DEPARTMENT OF WATER AND SANITATION

ANNEXURE H

CLOSING DATE : 16 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 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 28/44 : DIRECTOR HUMAN RESOURCE PLANNING, RECRUITMENT AND SELECTION

Branch: Corporate Services
CD: Human Resource Management

NOTE : (This is a re-advertisement; applicants who have previously applied are encouraged to re-apply)

SALARY : R1 057 326 per annum (Level 13) (All-Inclusive salary package)

CENTRE : Pretoria Head Office

REQUIREMENTS : At least an NQF level 7 qualification in Human Resource Management or related field as recognised by SAQA. Six (6) to ten (10) years’ experience in Human Resources Management of which five (5) years must be at middle/senior management level. Knowledge of HR policies, recruitment and selection processes, legislation governing HR within the Public Service, Labour Relations Act, Employment Equity Act and the SMS handbook. Knowledge of Persal, records management and business processes and HR transactions. People Management and empowerment, strategic capability and leadership, programme-, project- and change management, knowledge management, service delivery innovation, good problem solving and analytical skills, client orientation and customer service, excellent communication skills, accountability and ethical conduct. The successful candidate must have an ability to manage administrative processes and at the same time provide strategic support.

DUTIES : As the Head of the Directorate, the incumbent of this position will be responsible for oversight and accountability in respect of departmental HR planning, recruitment and selection. Ensuring and overseeing key business strategies by planning and implementing relevant initiatives. The management of sourcing and placement of staff within DWS. The development of departmental Integrated Human Resource Plan and Employment Equity Plan, implementation of targets and monitoring of the results. The management of human resources and budgeting for the Directorate.

ENQUIRIES : Mr C Greve Tel No: 012 336 8402

APPLICATIONS : Pretoria: For purposes of response handling, please forward your applications quoting the relevant reference number to the Department of Water and Sanitation.
FOR ATTENTION : Mr S Nevhorwa Tel No: (012) 392 1324

OTHER POSTS

POST 28/45 : CHIEF ARTISAN (ELECTRICAL) GRADE A REF NO: 160819/02
Branch: IBOM: Northern Operations

SALARY : R386 487 per annum (OSD)
CENTRE : Tzaneen (Maintenance)
REQUIREMENTS : An appropriate Trade Test Certificate in Electrical. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman, A valid driver’s license (Must attach certified copy). Technical report writing skills, Good communication skills both verbal and written. Computer literacy skills in MS word, excel and outlook. Ability to read and interpret manufacturing drawings. Knowledge and experience regarding Occupational Health and Safety Act is essential. Proven experience in staff supervision. Knowledge and understanding of the seven (7) maintenance strategies.

DUTIES : Ensure compliance with relevant legislation regarding routine and preventive maintenance on Electrical installations. Make recommendations regarding required refurbishment of electrical installations to ensure compliance with legislation. Monitor electrical refurbishment performed by contractors. Ensure compliance with OHS Act with regard to testing of electrical equipment. Conduct internal Health and Safety audits. Investigate all accidents and report to management and the Department of Labour. Conduct site inspections and provide safety induction training for contractors. Ensure that required notices are filed with the Department of Labour by contractors when performing work on behalf of the Department of Water and Sanitation. Maintain and update quarterly Health and Safety reports. Assist with compilation and update risk assessment for the Directorate. Oversee finance, people management, administration and related functions.

ENQUIRIES : Mr KS Thantsha Tel No: 015 307 6600
APPLICATIONS : Tzaneen: Please forward your application, quoting the reference number to the Department of Water and Sanitation, The Area Manager, Tzaneen Area Office, Private Bag X 4012, Tzaneen, 0850.

POST 28/46 : CHIEF ARTISAN (MECHANICAL) GRADE A REF NO: 160819/03
Branch: IBOM: Northern Operations

SALARY : R386 487 per annum (OSD)
CENTRE : Tzaneen (Maintenance)
REQUIREMENTS : An appropriate Trade Test Certificate in Mechanical. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. A valid driver’s license (Must attach certified copy). Technical report writing skills. Good communication both verbal and written. Computer literacy skills in MS Word, Excel and Outlook. Able to read and interpret manufacturing drawings. Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential. Proven experience in staff supervision. Knowledge and understanding of seven (7) maintenance strategies.

