DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 19 July 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 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.

ERRATUM: kindly note that the following posts: Senior Artisan Foreman (Boiler shop and Welding section), Senior Artisan Foreman (Fitting and Turning), Senior Artisan Foreman (Earthmoving equipment, engines, gearboxes and compressors) and Principal Safety Coordinator) advertised in Public Service Vacancy Circular 23 dated 28 June 2019 were advertised incorrectly as all inclusive packages and N2 as a requirement. Please note salary is not all inclusive packages and N2 is not a requirement.

OTHER POSTS

POST 24/72: CHIEF DEVELOPMENT EXPERT REF NO: 190719/01
Branch: Chief Operations Office - Mpumalanga
Directorate: Water Sector Support
Sub-Directorate: Capacity Building
(Re-advert applicants who have previously applied need not to re-apply)

SALARY: R470 040 per annum (Level 10)

CENTRE: Mbombela

REQUIREMENTS: A National Diploma or Degree in Social Sciences or similar. Three (3) to five (5) years’ experience in partnerships, corporate social investment and / or stakeholder relations. Knowledge and experience in stakeholder relations, partnerships and / or corporate social investment. Fundraising experience is an added advantage. Working experience in inter-governmental relations. Knowledge of relationship management. Framework for managing performance information. Problem solving and analysis skills, people and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. An understanding of and commitment to government objectives, policies and programmes. Ability to work under pressure and meet deadlines.

DUTIES: Advocacy and communication of activities and programmes of the department to sector partners. Develop integrated Water Sector M & E system and maintenance thereof. Develop policies and water sector frame work that will guide implementation of WSDP. Attend to personnel matters and their PMDS. Monitor and evaluate the implementation of WSP nationally and in the regions. Develop and conceptualise community engagement programme and inter-governmental
relations. Conduct research on spatial and non-spatial data from clients. Develop meaningful partnerships with private sector, NGO and community based organisations. Participate in the development of IDP for various municipalities. Support partnership strategy of the department. Conduct research where a need arises on re-evaluation of policies. Facilitate workshops on the implementation of the DWS agenda with partners. Handle project management and conduct research in support of partnership strategy. Identify projects to be executed according to WSDP and IDP's. Liaise with municipalities on the implementation of projects. Support DWS Provincial Offices on the implementation of partnerships projects. Management of finance and human resources. Assist in budget compilation for the Directorate. Compile monthly projects and do PMDS projects for staff.

ENQUIRIES
APPLICATIONS
Mr Ntabeni P.H Tel No: 013 759 7306
Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION
Mr MJ Nzima

POST 24/73
SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 190719/02
Branch: Chief Operations Office - Mpumalanga
Div: Recruitment & Selection
R316 791 per annum (Level 08)
Mbombela

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

ENQUIRIES
APPLICATIONS
Mr Nkuna D.P Tel No: 013-759 7430
Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION
Mr MJ Nzima
**POST 24/74**

STATE ACCOUNTANT REF NO: 190719/03
Branch: Chief Operations Office - Mpumalanga
Sub-Directorate: Financial Management (WTE)

**SALARY**
R257 508 per annum (Level 07)

**CENTRE**
Mbombela

**REQUIREMENTS**
A Bachelor Degree/ National Diploma in Financial Accounting or equivalent. Three (3) years’ experience in the finance environment. Knowledge of the PFMA, Treasury Regulations. Knowledge and understanding of Systems Applications and Products (SAP), PERSAL, Data Capturing and Analysis. Computer literacy (MSWord, MS Excel, MS PowerPoint). The suitable candidate must be willing to work under pressure, handle conflict and be a team leader. A driver’s license will be an added advantage.

**DUTIES**
Manage the Water Trading Entity Financial Accounting Unit. Processing of Vendor forms and Payments, Clearing of all related Suspense Accounts on the Trading Accounts. Authorise transactions on PERSAL and SAP. Writing Reports for the Division and do presentations at meetings. Ensure proper filing of all financial documentation. Attend to all Vendor queries/ matters, Management of staff and attend to their PMDS Issues. Attend to Audit Queries relating to the Unit. Do monthly reports.

**ENQUIRIES**
Ms Mogane R.J Tel No: 013-759 7638

**APPLICATIONS**
Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X11259, 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.

**POST 24/75**

SENIOR WATER CONTROL OFFICER REF NO: 190719/04 (X2 POSTS)
Branch: chief operations officer: Eastern Operations

**SALARY**
R208 584 per annum (Level 06)

**CENTRE**
Wagendrift Dam
Ntshingwayo Dam

**REQUIREMENTS**

**DUTIES**
Monitor, analyse and record all relevant readings. Compile working schedule and be able to work shifts. Report faults. Apply safety and health regulations to the schemes. Evaluate work performance of subordinates. Provide the on job training.

**ENQUIRIES**
Mr. S Shange Tel No: (033) 239 1900

**APPLICATIONS**
Midmar (Howick): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X24, Howick 3290, or hand deliver to the Department of Water and Sanitation at the reception ground floor, R103 Prospect Road, Midmar Dam – Howick 3290.

**FOR ATTENTION**
Ms T Sindane

**NOTE**
Candidates may be subjected to a skills and Knowledge test.

**POST 24/76**

ACCOUNTING CLERK PRODUCTION REF NO: 190719/5
Branch: Chief Operations Office: Eastern Operations

**SALARY**
R173 703 per annum (Level 05)

**CENTRE**
Midmar Dam (Howick)

**REQUIREMENTS**
National Senior Certificate (Grade 12) with one (1) – two (2) years financial administration experience. Knowledge of financial management related legislation i.e. PFMA and its regulations and SCM regulations Working knowledge of SAP
system, Knowledge of GAAP Standards. Confidentiality, integrity, honesty, time management and good interpersonal skills. Basic knowledge of financial management.

**DUTIES**

Receive invoices from vendors and keep accurate invoice register. Liaise with different sections within the department regarding source documents. Compile source documents and capture invoices to pay vendors including processing of journals on Sap system. Check and capture of payroll allowances and deductions, overtime, standby on Persal system including attending to related queries. Ensure that all related filing is systematically completed. Request all SAP related reports when needed. Order and distribute all stationery. Perform cashier duties including handling petty cash, receiving and banking of state money and issuing of receipts.

**ENQUIRIES**

Mr S.Ngobese Tel No: (033) 239 1900

**APPLICATIONS**

Midmar (Howick): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X24, Howick 3290, or hand deliver to the Department of Water and Sanitation at the reception ground floor, R103 Prospect Road, Midmar Dam – Howick 3290.

**FOR ATTENTION**

Ms T Sindane