DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 04 October 2019
NOTE : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed 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 34/62 : CHIEF DIRECTOR: WATER POLICY AND STRATEGY REF NO: 041019/01
Branch: Chief Operations Office
Re-advertisement and those who has previously applied are encouraged to re-apply

SALARY : R1 251 183 per annum (Level 14) (All-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Bachelor’s Degree in Public administration or equivalent (NQF Level 7) Six (6) to Ten (10) years’ experience in policy development and water resource management of which five (5) years should be at senior managerial level. Knowledge of public sector functions and knowledge management. Expert knowledge of the water business. Understanding and knowledge of National Water Act, BBBEE Act, NEMA and South African Constitution. Knowledge of corporative Governance structures. Strategic capability and leadership. Experience and understanding of financial management, project management and change management. Service delivery innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Good communication skill (both verbal and written). Accountability and ethical conduct.

DUTIES : Lead the review, development and maintenance of water and sanitation, related policies including legislative amendment recommendations. Facilitate monitoring and evaluation and reporting on the implementation of policies. Guide, coordinate and facilitate the development and implementation of the National Water Resources and Sanitation strategy. Coordinate and facilitate knowledge management throughout the water sector.

ENQUIRIES : Ms N Fundakubi Tel No: (012) 336 6655
APPLICATIONS : Head Office (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 34/63  : NATIONAL PROJECT MANAGER REF NO: 041019/02
Branch: IBOM

SALARY  : R1 057 326 per annum (Level 13) (All-inclusive salary package)
CENTRE  : Pretoria
REQUIREMENTS : B Degree (NQF level 7) qualification in Water Resources/ Built environment/Project Management Six (6) to ten (10) years’ experience in water sector environment, of which five (5) years should be at Middle/Senior Managerial level Project Management Experience Understanding of stakeholder management knowledge and experience in drafting of agreements Knowledge and understanding of PFMA knowledge and experience in governance practices. Decision making Strategic Capability and Leadership Experience in financial management Change management Service Delivery Innovation (SDI) Problem solving and analysis People management and empowerment Client orientation and customer focus Accountability and ethical conduct Driver's License and willingness to travel and work for extended hours.

DUTIES  : Develop policies on Regional Bulk Infrastructure Grant (RBIG) and Water Services Infrastructure Grant (WSIG) for the component. Ensure that policies on RBIG and WSIG are aligned to strategic plan Implement water policies for regulation of bulk water supply Facilitate and support the implementation of RBIG programme for the Region Bulk water supply and sanitation projects implemented in the regions. Various water sectors consulted on water issues Compile monthly reports. Support development of provincial sector plans and their alignment to RBIG programme. Needs of business sector catered for on bulk water infrastructure programmes Promote partnerships between government, public entities, private sector and civil society regarding RBIG programmes Ensure effective stakeholder management regarding water issues Assure that RBIG and WSIG projects are budgeted for on medium term expenditure framework Compile budget for implementation of RBIG and WSIG projects Early warning system management Ensure that budgeted funds are used properly Ensure that monitoring and evaluation for bulk infrastructure programme is conducted in the Regions Compile reports on monitoring and evaluation Ensure project is carried out as planned.

ENQUIRIES  : Mr. M.E Mulaudzi Tel No: (012) 336 8076
APPLICATIONS  : Head Office (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 34/64  : DIRECTOR: STRATEGY REF NO: 041019/03
Branch: Chief Operations Office
Re-advertisement and those who has previously applied are encouraged to re-apply

SALARY  : R1 057 326 per annum (Level 13) (All-inclusive salary package)
CENTRE  : Pretoria
REQUIREMENTS : A Bachelor’s Degree (NQF level 7) qualification in Environmental Studies/Engineering Studies/ Policy Development/Development Studies Natural Sciences Six (6) to ten (10) years’ experience in Environmental Studies/Engineering Studies/ Policy Development/ Development Studies/ Water Resource Management Five (5) years’ experience should be at Middle/Senior Managerial level Knowledge and experience in policy and strategy development Knowledge of Public Sector functions and strategic frameworks and plans Knowledge of and experience in Water, Sanitation and related Sector legislation, policies and strategies Analytical skills together with demonstrated experience in monitoring, reviewing and reporting on sector strategies Strategic capability and leadership Experience in programme and project management Knowledge of financial, change and knowledge management Service Delivery Innovation (SDI) Problem solving and analytical skills Good people and diversity management skills Client orientation and customer focus Good communication skills Accountability and ethical conduct.
### Duties

The development of the strategic framework for Water and Sanitation sector as mandated by the National Water Act, Act 36 of 1998. The management and coordination of the sector strategic framework. Conducting monitoring, evaluation and reporting on the implementation of the Water and Sanitation Sector Strategic Framework. Review the strategic framework as required by legislation. Respond to Ministerial, Parliamentary and other enquiries. Liaise with stakeholders in relation to the implementation and development of the strategic framework for the water and sanitation sector. Coordinate disaster management in the Department, consolidate reports and represent the Department at the National Disaster Management Centre.

