

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE** : 12 August 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 or faxed 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.

## OTHER POSTS

**POST 27/52** : **CHIEF ENGINEER**  
Branch: IBOM Central Operations

**SALARY CENTRE** : R1 042 827 per annum (OSD)  
Tugela Vaal Ref No: 120819/01 (X1 Post)  
Jericho Dam Ref No: 120819/02 (X1 Post)  
Free State Ref No: 120819/03 (X1 Post)

**REQUIREMENTS** : An Engineering degree (B Eng / BSc (Eng). Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (Attach proof of registration). A valid driver's Licence (certified copy must be attached). Strategic capability and leadership. Problem solving and analytical skills. Decision making, team leadership and creativity. Knowledge of financial management and customer focus. Experience in programme and project management. Knowledge and experience in engineering legal and operational compliance. Good engineering operational communication. Process knowledge and skills.

**DUTIES** : Manage the area office in the Central Operations Directorate. Implementation of Water Resource. Infrastructure operations. Medium-to-long term plans to ensure continuation of service delivery. Short term plan to schedule tasks for efficient operations and maintenance. Effective dam safety practices and emergency preparedness plans. Emergency plans for any emergency situations that may jeopardise lives and equipment in the area office. Maintenance and betterment plans, including general maintenance and related facilities. Provide leadership and directions as well as be responsible for facilities for financial management and corporate support in the Cluster Office. Prepare and manage Area office budget. Manage and control state-owned land and facilities related to water resource infrastructure. Ensure monitoring and evaluation of Cluster Office activities as well as reporting thereon. Manage administration and technical staff. Promote good stakeholder relations and ensure a customer-focused service delivery related to water resources.

**ENQUIRIES APPLICATIONS** : Ms ND Ndumo Tel No: (012) 741 7302  
IBOM: Central Operations. 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

**POST 27/53** : **DEPUTY DIRECTOR REF NO: 120819/18**  
Branch: Chief Operations Office: Western Cape  
SD: Drinking Water Quality and Waste Water Management

**SALARY CENTRE REQUIREMENTS** : R869 007 per annum (Level 12) (all-inclusive salary package)  
: Bellville  
: A National Diploma or Degree in Natural Sciences. Three (3) to five (5) years experience in water sector environment. Project and management experience. A post graduate qualification will be an added advantage. A valid driver's license (certified copy must be attached). Knowledge and understanding of water services strategy. Knowledge and experience in policy development and implementation. Knowledge and understanding of National Water Act, related legislations and Public Finance Management Act. Knowledge and experience of operational plans of drinking water and waste water treatment systems by municipalities. Knowledge and experience in the plans of waste water management for operational plans of their industries and water sector forums in water related matters. Management experience. Knowledge of financial management and change management. Strategic capability, leadership, service delivery Innovation, problem solving, analysis, people management and diversity management skills. Client orientation and customer focus skills.

**DUTIES** : Provide operational plan to ensure monitoring and compliance of drinking water quality and waste water management. Develop and share a vision and mission for the supply of water quality to other water sector users. Promote team building within and beyond the section. Ensure adequate support to team members. Promote transformation within the section. Advise top management and the legislature, as well as relevant sector bodies on policies and strategies relevant to the section. Ensure effective implementation of policies and strategies by the Water Sector. Participate as a key player in the water and sanitation strategic plan. Develop measures to improve strategic and sanitation policies. Develop and manage the budget for the section. Develop expenditure forecast on a quarterly basis for the section. Manage Human Resources within the section. Participate in the recruitment and selection of staff. Manage the development of your team members. Ensure compliance to legislative and policy framework requirements. Ensure the development and implementation of a financial strategy and budget responsibility for the section. Ensure maintenance of the Drinking Water Quality Systems and Water Schemes in all municipalities. Provide broad financial strategy development for the section. Provide monthly reports. Facilitate implementation of Drinking Water Quality Action plan and waste water risk abatement plans. Ensure monitoring and compliance by Water Service Authorities. Assess and ensure credibility of data received from municipalities. Identify and address support required for efficient programme and human resources management.

**ENQUIRIES APPLICATIONS** : Ms D Hene Tel No: (021) 941 6266  
: Western Cape 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 NOTE** : Ms K Melelo  
: Persons with disabilities, Females, African Males and White Males are encouraged to apply.

