ANNEXURE T

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 06 December 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 a 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 42/79: CHIEF ENGINEER GRADE A REF NO. 061219/01
Branch: Chief Operations Office Eastern Cape
SD Compliance Monitoring
Re-advertisement, applicants who have previously applied are encouraged to re-apply

SALARY: R1 042 827 - R1 192 365 per annum (All inclusive OSD salary package)
CENTRE: King Williams Town
REQUIREMENTS: A Civil Engineering degree (B Eng/BSc Eng). Six (6) years post qualification experience. Experience in the Water Sector preferable. Compulsory registration with ECSA as a Professional Engineer. A valid drivers licence (certified copy must be attached). Experience in water resource planning and management. Experience in planning; hydrological modelling; economic analysis; ecological matters; policy development and institutional aspects. Computer literacy and good computer programming skills. Good communications skills both verbal and written. Negotiation skills. Proven leadership skills and the ability to manage a professional multi-disciplinary team. Knowledge of and experience in financial management and relevant acts. Must be available to travel as and when required often at short notice.

DUTIES: Identify; set-up and manage multi-disciplinary catchment-wide planning studies, Identify vulnerable and sensitive areas with respect to water resources or possible effect on water resources of the catchment. Co-ordinate and process inputs from wide range of disciplines; comparative analysis. Report on investigations of possible water resource developments and/ or the development of strategies to reconcile water supply and demand. Lead Master planning for EC Water resources development linked water services planning. Assist in providing professional guidance to teams of professional service providers in water services project in sector. Compile terms of Reference for planning studies. Management and administration of professional service providers; including financial administration. Close interaction with other components, Provincial and Central government departments; other development agencies; local authorities and the public. Responsible for budgeting of all expenditure of the planning section as well as control of expenditure. Responsible for speech-writing and ministerial submissions as required. Deliver technical and other presentations as required to a variety of audiences.

ENQUIRIES: Ms P Makhanya Tel No: (043) 604 5401
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
NOTE: This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A may be considered based on the provisions of the Public Service Regulation 2016, i.e. provision of the candidate’s current salary advice.
**POST 42/80**

**DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: 061219/02**

Branch: Planning and Information  
SD: Office of the DDG  
Re-advertisement and those who has previously applied are encouraged to re-apply.

**SALARY**

R869 007 per annum (Level 12) (All inclusive salary package)

**CENTRE**

Pretoria Head Office

**REQUIREMENTS**


**DUTIES**

Facilitation of strategic and business planning process for the Branch: Planning and Information Management. Consolidate inputs into strategic plan, annual performance plan (APP) and operational plan for the Branch/Component. Coordinate and analyse the performance and other reports for the Branch on a monthly basis and as required. Conduct monitoring, sites visits, capturing, analysing and reporting of monitoring data. Compile budget needs for the Branch into Estimates of National Expenditure (ENE) as well as adjustments. Coordinate and compile in-year-monitoring reports. Coordinate risk management activities and the development of demand management plan as well as audit action plans. Manage the relationship with other stakeholders on the implementation of monitoring and evaluation function.

**ENQUIRIES**

Ms MC Mokhele Tel No: (012) 336 8284

**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 Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION**

Ms L Mabole

**POST 42/81**

**SCIENTIST PRODUCTION GRADE A-C REF NO: 061219/03**

Branch: Chief Operation Officer: Western Cape  
SD: Resource Protection

**SALARY**

R618 732 - R939 621 per annum (OSD) (Offer will be based on proven years of experience)

**CENTRE**

Bellville

**REQUIREMENTS**

A Science degree BSc (Hons) in Natural Science or relevant qualification. Compulsory registration with SACNASP as a Professional Natural Scientist (certified copy must be attached). Three (3) years post qualification natural scientific experience. A valid driver's license. (Certified copy must be attached). Knowledge and experience in freshwater, estuarine ecology and project management. Scientific research methodologies and models. Computer aided scientific applications. Knowledge of legal compliance with the national water act. Technical report writing. Scientific data analysis and presentation skills. Problem solving, people and conflict management. Knowledge of wetland ecology and associated processes will be an added advantage. Good communication skill (both verbal and written).

