

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 20 September 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 disadvantaged 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 32/36 : **DIRECTOR: PROJECT MANAGEMENT REF NO: 200919/01**
Branch: Chief Operations Office Gauteng
DIR: Infrastructure Development and Maintenance

SALARY : R1 057 326 per annum (Level 13) (all-inclusive salary package)

CENTRE : Gauteng

REQUIREMENTS : A Degree at NQF level 7 in Project Management, Development studies or Environmental Management or equivalent qualification. Six (6) to ten (10) years industrial related project planning and/or management experience in civil engineering of which five (5) years' experience should be at middle/senior management level. Experience preferably in the water sector. Possesses a general understanding of contract administration, business principles and business law. Possess a broad understanding of each engineering discipline. Effective management and leadership skills. Effective computer skills: Microsoft Office Software, Lotus Notes, and other company and business specific software applications. Effective communication skills both verbally and written. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge and understanding of Public Finance Management Act (PFMA). Framework for managing performance information. Knowledge on implementing policies of PMDS. Problem solving and analysis. People and Diversity Management. Client Orientation and Customer focus. Accountability and Ethical Conduct.

DUTIES : Develop and lead scoping, planning, cost-estimation and pricing of project, ensuring it is fit for purpose and supports the needs of the transformation programme. Define the scope of the project in collaboration with executive management. Develop a schedule for project completion that effectively allocates the resources to the activities. Review the project schedule with executive management and all other staff that will be affected by the project activities; revise the schedule as required. Defining, implementing and maintaining the programme management frameworks and methodologies, including those relating to group-wide roadmaps, transformation dashboards that provide oversight and governance of all initiatives, project portfolio governance, the change delivery lifecycle, programme and project level reporting, project planning tools, resource plans,

financial tracking tools, change control, impact assessment, stakeholder mapping and expectation management tools. Implement programme management frameworks and methodologies. Conduct monitoring and evaluation. To ensure that projects are completed on-time, within budget, and within expectations for quality and functionality. Execute the project according to the project plan. Develop forms and records to document project activities. Provide management level oversight regarding compliance and the programme management frameworks and methodologies. Write reports on the project for management and for funders. Monitor and approve all budgeted project expenditures. Responsible for statement of work and risk assessment, including defining goals and objectives, resource requirements, project budget, project risks and business requirements into specific deliverables. Ensure that the project deliverables are on time, within budget and at the required level of quality. Evaluate the outcomes of the project as established during the planning phase.

ENQUIRIES : Mr S Mthembu Tel No: (012) 392 1300/03
APPLICATIONS : Gauteng (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 L Mabole
NOTE : Preference will be given to female applicants.

OTHER POSTS

POST 32/37 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 200919/02**
 Branch: IBOM: Eastern Operations

SALARY : R751 542 per annum (OSD)
CENTRE : Midmar Dam (Howick)
REQUIREMENTS : A Bachelor of Technology Degree in Engineering (B Tech) or relevant qualification. Six (6) years post qualification Engineering Technologist experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist. A valid driver's licence (certified copy must be attached). Good communication (verbal and written) skills. Initiative and innovative skills. Understanding of Public Service transformation and knowledge of the National Water Act, 1998 (Act 36 of 1998), the Water Services Act, 1997 (Act 108 of 1997) and the National Environmental Management Act, 1998 (Act 107 of 1998). Project management skills. Technical design and analysis knowledge. Knowledge of research and development. Computer aided engineering applications, Technical report writing, Problem solving and analysis. Decision making. Team work Customer focus and responsiveness. People management.

DUTIES : Manage the area office in the Eastern 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. Provide leadership and directions as well as be responsible for facilities for financial management and corporate support in the Cluster Office. 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 in this regard. Manage administration and technical staff. Promote good stakeholder relations and ensure a customer-focused service delivery related to water resources.