### Enquiries

Ms. O Manyana Tel No: (012) 336 7804

### Applications

Head Office (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.

### Other Posts

**Post 34/65**: Chief Community Liaison Officer Ref No: 041019/04

**Salary**
R316 791 per annum (Level 08)

**Centre**
Port Elizabeth

**Requirements**
National Diploma or Degree in Social Sciences/ Development Studies. Three (3) to five (5) years’ experience in relevant Public Participation or Community Development. A valid driver’s license (Attach certified copy). Computer literacy (Ms Word, Excel and PowerPoint). Skills in Strategic and operational plan management. Knowledge and experience of policy implementation; monitoring and evaluation principles. Knowledge and experience of project management and professional development. Good verbal and written communication skills. Conflict management, creativity, awareness, flexibility and initiative.

**Duties**
Identify and facilitate the implementation of integrated community development interventions in partnership with community and other relevant stakeholders. Liaise and co-ordinate with relevant role players, internal and external stakeholders. Support communities and perform administrative support on community development and related activities. Ensure the implementation of water regulatory framework. Ensure the planning of water programmes. Ensure the monitoring and evaluation of catchment management forum programs. Participation in the development of Catchment Management Strategy and scheduling list in rateable areas.

### Enquiries

Mr F Khoza Tel No: (043) 701353

### Applications

King William’s Town: Please forward your applications quoting the reference number to The Department of Water and Sanitation, Private Bag X7485, King William’s Town, 5600 or hand deliver at No 2 Hargreaves Avenue, King William’s Town.

### For Attention

Mr M Zenzile Tel No: (043) 604 5528

**Post 34/66**: Accounting Clerk Ref No: 041019/05

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

**Centre**
Pretoria Head Office

**Requirements**

**Duties**
Check and capture original budget (ENE), adjustment budget (AENE), approved shifting of budget requests from line functions and year-end final shifting of funds and virements on BAS. Liaise with different sections within the department regarding source documents. Verify and capture journals on BAS. Assist in drawing
BAS reports (Expenditure Control Commitments and detail reports) as and when required. Produce daily budget and expenditure monitoring report including infrastructure programmes/grants for the entire Department. Ensure that all related filing is systematically completed. Request all BAS related reports when needed. Order and distribute stationery. Assist in performing desktop departmental expenditure trends analysis, monitoring of departmental expenditure to ensure alignment with approved budget and planned expenditure/drawings/cash flow projections – expenditure control. Assist in requesting BAS reports to verify that transactions are posted as per Departmental Standard Chart of Account (SCOA). Make follow-ups with line functions to correct/rectify expenditure misallocations and misclassifications. Provide effective office services to the section. Handle queries with regard to the above-mentioned duties.

ENQUIRIES:  Mr. ML Mukwevho  Tel No: (012) 336 8720
APPLICATIONS:  Head Office (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 34/67:  ADMINISTRATION CLERK: (TRANSPORT MANAGEMENT)  REF NO: 041019/06
Branch: IBOM Central Operations

SALARY:  R173 703 per annum (Level 05)
CENTRE:  Jericho Dam - Usutu River
REQUIREMENTS:  A National Senior Certificate/Grade 12 with one (1) to (2) two years’ experience in Transport/Fleet Management will serve as an added advantage. Valid Driver’s licence will be an added advantage (certified copy must be attached). 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. Conduct. Computer literacy skills. Planning and organizing. Good verbal and written communication skills. Willing to travel.

DUTIES:  Provide an efficient implementation and compliance to directives, policies and procedures related to transport management. Administrator subsidised vehicles applications for adjudication committee. Manage subsidy vehicle contracts, inspections, utilization, maintenance and administering of related claims. Efficient management and operational control of fleet and departmental vehicles. Administrator vehicle authorisations, operation and optimal utilisation and maintenance. Control of risk, fraud and misuse of fleet vehicles. Administrator transport accidents and traffic fines. Administrator transport invoices and provision of monthly transport reports. Maintain an efficient filing system. Keep updated registers, database and implement systems and procedures for tracking and tracing of transport documents. Liaise with service providers and regional office on matters related to transport management. Provide advisory services to officials and management on transport related matters. Perform driver and other administration support related duties as and when there is a need.

ENQUIRIES:  Mr MG Tsoai  Tel No: (017) 846 6001
APPLICATIONS:  IBOM Central Operations (Jericho Dam) please forward your applications quoting the relevant reference number to the Area Manager, Department of Water and Sanitation, Private Bag X1004:Usutu River, Amsterdam, 2375 or hand deliver to Jericho Dam, Admin Building Amsterdam Human Resource Office.

FOR ATTENTION:  Ms KE Thomo