**DUTIES**

Develop and implement methodologies, policies, systems and procedures in terms of the National Water Act, Act 36 of 1998. Identify gaps and develop appropriate interventions with regards to freshwater and ecosystems monitoring. Monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework. Advice and provide scientific support. Develop working relations with various clients. Create public awareness of the freshwater ecology systems. Provide scientific data, information and advice as requested and review scientific publications. Conduct analyses on scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models to generate information and knowledge. Conduct citizen science, basic and applied research. Liaise with the relevant bodies/councils on science-related and citizen science matters. Mentor, train and develop candidate scientist and others to promote skills/knowledge transfer as well as adherence to sound scientific principles and code of practice. Supervise scientific work and...
processes as well as sector support with the assessment of Water Use License Applications specifically sections dealing with applications dealing with impacts on wetlands, estuaries, the instream and riparian habitats. Manage special wetland related projects. Give inputs to all feasibility studies. Attend to water use data requests from stakeholders. Represent the Department in different forums and where fresh water ecology or surface water quality inputs are required from the department. Support the water quality team with the freshwater ecology inputs in their various projects.

**ENQUIRIES**: Ms Z Bila-Mupariwa Tel No: (021) 941 6089

**APPLICATIONS**: Western Cape (Bellville): Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof

**NOTE**: Persons with disabilities, Females, African Males and Indian Males are encouraged to apply.

**POST 42/82**: SCIENTIST PRODUCTION GRADE A-C REF NO: 061219/04

Branch: Chief Operations Office

Div: Compliance Monitoring

**SALARY**: R618 732 - R939 621 per annum (OSD) (Offer will be based on proven years of experience)

**CENTRE**: Durban

**DUTIES**: A Science degree (Bsc) (Hons) or relevant qualification. Compulsory registration with SACNASP as a Professional Natural Scientist. Three (3) years post qualification natural scientific experience. Valid driver’s license. (Attach certified copy). Sound knowledge and understanding of the Water Services Act and the National Water Act; and of relevant Environmental and local government legislations. Knowledge and experience in water and wastewater treatment processes and water quality management. Willingness to travel extensively. Excellent written and verbal communication skills. Advanced computer literacy with data management skills.

**DUTIES**: Responsible for technical support in all aspects of water resources and water services regulation. Responsible for the coordination of blue and green drop regulation, regulatory performance management, the review of project feasibility reports, attending to consumer complaints and queries and provide assistance to Water Service Authorities/Water Services Institutions in all aspects of water resources and water services regulation. Compilation of various reports on status of water resources and water services. Provide inputs into the strategic business planning. Liaise closely with the Provincial and Local government and other institutions to ensure effective local level regulation. Generally provide technical support to and advise on government policies pertaining to water resources and water services. Monitoring and auditing of water service institutions for compliance. Conduct technical inspections and evaluations. Provide recommendations and information required by the Regulation Manager.

**ENQUIRIES**: Ms. A Masefield Tel No: (031) 336 2839.

**APPLICATIONS**: Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

**FOR ATTENTION**: The Manager (Human Resource)

**POST 42/83**: SCIENTIST PRODUCTION: GRADE A-C WATER USE LICENSING ADMINISTRATION REF NO: 061219/05

Branch: Chief Operations Office: North West

**SALARY**: R618 732 - R939 621 per annum (OSD) (Offer will be based on proven years of experience)

**CENTRE**: Hartbeespoort

**REQUIREMENTS**: A Science degree (Bsc) (Hons) or relevant qualification. Compulsory registration with SACNASP as Professional natural scientist (proof of registration must be provided). Three (3) years post qualification natural scientific experience. A valid driver’s license (Attach certified copy) and willingness to travel. Proven knowledge, understanding and use of specialized software applications in the field of groundwater. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Understanding of Acid Mine Drainage (AMD). Skills and experience in management of human resources.
Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement.

