DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 30 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 29/75: CHIEF ENGINEER GRADE A REF NO: 300819/01
Branch: Chief Operations Office: Free State, Infrastructure Development and Maintenance

SALARY: R1 042 827 per annum (OSD)
CENTRE: Bloemfontein

DUTIES: The successful candidate will be responsible to perform and manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications and provide strategic direction in the process. These entail the following activities: Perform and manage all engineering activities related to water and wastewater infrastructure through engineering design, analysis and maintenance of engineering operational effectiveness (Designs and evaluates design elements). Provide strategic direction in water services infrastructure and associated processes through governance (Plans engineering projects and systems). Communicate with relevant stakeholders with regards to projects and activities. Develop, maintain and upgrade technology...
applicable. Manage Professional Service Providers (PSPs) contracts. Oversee and manage all work conducted by PSPs. Delegate work to PSPs. Oversee and monitor all PSP contracts. Provide leadership to the sector. Conduct strategic and business planning for the sector. Financial Management and People Management. Engineering principles are to be applied to ensure water service infrastructure development and maintenance programme and project management, legal and operational compliance. Contribute to the strategic plan of the Branch. Assists in developing strategic plans, annual business plans and budget for the Directorate. Revise plans quarterly. Provide verbal and written reports to managers.

ENQUIRIES
APPLICATIONS
Mr M Manyama, Tel No (051) 405 9000
Bloemfontein: Please forward your application quoting the reference number to the Provincial Head: Free State, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300 or hand delivered to Corner of East Burger and Charlotte Maxeke, 2nd Floor Bloem Plaza, Bloemfontein, 9300.

FOR ATTENTION: Ms. L Ntja

POST 29/76
SCIENTIFIC MANAGER GRADE A REF NO: 300819/02
Branch: Planning and Information
Dir: Hydrological Information

SALARY: R898 569 per annum (all inclusive OSD salary package)
CENTRE: Pretoria Head Office
REQUIREMENTS: An MSc Degree or relevant qualification. Six (6) years post qualification Natural Scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist (Proof of registration must be attached). A valid driver’s license (certified copy must be attached). A thorough understanding on how to develop and manage mechanisms for data acquisition, processing and dissemination including information flow process. Proficiency in English language: speaking, writing and public address. Experience in project management. Excellent interpersonal and communication (written and verbal) skills. Good liaison and organisational skills; basic understanding of financial management and the PFMA. Sound administrative skills and a demonstrated commitment to service delivery. Experience of MS Word, MS Excel, MS PowerPoint, MS Outlook and internet.

DUTIES: Manage surface and groundwater data acquisition, capturing, processing and dissemination. Analyze and improve the effectiveness of respective data and information flow to and from the information system, including quality control (quality management) and auditing of data. Provide advisory services, Information dissemination and knowledge management. Setting of standards, policies and systems for data collection in the water sector. Disseminate data and information to intending users in appropriate forms computer files of raw data, hydrological statistics for particular locations or areas subject to resource development. Annual statistical summaries in yearbook form, national hydrological atlases, contributions to national state of the national water reports. Etc. Assemble data about aspects of the bio-physical and human environment that are needed to develop an understanding of hydrological processes topography, lithology, land use, climate, water use and discharge. Define and disseminate national standards for water-related data and information. Manage a diverse group of scientists. Responsible for various functions and activities in the field of hydrology / geohydrological data management as well as financial management of the unit.

ENQUIRIES
APPLICATIONS
Mr LZ Maswuma Tel No: (012) 336 8784
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 29/77
DEPUTY DIRECTOR: CATCHMENT MANAGEMENT AGENCIES REF NO: 300819/03
Branch: Regulation
SD: Water Management Institutions

SALARY: R869 007 per annum (Level 12)
CENTRE: Pretoria Head Office


DUTIES: Creates an enabling policy, legislative and best practice framework for the establishment of Water Management Institutions. Ensure, support and guide the establishment of Water Management Institutions nationally. Ensure regional liaison meetings and national conferences are held. Ensure governing boards are appointed and WMI development are advised and supported. Support Governing boards and provide information accordingly. Ensure Catchment Management Strategy guidelines are developed and regulatory framework is monitored. Ensure that corrective actions are implemented where needed. Provides support in the development of Strategic and Business plans. Coordinate Department of Water and Sanitation input into Catchment Management Strategy development. Management of projects to provide capacity building and Water Management Institutions Development support. Ensure awareness framework is developed and materials produced. Develop Local Government support programmes and tools. Develop an expenditure forecast on a quarterly basis for the section.

