

**ENQUIRIES**

Mrs KMC Monyepao Tel No: 015 290 1222

**APPLICATIONS**

Polokwane: Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, AZMO PLACE Building (Registry Office 4th floor).

**FOR ATTENTION**

MP Makgakga Tel No: 015 290 1386

**POST 20/61**

HUMAN RESOURCE PRACTITIONER REF NO: 210619/09
Branch: Chief Operations Office Mpumalanga

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Mbombela

**REQUIREMENTS**

A National Diploma or Degree in Human Resource Management / Public Management / Public Administration. Three (3) to five (5) years’ experience in Service Benefits and Conditions. Working experience on the PERSAL system. (Attach PERSAL certificate). A valid driver’s license (Attach certified copy). Knowledge of the Public Service Act, Public Service Regulations, Public Service Resolutions and any other relevant prescripts and interpretation thereof. Computer literacy. Problem solving, creativity, interpersonal and analytical skills. Good communication skills both verbal and written. Maintain confidentiality, loyalty and be a team player.

**DUTIES**

Administration of conditions of service matters i.e. leave, housing allowances, service terminations, policy on incapacity leave, ill health retirement (PILIR), appointments, injury on duty and other allowances. Approve transactions on Persal. Implement pay progressions, performance bonuses, grade progressions etc. Render a professional advisory and liaison service to line functionaries. Provide assistance on duties related to Planning, Recruitment and Selection. Administer pensions. Checking and requesting of reports from Persal. Handling of documents and maintaining confidentiality. Ability to travel and work extra hours.

**ENQUIRIES**

Ms ND Ndlovu Tel No: 013 759 7436

**APPLICATIONS**

Mbombela: Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

**FOR ATTENTION**

Mr MJ Nzima

**POST 20/62**

REGISTRY CLERK (SUPERVISOR) REF NO: 210619/10
Branch: Corporate Management Div Hr Transcations

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Pretoria Head Office

**REQUIREMENTS**

A Grade 12 Certificate or equivalent qualification. Three (3) to five (5) years’ experience in registry services is required. A driver’s license. (Attach certified copy). In-depth knowledge of the National Archive Act and relevant regulations. Completion of Introduction Course on PERSAL (Attach Persal Certificate). Computer Literacy (Ability to work on MS Word and MS Excel). Good communication skills both verbal and written. Knowledge of Human resource functions and practices. Basic knowledge and insight into Human Resource prescripts. Ability to work under pressure and meet deadlines.
DUTIES: Manage the filing system (Metro file and file storage). Supervise the distribution and retrieval of files. Manage the pending files in the Directorate. Manage all records in line with the Archive Act. Assist external and internal Auditors by extracting and providing relevant files. Supervise registry staff, counter services, filing and record management service. Supervise the office machines in relation to the registry function. Supervise the processing of documents/files for archiving and/disposal. Assist in the development and implementation of policies regulating records management. Manage the issuing of correspondence to the relevant HR Managers within the Directorate. Assist in the compilation of monthly statistics.

ENQUIRIES: Mr I Govender Tel No: 012 336 7683

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

POST 20/63: ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 210619/11
Branch Chief Operations Office: Eastern Cape
Div: Water Information Management

SALARY: R173 703 per annum (Level 05)
CENTRE: East London
REQUIREMENTS: A Grade 12 certificate with mathematics/Mathematics Literacy. Two (2) years’ experience in water quality sampling techniques will serve as an added advantage. A valid driver’s licence. (Attach certified copy). Knowledge of Occupational Health and Safety. Understanding of Water Quality Management functions. Good communication skills both verbal and written. Computer literacy, records keeping and data management skills. Willingness to travel (off-road as well as gravel) and work irregular hours.

DUTIES: Collection of water samples from major river catchments and associated water uses managed by East London Water Quality Management Office. Ensure safe dispatching of samples to the laboratory following proper procedures. Ensure on-going data capturing / releasing of water quality results on Water Management System (WMS) and Excel. Provide water quality data to supporting staff on request. Provide administration support to the Unit. Ensure availability of sampling equipment and related resources required by the Unit.

ENQUIRIES: Ms M Mampane Tel No: 043 701 0376.

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 043 604 5476

POST 20/64: DRIVER / MESSENGER: ADMINISTRATION SUPPORT REF NO: 210619/12
Branch: IBOM, Central Operations

SALARY: R145 281 per annum (Level 04)
CENTRE: IBOM: Central Operations (Pretoria)
REQUIREMENTS: A Grade 12 certificate. One (1) to three (3) years practical experience in registry, messenger and driver services. A valid driver’s license (Certified copy must be attached). Computer literacy in MS Office Software package. Ability to use and operate office equipment’s. Knowledge of government policies and procedures. Client orientation and customer focus. Good communication, interpersonal skills, ability to interact with people at all levels and work in a team environment. Ability to pay attention to detail, handle confidential information, track and trace documents. Accountability, analytical thinking and problem solving skills. Must be prepared to work under pressure, travel extensively and work extended hours.

DUTIES: Render quality messenger and driver services to the Directorate. Safe conveying of officials to and from various destinations. Routine maintenance and inspections of vehicle to ensure roadworthiness. Collect and deliver mail and official documents to and from various destinations. Retrieve and deliver files to various offices. Tracking, tracing of correspondence documents and keeping registers. Operate photocopy machines. Provide photocopier and binding services for the Directorate. Render administrative assistance through
the execution of tasks related to Administration Support section as and when there is a need.

ENQUIRIES
Ms L Makhoana Tel No: (012) 741 7315, Mr K Kalimash Tel No: 012 741 7326

APPLICATIONS
IBOM Central Operations (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, IBOM Central Operations, Private Bag X273, Pretoria, 0001, or hand deliver to 1st Floor, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria.

FOR ATTENTION
Mr KL Manganyi

NOTE
Shortlisted candidates will be subject to undergo a driving test.