DUTIES : Ensure compliance with relevant legislation regarding routine and preventive maintenance on mechanical installations. Make recommendations regarding required refurbishment of mechanical installations to ensure compliance with legislations. Monitor mechanical refurbishment performed by contractors. Ensure compliance with OHS Act, with regard to testing of mechanical equipment’s. Conduct internal Health and Safety audits. Investigate all accidents and report to management and Department of Labour. Conduct site inspections and provide Safety Induction training for contractors. Ensure that required notices are filed with Department of Labour by contractors when performing work on behalf of the Department of Water and Sanitation. Maintain and update quarterly Health and Safety reports. Assist with compilation and update Risk Assessment for the
directorate. Ensure finance and people management. Manage administration and related functions.

ENQUIRIES: Mr KS Thantsha Tel No: 015 307 6600
APPLICATIONS: Please forward your application, quoting the reference number to the Department of Water and Sanitation, The Area Manager, Tzaneen Area Office, Private Bag X 4012, Tzaneen, 0850.

POST 28/47: ASSISTANT DIRECTOR: COMPLIANCE AUDITS REF NO: 160819/04
Chief Directorate: Internal Audits
SD: Compliance Audit

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria Head Office
REQUIREMENTS: A relevant tertiary qualification in Internal Auditing at NQF level 7. Completion of the General Internal Auditing including IAT learnership, three (3) years learnership form IIA plus two (2) years internal audit experience. Experience within the Water Sector Industry and/or Local Government is an added Advantage. A valid driver's License (Must attached certified copy) Knowledge and understanding on Human Resource Management legislation, policies practices and procedures. Knowledge in Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Understanding of Public Service Anti-corruption strategy, anti-corruption and fraud prevention measures. Knowledge of equal opportunities, affirmative action guidelines and laws. Knowledge and experience in administration and clerical procedures and systems. Knowledge of governmental financial systems. Knowledge and understanding of principles and practices of financial accounting.

DUTIES: Participate and provide inputs in the development of the strategic and operational internal audit plans. Supervise compliance audit projects from planning to the reporting phase as per the approved operational plan, at Head Office, Operational Clusters, Construction Sites and the 9 Provincial Offices. Take part in the preliminary and closing meetings. Review audit working papers and audit files in accordance with the Internal Audit Methodology. Perform adhoc assignments as and when required by management. Manage project time and provide ongoing coaching and support to Team members. Maintain and promote good working relationship with clients. Report progress on audit assignments to management.

ENQUIRIES: Mr MJ Legodi Tel No: (012) 336 8802
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 28/48: SENIOR ADMINISTRATION OFFICER REF NO: 160819/05
Branch: IBOM: Northern Operations

SALARY: R316 791 per annum (Level 08)
CENTRE: Tzaneen
REQUIREMENTS: A National Diploma or Bachelor's Degree in Social Sciences or Public Administration. Three (3) to five (5) years’ experience in administration matters. Disciplinary knowledge of labour law. Knowledge of the dispute resolution process. Understanding of labour relations policies. Basic knowledge and understanding of social and economic development issues. Basic financial management skills and knowledge of the PFMA. Knowledge management, problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.

DUTIES: Provide administrative support to all personnel in the component. Implement administrative procedures for the component. Analyse the business plan and procurement trends for the Department. Implement policies and strategies. Engage suppliers regarding purchased materials. Develop action plan for the section. Assist with the execution of financial administration. Develop implementation plan. Ensure that financial procedures are observed and applied in the department. Compile monthly reports and present it to relevant managers.
Assist with the compilation of the budget. Develop a mechanism for early warning systems. Advise officials/management on good administrative practices. Provide feedback on identified administrative gaps. Facilitate the correct application of disciplinary procedures. Supply statistics regarding labour issues. Provide records on goods and services procured. Allocate task of staff and manage progress thereof. Render human resources. Allocate task to staff and manage progress thereof. Render PMDS for the component. Arrange training and workshops for the component.

ENQUIRIES
Mr KS Thantsha Tel No: (015) 307 6600

APPLICATIONS
Tzaneen: Please forward your application, quoting the reference number to the Department of Water and Sanitation, The Area Manager, Tzaneen Area Office, Private Bag X 4012, Tzaneen, 0850.