ENQUIRIES : Mr T Mkhize Tel No: (033) 239 1900
APPLICATIONS : Midmar Dam (Howick): Please forward your application quoting the reference number to: The Director: Eastern Operations, Department of Water and Sanitation, Private Bag X24, Howick, 3290. Hand deliver at Department of Water and Sanitation, R103 Prospect Road, Midmar Dam, Howick, 3290.

FOR ATTENTION : The Human Resource Manager

POST 32/38 : **CONTROL ENGINEERING TECHNICIAN (CIVIL) GRADE A REF NO: 200919/03**
Branch: IBOM: Eastern Operations

SALARY : R446 202 per annum
CENTRE : Midmar Dam (Howick)
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical (Engineering) experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician. A valid driver's licence (certified copy must be attached). Good communication (verbal and written) skills. Initiative and innovative skills. Understanding of Public Service transformation and knowledge of the National Water Act, 1998 (Act 36 of 1998), the Water Services Act, 1997 (Act 108 of 1997) and the National Environmental Management Act, 1998 (Act 107 of 1998). Project management skills. Technical design and analysis knowledge. Knowledge of research and development. Computer aided engineering applications, Technical report writing, Problem solving and analysis. Decision making skills. Ability to work in a team work. Customer focus and responsiveness. Good people management skills. Planning and organizing. It will be expected of the incumbent to travel frequently.

DUTIES : Responsible for the overall maintenance of the civil portions of the departmentally operated Government Water Resource Schemes and related infrastructure. Ensure maintenance plans are developed and implemented for civil infrastructure. Prepare, plan and execute projects related to routine maintenance requirements. Assist with asset management control. Support with dam safety inspections and advice with regards to written reports. Assist with the monitoring and implementation of Occupational Health and Safety processes. Assist Engineers and Associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel. Ensuring stakeholder development and participation and build Inter-governmental Relations. Manage administrative functions, financial management, revenue management and general administration as well as personnel development and management. Improve the Department's capacity to deliver quality services.

ENQUIRIES : Mr T Mkhize Tel No: (033) 239 1900
APPLICATIONS : Midmar Dam (Howick): Please forward your application quoting the reference number to: The Director: Eastern Operations, Department of Water and Sanitation, Private Bag X24, Howick, 3290. Hand deliver at Department of Water and Sanitation, R103 Prospect Road, Midmar Dam, Howick, 3290.
FOR ATTENTION : The Human Resource Manager

POST 32/39 : **CONTROL ASSISTANT TECHNICAL OFFICER (DATA MANAGEMENT HYDROMETRY) REF NO: 200919/04**
Branch: Operational Integration Gauteng
CD: Provincial Operations
Re-advertisement and applicants who have previously applied are encouraged to re-apply

SALARY : R316 791 per annum (Level 08)
CENTRE : Boskop Dam Hydrometry Office
REQUIREMENTS : A National Senior Certificate (Grade 12) with Mathematics / Mathematic Literacy. Ten (10) years related experience in the field of hydrological data processing and management using KistersHydstra software. A thorough knowledge of and experience in hydrological processing, editing, auditing (quality control) and archiving is compulsory. Knowledge of and experience in the processing of water level recorder charts, flow meters, electronic logger data, evaporation data, dam returns, borehole data and dam spillway control gates are compulsory. Use of the Hydstra software to extract data management and statistical reports is required. Knowledge of the MS Office package, with experience in Word, Outlook, Power Point and Excel (which may be assessed if need be). Use of the Osiris operational management software will be an added advantage. Willingness to travel and a valid code B (8) drivers license is required, as well as the attendance of in-house training,

