DEPARTMENT OF WATER AND SANITATION

ANNEXURE Q

CLOSING DATE : 01 November 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). 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 37/93 : CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: 011119/02
Branch: Chief Operations Office Mpumalanga
SD: Resource Protection and Waste

SALARY : R495 219 per annum (OSD salary package)

CENTRE : Bronkhorstspruit Office

REQUIREMENTS : A four-year degree or equivalent qualification in Natural or Environmental Sciences Six (6) years post-qualification experience Extensive experience in the environmental and water management field, waste management, industries, urban development and mining, including the Department’s water use authorization process. A valid driver’s license (A certified copy must be attached) Computer literacy. A clear understanding of the Department’s role and policy with respect to Water Resource Management Knowledge of the National Water Act, 1998 (Act 36 of 1998) and related policies, strategies and guidelines Understanding the principles of Integrated Water Resource Management Innovative thinking, negotiating and networking skills Managerial skills Good communication (verbal and written) skills The willingness to travel extensively and work irregular hours Knowledge of Human Resources policies A clear understanding of transformation in the Public Service.

DUTIES : Implement and enforce the National Water Act, 1998 (Act 36 of 1998) as well as DWA policies and Regulations. Assist in the development of policies and regulations. Facilitate and co-ordinate training and career development of staff. Supervision of Environmental Officers and other Officers at lower ranks. Assist in the regulation of water users. Co-authorisation with other organs of the state. Water quality monitoring and compilation of monitoring reports. Water use authorisation of complex activities within the catchment. Pollution prevention and control of emergency incidents. Communication of water quality information through platforms such as catchment forums. Compilation of monthly and quarterly reports for the section. Project management and supervision of line function consultants. Promote water conservation and efficient water utilization through the authorization process.

ENQUIRIES : Mr S Macevele Tel No: (013) 932 2061

APPLICATIONS : Mpumalanga (Bronkhorstspruit): 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.
FOR ATTENTION : Mr MJ Nzima

POST 37/94 : LANGUAGE PRACTITIONER REF NO: 011119/03
Branch: Office of the Director-General

SALARY : R470 040 per annum (Level 10)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant National Diploma or Bachelor’s Degree in Language Studies including English Three (3) to (5) five years relevant experience in editing Knowledge and experience in written communication specialising in English Knowledge of administrative and clerical procedures and systems Good verbal and written command of English and any other official language(s) Ability to quality control documents Computer literacy particularly MS Office Suite Willingness to work irregular hours when requested Good interpersonal relations, planning, organising skills and a team player Client orientation and customer focus. Good communication skill both verbal and written Accountability and ethical conduct.

DUTIES : Provide key strategic support with regard to language editing, style and formatting of submissions, letters, parliamentary responses and cabinet memorandum that are for attention of the Director – General, Deputy Minister and the Minister in accordance with the departmental manual on written communication Advise departmental officials on the correct usage of English Ensure that the department’s manual on written communication is updated as and when the information changes and communicated changes to all departmental officials Liaise with officials within the department regarding the promotion of proper usage of formats and templates by conducting workshops and presentations.

ENQUIRIES : Mr D Siganunu Tel No: (012) 336 7802
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 37/95 : SCIENTIFIC TECHNICIAN GRADE A REF NO: 011119/05
Branch: Chief Operations Office: Western Cape
SD: Abstraction and Allocation/water use management

SALARY : R311 859 per annum (OSD salary package)
CENTRE : Bellville
REQUIREMENTS : A National Diploma in Natural Sciences or relevant qualification Three (3) years post qualification technical (Scientific) experience Compulsory registration with SACNASP as a Certificated Natural Scientist (proof of registration must be attached) A valid Driver’s license (certified copy must be attached) Recommendations: Programme and project management skills, Scientific methodologies, research and development Computer-aided scientific applications, knowledge of legal framework, technical report writing, professional judgment and data analysis Mentoring, creativity self-management, financial management, people management, conflict management, problem solving and analytical skills Planning and organizing Customer focus and responsiveness Computer literacy Creating a high performance culture.