**POST 27/54** : **SCIENTIST (PRODUCTION) GRADE A REF NO: 120819/04**  
Branch: Chief Operations Office: Western Cape  
SD: Ground Water Management

**SALARY CENTRE REQUIREMENTS** : R618 732 per annum (all-inclusive OSD salary package)  
: Bellville  
: A Science degree (BSc) (Hon) or relevant qualification in Geohydrology and Hydrology or Earth Sciences (Specialised in Groundwater Studies). Compulsory registration with the SACNASP as a Professional Natural Scientist (Proof of registration must be attached). Three (3) years post qualification natural scientific experience in Geohydrology or Hydrology or Earth Sciences fields. A valid driver's licence (certified copy must be attached). Good sound knowledge of geohydrological processes, groundwater assessment and integrated water resources management. Be able to apply, analyse and interpret various groundwater models. Ability to apply scientific

research, methodologies and project management principles. Good computer and Computer aided scientific applications skills. Presentation skills. Problems solving and analysis abilities and negotiation skills. Good written and verbal communication skills. People management and conflict management.

**DUTIES** : Developing and implement methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework. Provide scientific support and advice. Develop working relations with the client base. Create public awareness of the science system. Provide scientific data, information and advice as requested and review scientific publications. Conduct analyses on scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models to generate information and knowledge. Conduct basic and applied research. Publish and present research findings. Liaise with the relevant bodies/councils on science-related matters. Mentor, train and develop candidate scientist and others to promote skills/knowledge transfer as well as adherence to sound scientific principles and code of practice. Supervise scientific work and processes as well as Sector Support with the assessment of Water Use Licence Applications (WULAs) and form part of WUAAAAC in the region. Deal with geohydrological queries regarding water use in the catchments. Manage special geohydrological projects. Run geohydrological models in order to assist in decision making. Give inputs to all feasibility studies. Attend to water use data request from stakeholders. Represent the Department in different platforms 196 where geohydrological inputs are required from the department. Support the water quality team with the geohydrological inputs in their various projects.

**ENQUIRIES APPLICATIONS** : Mr B Zenzile Tel No: (021) 941 6219

Western Cape: 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 NOTE** : Ms K Melelo

Persons with disabilities, Females, African Males and Indian Males are encouraged to apply.

**POST 27/55** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION) REF NO: 120819/05**  
Branch: Chief Operations Office: Western Cape  
DIV: Water Quality Related Water Use Management

**SALARY CENTRE REQUIREMENTS** : R402 045 per annum (OSD)  
: Bellville  
: A relevant Honours degree in Environmental or related fields. Four (4) years' experience in the field or water quality management and integrated water resource management will serve as an advantage. A valid Code EB drivers license (Certified copy must be attached). Good understanding on sampling practises and incident protocols. Sound knowledge of the National Water Act (Act 36 of 1998) and related policies, strategies and guidelines is required as well as knowledge of other relevant legislation. Knowledge and understanding of industrial, agricultural and mining processes as well as waste water treatment processes. Good computer literacy skills. Proven management and negotiation skills. Good communication (verbal and written) skills. Willingness to travel extensively and work irregular hours.

**DUTIES** : Process and evaluate water use authorisation applications in the Water Management Area. Provide comments on environmental impact assessments (EIAs), environmental management programme reports, mine closure reports and other technical reports. Draft water quality status reports and provide recommendations. Site inspections relating to water pollution incident and water quality compliance. Sampling and provide feedback to stakeholders and the public on water use water quality related issues. Attending meetings and liaise with stakeholders in the water sector and other government departments. Conduct regular compliance monitoring at industries, local authorities, etc. Prepare reports and assist with the supervision of staff.