DUTIES

meetings and workshops at various locations countrywide. Good written and verbal communication skills are required. A high level of reliability, good interpersonal relationships and sound organizing skills are expected of the occupant of the post. The successful candidate will be responsible for the management of the Data Management section. The officer will be responsible for the supervision and management of all personnel in the section and attending to their training needs, human resources requirements and performance management. The overall responsibility for the coordination and management of the capturing, processing, editing, evaluation and archiving of all collected surface and groundwater data in the Gauteng Hydrometry area of responsibility according to the required standard. Ensure that quality control is done on all processed data. Responsible for ensuring the proper registration and transfer of all collected water quality grab samples to Resource Quality Information Services. Liaison with technical officers to solve problems to ensure the quality of data collected. Compilation of monthly and quarterly management reports for performance reporting. Liaison with Head Office Hydstra Support to resolve system issues and maintain required process requirements. Supply reliable data and information to all internal and external clients and stakeholders immediately when requests are received. Supply the Directorate Surface and Groundwater Information at Head Office with all information or reports as requested.

**ENQUIRIES
APPLICATIONS**

Mr G.J Venter Tel No: (018) 298 9000
Boskop Dam: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X08, Noordbrug, 2522 or hand deliver to Department of Water and Sanitation Office, Boskop Dam. (On the R501 between Potchefstroom and Carletonville, 16 kilometres from Potchefstroom).

FOR ATTENTION

Ms MMM Buyskes

POST 32/40

ARTISAN FOREMAN (GRADE A) REF NO: 200919/05
Branch: Infrastructure Build Operate and Maintenance: Southern Operations

**SALARY
CENTRE
REQUIREMENTS**

R304 263 per annum (OSD)
Uitkeer
An Appropriate Trade Test Certificate. Five (5) years post qualification experience as an Artisan. Valid code B/EB driver's license. (Attach certified copy). The incumbent to be physically fit. Experience in all building trades. Good written and verbal communication. Ability to read and interpret manufacturing drawings. Be conversant with the requirement of the Machinery. Knowledge and understanding of compliance to Occupational Health and Safety Act in workshops and site environment is essential.

DUTIES

Manage the civil maintenance teams and carpenter shop and ensure compliance to prescribed standards to ensure safe and serviceable infrastructure which include pumps, valves, sluices, auxiliary drives, cranes, water vessels within the Eastern Cape Government Water Schemes through planned maintenance, scheduled- and unscheduled repairs and refurbishment projects. Manufacture items from own planning and from design drawings. Source, liaise and obtain quotations from suppliers and ensure product compliance to specifications and standards. Evaluate and identify staff training needs and assist with training facilitation process. Manage and evaluate staff performance on an on-going basis. Work requires traveling to remote areas and to overnight away from home on a regular basis. Standby and occasional overtime work, including weekends and public holidays, will be expected from time to time.

**ENQUIRIES
APPLICATIONS**

Mr JM Viljoen Tel No: (041) 508 9703
Uitkeer: 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
NOTE**

Ms EN Ngele
Applicants may be subjected to skills test as part of the recruitment process in order to prove technical competence for the position.

POST 32/41 : **ASSISTANT TECHNICAL OFFICER REF NO: 200919/06**
Branch: Planning Monitoring and Evaluation

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Roodeplaat Dam (Pretoria)
: A Senior Certificate with Mathematics / Mathematics Literacy. Computer literacy. Basic knowledge in handling laboratory equipment. A valid driver's license (Certified copy must be attached). Basic problem solving skills. Good communication, interpersonal and organising skills. Willingness to acquire new skills.

DUTIES : Maintenance and monitoring measuring equipment's. Maintenance of technical equipment for monitoring stations. Make available information/materials for maintaining monitoring stations. Capture monthly water-related measurements. Collect water samples according to set standards and register the samples on the relevant database. Collection of water-related data. Maintain water-related data for surface and ground water. Capture hydrological data. Provide water-related data to relevant managers. Maintain data related to surface and groundwater. Provide maps and other related documents. Management of documents relating to water and data systems.