ENQUIRIES: Ms E Bofilatos Tel No: (012) 336 7562

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 29/78: CHIEF SECURITY OFFICER REF NO: 300819/04
Branch: Chief Operation Officer: Eastern Cape

SALARY: R257 508 per annum (Level 07)

CENTRE: King William’s Town

REQUIREMENTS: A Senior Certificate / Grade 12 certificate. A Grade B Security Certificate and PSIRA registration certificate (Must attach certified copy). Three (3) to (5) five years supervisory experience in a security environment. A valid Driver’s license (Must attach certified copy). Knowledge in Occupational Health and Safety. Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge and experience of emergency procedures. Riot control and first aid competencies. Ensure security measures are in put place and implemented correctly.

DUTIES: Implement security policies in line with relevant acts and national directives as determined by national bodies. Conduct risk analysis and security appraisals for National and Provincial office installations. Monitoring of security operations within the office responsibility. Investigation of all incidents at offices and liaise with police where possible. Render security awareness programmes at all installations within the department. Assist in the basic implementation of safety policy. Assist with organisation and facilitation of workshops to create awareness on policies and guidelines. Attend to ad hoc queries pertaining to OHS and safety programmes from both internal and external clients. Administer HRM, HRD and EE plan reports and submissions. Manage all administrative functions within the section. Provide logistic support.

ENQUIRIES: Mr M Zenzile Tel No: (043) 604 5528

APPLICATIONS: King William’s Town: Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the No. 2Hargreaves Avenue, King William’s Town 5600.

FOR ATTENTION: Ms T Solwandle Tel No: (043) 604 5476
POST 29/79 : PERSONAL ASSISTANT REF NO: 300819/05  
Branch: Chief Operations Office: Mpumalanga  

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

DUTIES : Provide personal assistance, including a secretarial support service to the Chief Director. Render administrative support services. Manage the diary and provide support to the Chief Director regarding meetings. Support the Chief Director with the administration of budget. Operate and ensure that office equipment, e.g. computer systems and photocopiers are in good working order. Ability to perform advanced typing. Utilise discretion to decide whether to accept, decline or refer queries. Compile schedules for appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation. Obtain inputs, collates reports, e.g. progress reports, monthly reports and management's reports. Scrutinise routine submissions, reports and make notes for the Managers recommendations. Draft documents as required. Manage the leave register and the telephone accounts for the unit. Handle the procurement of standard items like stationery, refreshments etc. Coordinate logistical arrangements for meetings/travelling required and processing of Subsistence and Travel claims for the Manager. Keep record of expenditure commitments, monitor expenditure and alert manager of possible over and under spending. Acquaintance with the relevant Public Services and departmental prescripts or policies and other documents. Remain up to date with regard to the prescripts, policies and procedures.  

ENQUIRIES : Mr Guma F Tel No: (013) 759 7310  
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 D.P Nkuna  

POST 29/80 : SECRETARY: INSTITUTIONAL ESTABLISHMENT REF NO: 300819/06  
Branch: Chief Operations Office: Mpumalanga  
Dir: Institutional Establishment  

SALARY : R173 703 per annum (Level 05)  
CENTRE : Mbombela  

DUTIES : Provides secretarial, receptionist and administrative support service to the Directorate. Receive telephone calls and messages for the Director and channel calls to relevant role players if needs be. Manage and coordinate the diary of the Director by recording appointments and events. Compilation and coordination of
documents for the Directorate and Director. Operate office equipment like fax and photocopy machines. Liaise with internal and external stakeholders travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the Director. Collects all relevant documents and information to enable the Director to prepare for meetings. Record minutes of the meetings of the Director when required. Process and manage all travel arrangements for the Directorate. Process all travel and subsistence claims and all invoices that emanates from the activities of the work of the Directorate. Draft routine correspondence and reports and administers matters such as leave, PMDS, training, registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standard items like stationery, refreshments etc. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Directorate. Studies relevant Public Service and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with procedures and processes that apply in the office of the Director. Perform any other relevant functions to assist in the Directorate

ENQUIRIES: Mr S Nkuna Tel No: (013) 759 7317
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 D.P Nkuna