**ENQUIRIES APPLICATIONS** : Mr D Daniels Tel No: (021) 941 6189  
: 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.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms K Melelo
	:	Persons with disabilities, Females, African Males and Indian Males are encouraged to apply.
<b><u>POST 27/56</u></b>	:	<b><u>ASSISTANT DIRECTOR: INSPECTIONS REF NO: 120819/06</u></b>
		Branch: Regulation
		DIR: Investigations and Prosecutions
		This is a re- advertisement; applicants who have previously applied are encouraged to re- apply
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum (Level 09)
	:	Pretoria, Head Office
	:	A Bachelor's Degree in Natural Sciences or Environmental Management. Three (3) to Five (5) years' experience in integrated water resource management. Knowledge of National Water Act. Knowledge of National Water Services Act, Public Service Act and Regulations. Knowledge of Public Finance Management Act and experience in project and programme management. Knowledge of business and management principles, strategic planning, resource allocation and human resources. Problem solving and analytical skills. Strategic capability and Leadership. Change and Knowledge management. Service Delivery Innovation (SDI), People management and empowerment, client orientation and Customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.
<b><u>DUTIES</u></b>	:	Supervise application of investigative procedures within the area of operation to prevent unlawful activities, recommend appropriate corrective action to contraventions and assist or support relevant stakeholders with cost recovery process. Implementation of investigation procedures and processes, recommend appropriate corrective action to contraventions and assist relevant stakeholders with cost recovery process. Review case being presented or referred and or reported. Supervise docket compilation for prosecution. Supervise the implementation and the registration of enforcement case management system and other enforcement processes. Data analysis to keep track of repeated offenders. Identify hotspots. Assist with case review with appropriate internal and or when necessary with external stakeholders such as Legal services, Specialists, relevant departments and other law enforcement agencies. Liaise with relevant stakeholders regarding processing of enforcement cases. Participate and present cases in Environmental crime forums. Assessment and review of representation from the alleged transgressors and provide feedback. Improve current control process through enhancement. Obtain legal opinions and case laws. Analyse laws affecting case and provide input. Plan and conduct joint operation with other departments and enforcement agencies. Introduce innovative ways of doing business and improvement. Assist in the management of the unit. Provide inputs into the unit's business plan. Supervise the execution of outputs as per business plan. Human resource supervision and development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr P Shibambo Tel No: (012) 336 6504
	:	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.
<b><u>POST 27/57</u></b>	:	<b><u>ENGINEERING TECHNICIAN PRODUCTION GRADE A: CIVIL REF NO: 120819/08</u></b>
		Branch: Chief Operations Office Western Cape
		DIV: Hydrology
		This is a re-advertisement; applicants who have previously applied are encouraged to re-apply
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R311 859 per annum (OSD)
	:	Worcester
	:	A National Diploma in Civil Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician (Certified copy must be attached). A valid driver's licence. (Certified copy must be attached). Experience in Project Management. Knowledge and understanding

of technical design and analysis. Research and development experience. Knowledge of legal compliance. Good computer and Computer-aided engineering applications skills. Technical report writing and technical consulting skills. Problem solving and analysis, decision making and team work skills. Creativity, customer focus and responsiveness. Excellent communication skills. People management, planning and organising. Change management and people management skills.

**DUTIES** : Assist engineers, control engineering technicians and associates in the field, workshop and office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with the specifications and submit for evaluation and approval by the relevant authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operation plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/council on engineering related matters.

**ENQUIRIES** : Mr. C Botma Tel No: (023) 342 2673  
**APPLICATIONS** : Worcester: 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, Females and African Males are encouraged to apply.

**POST 27/58** : **REGISTRY CLERK (SUPERVISOR) REF NO: 120819/09**  
 Branch: Chief Operations Office: Western Cape  
 DIV: Auxiliary Services

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Bellville  
**REQUIREMENTS** : A Senior / Grade 12 certificate. Three (3) to five (5) years' experience in records management. Working knowledge and in depth knowledge of legislative framework governing records management in Public Service. Ability to work independently and under pressure and as part of a team. A valid EB Driver's license. (Certified copy must be attached). Knowledge of registry procedures, policies and exposure to general office administration. Excellent interpersonal relations and communication skills. Good computer (MS Packages) including Word and Excel skills. Report writing skills. Ability to maintain high level of professionalism, confidentiality and reliability. Knowledge and experience of registry duties, practices as well as the ability to capture data and operate the computer. Knowledge and understanding of storage and retrieval procedures in terms of the working environment. Flexibility, team work. Basic knowledge of problem solving and analysis. People and diversity management, client orientation and customer focus skills. Accountability and ethical conduct. Planning and organizing skills. Understand the work in registry.