POST 28/49
COMMUNICATION OFFICER: CORPORATE COMMUNICATION REF NO: 160819/06
Branch: Corporate Services
Div: Media Liaison and Content Development

SALARY
R257 508 per annum (Level 07)

CENTRE
Pretoria

REQUIREMENTS
A National Diploma or Bachelor’s Degree in Communication, Journalism or equivalent. At least two (2) years working experience in a communications or newsroom environment. News writing and content development expertise. Proficiency in at least three (3) official languages. Knowledge and practical working experience in content development, news writing, reviewing and proofreading. Knowledge and understanding of media management. Knowledge of techniques and procedures for the planning and execution of media activities. Programme and project management. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Ability to work under pressure, travel nationally and meet deadlines. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes.

DUTIES
Implement communication plans. Develop and issue news and media products. Support media relations, internal communications and organise media briefings. Assist with the development and management of the budget for the section. Support the Chief Director: Communication Services with Corporate Communication functions.

ENQUIRIES
Ms J Julies-Nale Tel No: (012) 336 7908

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 28/50
ADMINISTRATION CLERK REF NO: 160819/07
Branch: Corporate Service
Dir Administration Support Services

SALARY
R173 703 per annum (Level 05)

CENTRE
Pretoria Head Office

REQUIREMENTS
A Senior Certificate/Grade 12 certificate. One (1) to two (2) years working experience will be an added advantage. Knowledge of clerical functions, practices as well as the ability to capture data, Knowledge of Microsoft package and collate administrative statistics. Basic knowledge, insight of human resource prescripts. Basic financial knowledge of operating systems (PERSAL, BAS, LOGIS etc.). Knowledge and understanding of legislative framework governing public service. Knowledge and understanding of the working environment. Interpersonal relations, flexibility and team work. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.

DUTIES
Render general 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. File all correspondence pertaining to the procurement of goods and services. Assist with issuing of access cards to staff members of the department. Certify the correctness of requisition forms; certify the correctness of S&T claims of all staff before approval. Assist in replenishing of stationary within the Directorate.

ENQUIRIES
APPLICATIONS
Mr V Mdluli Tel No: (012) 336 6886
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 28/51
ACCOUNTING CLERK PRODUCTION REF NO: 160819/08
Branch: IBOM: Northern Operations

SALARY
R173 703 per annum (Level 05)

CENTRE
Hartbeespoort

REQUIREMENTS
A Senior Certificate/Grade 12 certificate. Knowledge of financial management related legislation i.e. PFMA, SCM and its regulations. Knowledge of the SAP system, 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 payroll allowances, deductions, overtime, standby and Subsistence and Travel claims on the Persal system. Attending to queries. Ensure that all related filing is systematically completed. Request all SAP related reports when needed. Order and distribute stationery. Perform cashier duties including handling petty cash, receiving and banking of state money and issuing of receipts.

ENQUIRIES
Ms V Mbetho Tel No: (012) 253 1093

APPLICATIONS
Hartbeespoort: Please forward your applications to The Area Manager: Hartbeespoort, Department of Water and Sanitation, Private Bag X352, Hartbeespoort, 0216.

POST 28/52
DRIVER OPERATOR REF NO: 160819/09
Branch: IBOM: Northern Operations

SALARY
R145 281 per annum (Level 04)

CENTRE
Tzaneen (Maintenance)

REQUIREMENTS
A Grade 10 certificate or equivalent qualification. One (1) to (3) three years’ experience in driver / operator services. Operator License (Attach copy). A valid Driver’s license (Attach certified copy) Knowledge and experience in driving Services. Knowledge and understanding in operator services. Understanding of organisational policies and procedures, Knowledge and understanding of process flow, Knowledge of organisational and government structures, Knowledge of government regulations and policies, Understanding of delegation authority, Client orientation and customer focus, Good communication skills, Accountability and ethical conduct.

DUTIES
Responsible for conducting quality assurance of driver/operator systems, Implement best practice of driver/operator systems, Responsible for daily roadworthy inspections, Responsible to ensure that vehicles are serviced on time, Analyse logistics operations, Transportation of personnel, equipment and materials, Collection of goods at suppliers and departmental stores, Maintenance of register regarding deliveries and pickups, Function in accordance with applicable legislative requirements, Routine maintenance of equipment and inspection of visible defects around the exterior of the equipment and vehicles, Attend to special requests, Recording of daily trips, fuel and fluids levels, Periodic checks on vehicles maintenance standards, Ensure that the place is clean, where equipment is kept in order to avoid fire hazards, Ensure the safekeeping of equipment and vehicles, Assist with maintenance work at gauging stations. Assist
with refurbishment and construction work at gauging stations, Assist technical personnel with special tasks.