**DUTIES**
Implement National Water Act with focus on groundwater protection and management, groundwater protocol, groundwater strategies. Provide groundwater specialist input on water use license applications for mining, industries, municipalities, urban development and agriculture activities. Conducting of site inspections and attend meetings for various water use license applications. Liaise with clients and other stakeholders to obtain outstanding information on groundwater reports submitted. Promote groundwater protection and management through the water use authorisation process and implement DWS’s role and function with respect to groundwater protection and management. Provide assistance in drafting of specific groundwater license conditions. Interpretation an analysis of ground water data submitted.

**ENQUIRIES**
Mr Rens Botha: Cell No: (082) 8089560

**APPLICATIONS**
Hartbeespoort: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner Dr.James Moroka Drive and Sekame Road, Unit99 Ground Floor.

**FOR ATTENTION**
Mr Ntwe MJ

**POST 42/84**
SCIENTIST PRODUCTION GRADE A-C (GEOHYDROLOGY) REF NO: 061219/06
Branch: Chief Operations Office Mpumalanga
Dir: Institutional Establishment

**SALARY**
R618 732 - R939 621 per annum (OSD) (Offer will be based on proven years of experience)

**CENTRE**
Bronkhorstspruit

**REQUIREMENTS**
A Science degree (Bsc) (Hons) in Geohydrology or Earth Sciences specialised in Groundwater or relevant qualification. Compulsory registration with the SACNASP as a professional Natural Scientist (certified copy must be attached). Three (3) years post qualification natural scientific experience. Knowledge of and experience in the following will serve as recommendations: Acquisition, auditing and provision of groundwater related data, geological borehole descriptions and logging, geophysics, monitoring network maintenance and extension, GIS, HYDSTRA, NGA/NGDB and applications in groundwater assessment and monitoring, technical report writing skills. A valid driver’s licence (Attach certified copy). Willingness to travel. Proven knowledge, understanding and use of specialized software applications in the field of groundwater. Good sound knowledge of geohydrological processes, groundwater assessments and integrated water resource management. Computer Skills. People management and Conflict Management. Report writing skills.

**DUTIES**
Implement National Water Act with focus on groundwater protection and management, groundwater protocol, groundwater strategies. Monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework. Assist with groundwater monitoring, assessment and reporting systems in the region. Create public awareness of the science system. Apply appropriate scientific data, information and advice as requested. Interpret, evaluate and analyse scientific data. Provide groundwater specialist input on water use licence applications for mining, industries, municipalities, urban development and agriculture activities. Conducting of site inspections and attend meetings for various water use licence applications. Liaise with clients and other stakeholders to obtain outstanding information on groundwater reports submitted. Promote groundwater protection and management through the water use authorisation process and implement DWS’s role and function with respect to groundwater protection and management. Provide assistance in drafting of specific groundwater licence conditions. Interpretation and analysis of ground water data submitted. Manage special geohydrological projects.

**ENQUIRIES**
Mr Sydney Nkuna Tel No: (013) 759 7317

**APPLICATIONS**
Bronkhorstspruit: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

**FOR ATTENTION**
Ms Mkhwanazi FM
POST 42/85: SCIENTIST PRODUCTION: GRADE A-C SPECIALIZED PROGRAMMES:
GEOHYDROLOGY REF NO: 061219/07
Branch: Chief Operations Office: North West

SALARY: R618 732 - R939 621 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE: Hartbeespoort

REQUIREMENTS: A Science degree (Bsc) (Hon) or relevant qualification in Geohydrology or Earth Sciences (Specialised in Groundwater). Compulsory registration with the SACNASP as a Professional Natural Scientist. (Attach certified copy). Three (3) years post qualification natural scientific experience. A valid driver’s licence (Attach certified copy). Knowledge of and experience in the following will serve as recommendations: Acquisition, auditing and provision of groundwater related data, geological borehole descriptions and logging, geophysics, monitoring network maintenance and extension, GIS, HYDSTRA, NGA/NGDB and applications in groundwater assessment and monitoring, technical report writing skills). Willingness to travel. Proven knowledge, understanding and use of specialized software applications in the field of groundwater. Good sound knowledge of geohydrological processes, groundwater assessments and integrated water resource management. Computer skills. People management conflict management and report writing skills.