**DUTIES** : Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management services. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and disposal. Handle telephonic and other enquiries received. Efficient running of the registry office. Receive documents for filling. File document according to dates and folio number. Distribute files accordingly. Render administration for the component. Supervise the distribution of document to the relevant offices. Keep records of all the documents distributed. Do monthly reports. Prepare file covers. Insert the control sheet and the control card. Manage the registered files accordingly. Manage the opening, labeling and closing of files. Control incoming and outgoing mails. Manage good customer relations with all clients. Do research on the latest filling system. Update the system. Ensure and complete index cards for all files. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Do spot checks on post to ensure that no private posts are included. Lock post in postbag for messengers

		to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittance to finance. Send wrong remittance back to sender via registered post and record reference number in register. Keep record daily of amount of letter franked. Allocate and ensure quality of work. Personnel development. Assess staff performance and apply discipline.
<b><u>ENQUIRIES</u></b>	:	Ms N Matiso Tel No: (021) 941 6098
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	Ms K Melelo
<b><u>NOTE</u></b>	:	Persons with disabilities, Females, African Males, Indian Males and White Males are encouraged to apply.
<b><u>POST 27/59</u></b>	:	<b><u>HR CLERK: SUPERVISOR REF NO: 120819/10</u></b> Branch: IBOM Southern Operations
<b><u>SALARY</u></b>	:	R257 508 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	A Senior certificate / Grade 12 certificate. Three (3) to five (5) years' experience in Human Resource Management. Working experience on the PERSAL system. (Attach PERSAL certificate). Knowledge of SAP. Knowledge and experience in administrative, clerical procedures and systems. A valid driver's license (Attach certified copy). Knowledge and understanding on Human Resource Management legislation/directives, policies and procedures. Knowledge and understanding on Financial legislation. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Computer literacy skills. Problem solving, presentation, creativity, interpersonal and analytical skills. Good communication skills both verbal and written. Numeracy skills, commitment, integrity. Maintain confidentiality, loyalty and be a team player, time management and supervisory skills.
<b><u>DUTIES</u></b>	:	Supervise, plan and co-ordinate the activities of the Personnel Officers to contribute to the rendering of a professional human resource management service. Supervise the implementation and maintenance of human resource administration practices concerning service benefits and or maintenance & provisioning of human resource in the department to contribute to the rendering of a professional human resource management service. Address human resource management enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advice Department/Personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/policies. Approve transactions on Persal and SAP system according to delegations. Prepare monthly reports on personnel administration issues and statistics.
<b><u>ENQUIRIES</u></b>	:	Ms EN Ngele Tel No: (041) 508 9744
<b><u>APPLICATIONS</u></b>	:	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
<b><u>FOR ATTENTION</u></b>	:	Ms EN Ngele
<b><u>POST 27/60</u></b>	:	<b><u>SENIOR WATER CONTROL OFFICER REF NO: 120819/11</u></b> Branch: IBOM DIR: Southern Operations
<b><u>SALARY</u></b>	:	R208 584 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Gouritz River (Wolwedans Dam)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Senior certificate / Grade 12 certificate with a minimum of two (2) to four (4) years' experience in the field of water control related functions. Knowledge in controlling and managing the water distribution for all Government Waterworks within the area office's jurisdiction. Policy implementation, monitoring and evaluation principles. Knowledge of flood controlling. Willingness to work overtime and often travel away from home. The incumbent should be physically fit to work in confined spaces, heights etc. Internal Water Control Courses will be added as an advantage.
<b><u>DUTIES</u></b>	:	Monitor, analyse and record all relevant readings. Ensure adequate support to subordinates. Supervise and audit water use data and register all water users.

Compile working schedule and be able to work shifts. Control and manage health and safety aspects within water division. Manages Human Resources within the section and ensure that HRD policies are applied for all staff members within the section. Report all civil and mechanical faults and provide guidance in water distribution. Apply safety and health regulations to the schemes. Evaluate work performance of subordinates. Assist in the development of appropriate maintenance procedures through Best Practices. Manage all admin functions within the section. Conduct quarterly dam safety inspections.