**ENQUIRIES**:  Mr MJ Ngobeni Tel No: (015) 307 8600

**APPLICATIONS**:  Tzaneen: Please forward your application, quoting the reference number to the Department of Water and Sanitation, The Area Manager, Tzaneen Area Office, Private Bag X 4012, Tzaneen, 0850.

**POST 28/53**:  **DRIVER (HEAVY MOTOR VEHICLE) REF NO: 160819/10**
Branch: IBOM: Northern Operations

**SALARY**:  R145 281 per annum (Level 04)

**CENTRE**:  Tzaneen (Maintenance)

**REQUIREMENTS**:  A Grade 10 certificate or equivalent qualification. One (1) to (3) three years’ experience in driver / operator services. Operator License (Attach copy). A valid Driver’s license (Attach certified copy) Knowledge and experience in driving services. Knowledge and understanding in operating services. Understanding of organisational policies and procedures. Knowledge and understanding of process flow. Basic knowledge in financial services. Knowledge of organisational and government structures. Understanding of procedures and processes. Knowledge of government regulations, policies notes, circulars and policy frameworks. Understanding of delegation authority, financial management and PFMA. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct.

**DUTIES**:  The operation of all heavy / light equipment in a safe and efficient way according to all relevant legislation, policies and procedures. Perform daily safety and maintenance checks. The cleaning of equipment as schedule. Ensure equipment are safely secured and stored.

**ENQUIRIES**:  Mr MJ Ngobeni Tel No: (015) 307 8600

**APPLICATIONS**:  Tzaneen: Please forward your application, quoting the reference number to the Department of Water and Sanitation, The Area Manager, Tzaneen Area Office, Private Bag X 4012, Tzaneen, 0850.

**POST 28/54**:  **GENERAL FOREMAN REF NO: 160819/11**
Branch: IBOM: Northern Operations

**SALARY**:  R145 281 per annum (Level 04)

**CENTRE**:  Tzaneen

**REQUIREMENTS**:  A Grade 8 certificate. One (1) to two (2) years’ experience. A valid driver’s license. (Must attach certified copy). Good written and verbal communication skills. One year supervision experience will be an added advantage. Work independently and in a team. The ability to do routine tasks, which require using variety of equipment, tools and machinery. Knowledge of the basic safety procedures of the Health and Safety OHS Act.

**DUTIES**:  Assist Artisan in Civil Workshop. Supervision of maintenance team. Ensure that official houses, office buildings, dam wall areas and workshops are maintained. General maintenance to plants, structures and canal pipe lines. Concrete work, plastering, tiling, painting, cleaning, roof structures, and gutters and down pipes. Building manholes and structures. Knowledge of plumbing will be advantage.

**ENQUIRIES**:  Mr KS Thantsha Tel No: (015) 307 6600

**APPLICATIONS**:  Tzaneen Please forward your application, quoting the reference number to: Department of Water and Sanitation, The Area Manager, Tzaneen Area Office, Private Bag X 4012, Tzaneen, 0850.

**POST 28/55**:  **GENERAL WORKER REF NO: 160819/12 (X3 POSTS)**
Branch: IBOM: Northern Operations

**SALARY**:  R102 534 per annum (Level 02)

**CENTRE**:  Tzaneen

**REQUIREMENTS**:  An ABET certificate. Knowledge of using chain blocks overhead cranes. Ability to work under pressure, independently and in a team. Good verbal and written skills.

**DUTIES**:  Loading and offloading of equipment. Fencing, weed control and garden maintenance. Painting and spraying zones. Cleaning of dam premises and canal
housekeeping at the pump station. Unblocking of drains. Adhere to all OHS requirements in terms of the Act. Extinguish veld fires, digging trenches and hoe around valve chambers on pipelines. Assist with other duties as and when requested.

ENQUIRIES
APPLICATIONS: Mr KS Thantsha Tel No: (015) 307 6600

Tzaneen: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, The Area Manager, Tzaneen Area Office, Private Bag X 4012, Tzaneen, 0850