DUTIES : The incumbent will be responsible for Water Use Management and related duties in the Olifants-Doorn Water Management Area Develop and implement methodologies, policies, systems and procedures Perform technical scientific functions and tasks that require interpretation in the presence of an established framework Apply operational standards and consolidate methodologies, policies, systems and procedures Identify gaps and develop appropriate interventions Preparation and participation in research activities Data collection through field surveys Maintenance,
calibration and operation of scientific equipment
Provide technical support and advice
Develop working relations with client base
Promote public awareness of scientific activities
Provide technical/scientific data, information and advice
Perform technical scientific analysis and regulatory functions
Database and data management
Analysis of technical scientific data
Apply the appropriate scientific and technical procedures/skills to generate information and knowledge
Formulate proposals and compile reports
Develop and customize operational procedures
Continuous professional development to keep up with new technologies and procedures
Conceptualize and development of scientific equipment
Research/literature studies to improve expertise
Publish and present technical reports and research findings
Liaise with relevant bodies/councils on technology-related matters
Human capital development
Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of good practice
Supervise technical support and processes
Manage the performance management and development of staff.

ENQUIRIES: Ms T Torch at Tel No: (021) 941 6236
APPLICATIONS: 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, Bellville. For attention: Ms K Melelo

NOTE: Persons with disabilities, Females, Indian Males, White Males and Coloured Males are encouraged to apply.

POST 37/96: REGISTRY CLERK REF NO: 011119/06
Branch: Chief Operations Office
DIV: Auxiliary Services
Re-advert: Applicant who have previously applied re-encourage to re-apply

SALARY: R173 703 per annum (Level 05)
CENTRE: Bellville
REQUIREMENTS: A Grade 12 certificate
Knowledge and understanding of registry procedures, processes, applicable prescripts and Acts
Knowledge of file management
Basic computer literacy skills
Knowledge of filing, registered mail, priority mail and the sorting of mail
Knowledge on operating the franking machine
Problem solving, analysis, client orientation and customer focus skills
Good communication skills
Accountability and ethical conduct skills
Good interpersonal skills
A valid driver’s license will be an added advantage (certified copy must be attached)

DUTIES: Efficient running of the registry office
Open post and parcels
Accurate filing of all correspondences on a daily basis
Open and close files
Assist with the execution of functions attached to the registry office
Maintain a register of documents received and delivered
Receive and dispatch of courier items
Ensure that there is no backlog on documents to be filed
Ensure that there is no file that leaves registry without being recorded
Issue and collect files from officials
Replace file covers and ensure that registry is efficient and effective
Deal with all registry related queries on a daily basis, in accordance with Batho Pele Principles
Collect post from local post offices.

ENQUIRIES: K Petersen at Tel No: (021) 941 6015
APPLICATIONS: 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, Bellville.

FOR ATTENTION: Ms K Melelo
NOTE: Persons with disabilities, Females, African Males and Indian Males are encouraged to apply.
POST 37/97 : HOUSEHOLD AID REF NO: 011119/07

Branch: Corporate Management Division: Food Preparation

SALARY : R102 534 per annum (Level 2)

CENTRE : Roodeplaat Training Centre (RTC)

REQUIREMENTS : A Grade 8 certificate One (1) to (2) two years relevant experience Basic knowledge and experience of keeping kitchen utensils safe Basic knowledge and experience in dishing out food Basic knowledge in planning and preparing food Knowledge in quality management, inventory procedures and techniques Knowledge in storing food Understanding administrative procedures, sanitation, health and safety procedures.

DUTIES : Cleaning of houses and offices at the Roodeplaat Training Centre Provide laundry services where applicable at RTC Assist with catering clean conference rooms before and after meetings assist in the well-being of the residents Arrangement of refreshments in the morning and during the day when clients break for lunch

ENQUIRIES : Ms V Meyer, Tel No: (012) 336 7448

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