**ENQUIRIES** : Mr JJ Raats Tel No: (023) 348 5600  
**APPLICATIONS** : Gouritz River (Wolwedans Dam): 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 Building 3rd Avenue Walmer.

**FOR ATTENTION** : Ms EN Ngele

**POST 27/61** : **ADMINISTRATION CLERK PRODUCTION REF NO: 120819/12**  
 Branch: IBOM Southern Operations

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Worcester  
**REQUIREMENTS** : A Senior Certificate or equivalent. Knowledge of clerical functions, practices 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 and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility. Team work. Basic knowledge of problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Computer literacy skills. Planning and organizing. Good verbal and written communication skills.

**DUTIES** : Render general clerical support services. Record, organize, store and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the coming and outgoing document register of the component. Provide supply chain management support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurements forms for the purchasing of standard office items. Stock control of offices stationery. Keep and maintain the asset register. Provide personnel administration clerical support services. Maintain a leave register. Keep and maintain personnel records and attendance registers. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure. Check correctness of S&T claims of officials and submit to manager. Handle telephone accounts and petty cash.

**ENQUIRIES** : Ms P Adonis Tel No: (076) 021 5139  
**APPLICATIONS** : Worcester: 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** : Ms N Ngele

**POST 27/62** : **HUMAN RESOURCE CLERK REF NO: 120819/13**  
 Branch: Chief Operations Office: Western Cape

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Bellville  
**REQUIREMENTS** : A Senior certificate / Grade 12 Certificate. Knowledge of basic (PERSAL system). Basic knowledge and insight of Human Resource prescripts. Knowledge of registry functions, practices as well as ability to capture high volume data, and operate a computer. Working knowledge and understanding of legislative framework governing the Public Services. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis.

<b><u>DUTIES</u></b>	:	Client orientation and customer focus. Excellent communication skills both written and verbal. Good computer literacy skills. Planning and organising. Recruitment and selection (advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods, etc). Implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR). Co-ordinate Performance Management Development System (PMDS) and Training and Development. Liaise with internal and external stakeholders in relation to recruitment and selection. Implement termination of services. Implement appointments on PERSAL. Keep filing records up to date. Keep and maintain the asset register of the component. Keep filing system of HR personnel updated. Ensure that personal files of employees are issued to relevant managers on request. Ensure that files are received back as per HR policies. Compile reports of movement of personnel files.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Stoffberg Tel No: (021) 941 6310
<b><u>FOR ATTENTION NOTE</u></b>	:	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. Ms K Melelo Persons with disabilities, Females and Indian Males are encouraged to apply.
<b><u>POST 27/63</u></b>	:	<b><u>PROVISIONING ADMINISTRATION CLERK REF NO: 120819/14</u></b> Branch: Chief Operations Office: Western Cape DIV: Asset Management This is a re-advertisement; applicants who have previously applied are encouraged to re-apply
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R173 703 per annum (Level 05) Bellville A Senior certificate/ Grade 12 Certificate with Accounting as a passed subject. Basic knowledge of Asset Management practices as well as the ability to capture data, and collect statistics. A valid driver's license (Certified copy must be attached). Basic knowledge of MS Office. Working knowledge and understanding of PFMA, National Treasury Regulations and PPPFA governing the Public Service. Flexibility and team work ability. Problem solving and analytical skills. Client orientation, customer focus, accountability and ethical conduct skills. Good communication skills.
<b><u>DUTIES</u></b>	:	Bar Coding of procured assets. Maintain and update asset register. Ensure monthly assets and leases reconciliation. Proper filling of all reconciliation documents. Monthly spot-checks on assets. Conduct asset verification procedures. Maintain and update leased assets register. Monitor lease agreements for compliance. Compile and maintain asset disposal register. Assist with the actual disposal of assets. Maintain and update loss register.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr C Tyeku Tel No: (021) 941 6026
<b><u>FOR ATTENTION NOTE</u></b>	:	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. Ms K Melelo Persons with disabilities, Females and Indian Males are encouraged to apply.
<b><u>POST 27/64</u></b>	:	<b><u>ACCOUNTING CLERK REF NO: 120819/15 (X3 POSTS)</u></b> Branch: Chief Operations Office: Western Cape SD: Financial Management (WTE)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R173 703 per annum (Level 05) Bellville A Senior / Grade 12 Certificate with Accounting as a passed subject. Computer literacy (MS Office) skills. Knowledge of SAP. Knowledge and understanding of PFMA, Treasury Regulations. Knowledge of accrual accounting. Knowledge of general office administration within the public service. Problem solving, analysis, client orientation, customer focus, accountability and ethical conduct skills. Good communication skills.
<b><u>DUTIES</u></b>	:	Attending to telephonic customer queries. Printing of invoices and statements as requested by clients. Assist in cashier functions and walk-in clients with queries. Conduct customer reconciliation to verify the correctness of the