DUTIES: Implement National Water Act with focus on groundwater protection and management, groundwater protocol, groundwater strategies. Monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework. Assist with groundwater monitoring, assessment and reporting systems in the region. Create public awareness of the science system. Apply appropriate scientific data, information and advice as requested. Interpret, evaluate and analyse scientific data. Provide groundwater specialist input on water use licence applications for mining, industries, municipalities, urban development and agriculture activities. Conduct site inspections and attend meetings for various water use licence applications. Liaise with clients and other stakeholders to obtain outstanding information on groundwater reports submitted. Promote groundwater protection and management through the water use authorisation process and implement Department of Water and Sanitation roles and functions in respect of groundwater protection and management. Provide assistance in drafting of specific groundwater licence conditions. Interpretation and analysis of ground water data submitted. Manage special geohydrological projects.

ENQUIRIES: Mr Rens Botha: Cell No: (082) 8089560

APPLICATIONS: Hartbeespoort: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr.James Moroka Drive and Sekame Road, Unit99 Ground Floor.

FOR ATTENTION: Mr Ntwe MJ

POST 42/86: ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: INSTREAM WATER USES AUTHORISATION REF NO: 061219/08
Branch: Chief Operations Office: Mpumalanga Water Use Licensing Administration

SALARY: R402 045 per annum

CENTRE: Bronkhorstspruit

REQUIREMENTS: A relevant Honours degree in Environmental or related fields. Experience in integrated water resource management and water resource protection will be an added advantage. Ability to work flexibly on a range of assignments, and adjust to and prioritize a variety of complex evolving tasks. Strong interpersonal skills and ability to develop effective relations within and outside the DWS. A valid drivers licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

DUTIES: Processing of Water use license applications in the Olifants Water Management Area. Provide comments on environmental impact assessment, environmental program reports and development applications in the Olifants Water Management area. Liaise
with stakeholders in the water sector and other government departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, and local authorities etc. Undertake water resource monitoring and special investigation. Manage water quality in the designated catchments areas. Prepare reports and interpret water quality monitoring results. Processing of Water use license applications in the Olifants Water Management Area.

ENQUIRIES: Mr Sydney Nkuna Tel No: (013) 759 7317
APPLICATIONS: Bronkhorstspruit Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

FOR ATTENTION: Ms. Mkhwanazi FM

POST 42/87: ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 061219/09
Branch: Chief Operations Office Northern Cape
Div: Auxiliary Services

SALARY: R376 596 per annum (Level 09)
CENTRE: Kimberley
REQUIREMENTS: A National Diploma or Degree in Administration or relevant qualification. Three (3) to five (5) years experience in administration specifically in Corporate Travel, Transport Management, Facilities Management, Records Management, Telecommunications, Safety and Security. Supervisory experience required. Occupational Health and Safety (OHS) A valid driver’s license (Attach certified copy). Computer literacy and skills in MS Office Software package. Sound knowledge, interpretation and application of Public service legislations/Acts, Regulations, directives, processes and procedures relevant to the post. Good communication, interpersonal skills and ability to interact with people at all levels. Ability to work independently, without close supervision and ability to lead a team. Good planning, organizing and execution skills. Be able to prioritize and produce quality work. Accountability, ability to multitask, work under pressure and meet tight deadlines. Be prepared to travel and work extended hours. Excellent report writing skills. Problem-solving, creativity and initiative skills. Analytical thinking with ability to pay attention to details and handle confidential information.