ENQUIRIES APPLICATIONS : Ms MJ Silberbauer Tel No: (012) 808 9505
: Roodeplaat Dam (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 L Mabole

POST 32/42 : **DRIVER REF NO: 200919/07**
Branch: Planning and Information

SALARY CENTRE REQUIREMENTS : R122 595 annum (Level 03)
: Roodeplaat Dam
: A Grade 10 certificate or equivalent. A Driver's License and Operator License (Certified copies must be attached). One (1) to three (3) years' experience in driver / operator services. Knowledge of organisational policies and procedures. Basic knowledge of government regulations, practice notes, circulars and policy frameworks. Ability to work under pressure and meet deadlines. An understanding and commitment of government objectives, policies and programmes. Good client orientation and customer focus. Knowledge of process flow. Communication and writing skills needed as well as ability to work in a team.

DUTIES : Responsible for transporting of personnel. The delivery and collection of passengers. Function in accordance with applicable legislative requirements. Routine maintenance of vehicles. Routine inspection on visible defects around the exterior of the vehicles. The monitoring of various fluid levels. Monitor the utilization of vehicles. Attend to special requests. The recording of fuel and fluids levels. The recording of operations of the vehicles. The periodic checks on vehicles maintenance standards. Ensure the safekeeping of vehicles.

ENQUIRIES APPLICATIONS : Ms G Mamoka Tel No: (012) 808 9591
: Roodeplaat (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 NOTE : Ms L Mabole
: The successful candidate will be subjected to a driving test

POST 32/43 : **GROUNDSMAN REF NO: 200919/08 (X4 POSTS)**
Branch: IBOM: Eastern Operations

SALARY CENTRE : R102 534 per annum (Level 02)
: Hluhluwe Dam: Hluhluwe (X1 Post)
: Spienkop Dam: Ladysmith (X1 Post)
: Goedertrouw dam: Eshowe (X2 Posts)

REQUIREMENTS : An ABET certificate. Knowledge and experience in operating gardening equipment and appliances. Knowledge and experience in lawn care processes. Knowledge of the pruning, trimming and techniques processes. Knowledge of the chemical use (dilution / mix) chemical products. Knowledge of daily maintenance procedures for efficient machine / equipment performance. Basic knowledge in supporting water utilisation and water resources strategy. Knowledge of health and safety procedures. Knowledge of garden maintenance and planting practices. Basic understanding of government legislations.

DUTIES : Cleaning and maintain grounds and repair tools and structure such as buildings, fences and benches using hand and power tools. Mixing spray or spread fertilizers, herbicides or insecticides onto grass, shrubs and trees using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, planters and other related ground features. Maintain existing grounds/gardens by caring sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, grounds, and clean buildings by sweeping, washing floors and windows. Assist with maintenance duties from time to time. Adhere to OHS Act.

ENQUIRIES : Mr SE Shange Tel No: (033) 239 1900

APPLICATIONS : Midmar Dam (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

POST 32/44 : **CLEANER REF NO: 200919/09**
Branch: Planning and Information

SALARY : R102 534 per annum (Level 02)

CENTRE : Roodeplaat Dam

REQUIREMENTS : An ABET certificate. Knowledge of cleaning principles and experience in chemical use (dilution / mix). Experience in the use of cleaning equipment. Knowledge of health and safety requirements. Knowledge of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly.

DUTIES : Clean laboratories. Clean laboratory equipment. Clean glass and plastic ware at Analytical Services laboratories according to procedures. Remove and sterilize laboratory hazardous waste. Complete relevant laboratory forms. Removal of gas cylinders. Report broken machines. Request cleaning materials. Cleaning the chemical store rooms and laboratory coats. Cleaning of office corridors and boardrooms. Dusting, waxing, sweeping, scrubbing and vacuuming of floors. Cleaning walls, windows and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshen office areas. Clean the general kitchen basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by refilling the hand wash liquid soap. Replace toilet papers and empty wash waste bins. Report broken machines.

ENQUIRIES : Ms J Lekekiso Tel No: (012) 808 9750

APPLICATIONS : Roodeplaat Dam (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 L Mabile