customer account. File documents and general administration duties. Assist in reminding clients of their outstanding invoices.

**ENQUIRIES APPLICATIONS** : Ms D Mntungwa Tel No: (021) 941 6042  
 : 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 NOTE** : Ms K Melelo  
 : Persons with disabilities, Females, White Males and Indian Males are encouraged to apply.

**POST 27/65** : **WATER CONTROL AID REF NO: 120819/16**  
 Branch: IBOM

**SALARY CENTRE REQUIREMENTS** : R145 281 per annum (Level 04)  
 : Bellville, (Clanwilliam Dam)  
 : Grade 12 or (Adult Education Training) AET. Basic knowledge in controlling and managing the water distribution for all Government Waterworks within the Area Office's jurisdiction. Basic knowledge in policy implementation. Basic knowledge in monitoring and evaluation principles. Basic disciplinary understanding in Occupational Health and Safety and in Public administration. Basic understanding in supporting water utilisation and water resource strategy. Basic understanding of flood controlling. Basic understanding of Government legislation.

**DUTIES** : Distribute water in respect to instruction given by managers. Conduct general routine inspection. Report irregularities in accordance to scheme regulations. Minor maintenance of canals, measuring structures, sluices and servitude's. Safe keeping of equipment and property. Knowledge of administration in relation to the correct completion of forms. Open sluices for distributing water on the Government Waterworks to water users. Clear water plants, grass and algae in canals, dirty canals and wastage by irrigators. Attend to problems regarding obstacles in canals. Remove stones and sand on water canals. Remove algae regularly, keep gauge plates clean. Keep inlet hole to measuring box open. Look for cracks in measuring structures and report defects. Paint a mark above gauge plates. Check for harmful weeds in canal servitudes. Keep embankments in good condition. Holes on embankments must be reported. Stagnant water on the embankment must be reported. Ensure that sluices numbers are clearly painted. Keep grids clean. Clean the area around the post boxes. Ensure that post boxes are locked and repair minor wash outs.

**ENQUIRIES APPLICATIONS** : Mr M Tom Tel No: (021) 941 6045  
 : Bellville (Clanwilliam Dam): 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** : Ms EN Ngele

**POST 27/66** : **GENERAL WORKER REF NO: 120819/17**  
 Branch: Chief Operations Office: Western Cape  
 DIV: Data Management

**SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 02)  
 : George  
 : ABET (be able to read and write). Knowledge of construction and maintenance work. Knowledge of Occupational health and safety. (OHS) Knowledge of gardening equipment and appliances. Knowledge of power tools. Knowledge of carpentry / bricklaying / welding. Knowledge and understanding of daily maintenance procedures for effective machine / equipment performance. Willingness to travel and work away from the office for is essential.

**DUTIES** : Perform routine and structural maintenance operations at gauging sites. Refurbishment of gauging sites. Construction of gauging weirs and infrastructure. Technical assistance and special tasks. General maintenance and housekeeping of camping facilities. Maintain and take care of machinery, equipment, tools and goods.

**ENQUIRIES APPLICATIONS** : Mr J Kriel Tel No: (044) 802 2733  
 : George: Please Forward Your Applications Quoting The Relevant Reference Number To The Regional Head: Western Cape, Department Of Water And

**FOR ATTENTION**  
**NOTE**

: Sanitation, Private Bag X16, Sanlamhof, 7532 Or Hand Deliver To Sigma Building, 3 Blanckenberg Road, And Bellville.  
: Ms K Melelo  
: Persons with disabilities, Females, White Males and Indian Males are encouraged to apply.