DUTIES: Management of key administrative areas within the Directorate including its Area Offices. Monitor and ensure compliance to national and departmental legislations/acts, regulations, directives regarding Corporate Travel, Transport Management, Facilities Management, Records Management, Telecommunications, Safety and Security. Ensure proper management of service provider contracts, payment of services, accounts, debt recovery, queries, reconciliation of accounts and expenditure reporting. Ensure quarterly reporting on contract performance. Ensure efficient maintenance of information and accurate databases. Provide inputs to the monthly and annual spending plans aligned to business plan. Provide inputs on the development/review of Budget and Business plans with clear roles and responsibilities assigned with the resources requirements identified. Develop, maintain and implement standard operating procedures for efficient utilisation and compliance to Corporate Travel, Transport Management, Facilities Management, Records Management, Telecommunications, Safety and Security, Occupational Health and Safety (OHS). Advise management and officials on administrative key activities’ policies, directives, processes and procedures. Compile submissions for implementation of administration activities and provision of management reports. Compile submissions, memoranda and submitting of monthly operational reports. Manage administration support personnel including co-ordination of key administrative and operational activities within the Directorate.

ENQUIRIES: Mr J Mashele Tel No: (053) 8308800
APPLICATIONS: Kimberley Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

FOR ATTENTION: Ms C Du Plessis

POST 42/88: ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: 061219/10
Branch: Chief Operations Office Eastern Cape
Div: Talent Management

SALARY: R376 596 per annum (Level 09)
CENTRE: King William’s Town
REQUIREMENTS: A National Diploma or Degree in Human Resources Management. Three (3) to five (5) years experience in Human Resource Development/Performance Management.

**DUTIES**

Provide input in the development of HRD policy and strategy. Ensure the application of sound human resources management practices in the area of performance management and development policy and related legislations, conduct research into best practices and trends in these areas, recommend policy amendments. Development of all the training interventions and facilitate in-house training on PMDS in the Department. Conduct Departmental training needs assessment relating to PMDS, conduct PMDS training and awareness sessions, brief managers on policy requirements, issuing of circulars and communications on PMDS. Coordinate the implementation of PMDS in the Department. Coordinate contracting and assessment, ensure alignment of employees performance agreement with Departmental objectives, coordinate assessments and moderation committees, coordinate implementation of performance rewards, ensure management of poor performance. Monitor and evaluate the implementation of PMDS. Measure compliance in terms of PMDS policies and information processes, monitor compliance of performance agreements signed, monitor compliance of quarterly reviews/ Term 1 and Term 2, finalization of moderation process. Manage and maintain PMDS database. Maintain performance management information system (electronic and manual) compile reports and submissions for management and external stakeholders.

**ENQUIRIES**

Mr M Zenzile Tel No: (043) 604 5528

**APPLICATIONS**

King Williams 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

**POST 42/89**

ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 061219/11
Branch: Chief Operations Office: KZN SD Financial Management

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Durban

**REQUIREMENTS**

A relevant tertiary qualification at NQF level 7. Completion of the General Internal Auditing (including IAT learnership - (three years)) learnership from the IIA plus two (2) year internal audit experience. Extensive knowledge of BAS, SAP, LOGIS, PERSAL Computer literacy in all programmes. A valid Driver’s License (Attach certified copy). Knowledge of the Treasury Regulations and the Public Finance Management Act (PFMA), GRAP/GAAP. Problem solving, analysis, report writing, and strategic thinking skills. Persuasiveness, flexibility, personal and motivation.

**DUTIES**

Assess the control environment, risk management and governance processes of the department. Plan audit projects. Develop adequate audit programmes. Document all findings on standard audit working papers. Compile audit reports. Perform follow-up reviews to ensure that agreed action plans have been implemented. Ensure compliance with prescripts and legislation relevant to finance, procurement. Verify creativeness of document prior to effecting payment. Identify risk and suggest corrective measures. Conduct internal audits in compliance with the Standard for Professional Practice of Internal Auditing. Monitor expenditure against budget allocation. Maintain updated signature specimens of authorised signatories. Build relationships with external auditors and other assurance providers. Conduct special investigations, inspections and audit co-ordination.

**ENQUIRIES**

Ms PV Mkhize Tel No: (031) 336 2700

**APPLICATIONS**

Durban Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

**FOR ATTENTION**

The Manager (Human Resources)
POST 42/90: OFFICE MANAGER REF NO: 061219/12
Branch: IBOM
CD: Infrastructure Operations and Maintenance

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: A National Diploma or Bachelor's Degree in Office Management and Technology/Public Management/Business Administration. Three (3) to five (5) years' experience in office management field. A Valid driver’s license (attach certified copy). Understanding and knowledge of public service policies and administrative procedures. Knowledge of the functioning of the national government. Computer literate (MS Word, Excel and PowerPoint). Proven knowledge and experience in secretarial duties. Sound organizational skills. Good people skills. High level of reliability. Excellent writing skills. Ability to act with tact and discretion. Understanding of dispute resolution process. Basic Financial Management and knowledge of PFMA. Good problem solving and analytical skills. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes. Ability to ensure a high level of ethical conduct and quality.

DUTIES: Ensure screening of all incoming correspondence (E-Mail, letters, reports, submissions and phone messages). Secretarial services, logistics, subsistence and travel arrangements and claims. Manage procurement. Collation of information and conduct research for presentations. Arrange and organize workshops and meetings. Represent Manager at certain meetings and workshops, take notes and give detailed report to Manager following the meeting. Manage queries. Monitoring of deadlines to ensure responses are prompt.

ENQUIRIES: Mr L Manus, Tel No: 012 336 8092
APPLICATIONS: Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350, Pretoria, 0001 or hand deliver to Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION: Ms LI Mabole

POST 42/91: ENGINEERING TECHNOLOGIST (PRODUCTION) GRADE A REF NO: 061219/18
Branch: Chief Operations Office Mpumalanga

SALARY: R363 894 per annum
CENTRE: Bronkhorstspruit
REQUIREMENTS: A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician (proof of registration must be provided). A valid drivers licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corportative Governance and stakeholder engagement.

DUTIES: Reviewing integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in connection with water use license applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations.

ENQUIRIES: Mr Sydney 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 X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

FOR ATTENTION: Ms Mkhwanazi FM
POST 42/92: SENIOR STATE ACCOUNTANT REF NO: 061219/13  
Branch: Chief Operations Office KZN

SALARY: R316 791 per annum (Level 08)
CENTRE: Durban
REQUIREMENTS: A National Diploma or Bachelor Degree in Financial Management or related qualifications majoring in Financial Accounting. Two (2) to three (3) years' experience in financial management (Accounts Payables, Salary Administration, and general Ledger). Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA and PFMA. Knowledge of Treasury Regulations, PERSAL, Basic Accounting System (BAS), Logis and Data Analysis. Knowledge and experience in administrative and clerical procedures and systems. Understanding of Departmental policies and procedures. Framework for managing performance information. Computer literacy in (MS Word, Excel, PowerPoint). Framework for managing performance information.

DUTIES: Ensure reconciliation of the major supplier accounts of the Provincial Office. Ensure effective payroll management within the Provincial Office. Check, verify and certify as correct and compliant to all finance related transactions. Approve and authorize transactions for payments, allowances, deductions etc. on the financial systems BAS/Logis and Persal. Ensure clearing of ledger and suspense accounts. Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system. Supervising and managing the performance of employees in accordance with the departmental policies.

ENQUIRIES: Mr. MI Ndlovu Tel No: (031) 336 2768
APPLICATIONS: Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION: The Manager (Human Resources)

POST 42/93: SENIOR ADMINISTRATION OFFICER: PLANNING AND INFORMATION REF NO: 061219/14  
Branch: Chief Operations Office Mpumalanga

SALARY: R316 791 per annum (Level 08)
CENTRE: Mbombela
REQUIREMENTS: A National Diploma or Degree in Public Administration or Social Sciences. Three (3) to five (5) years experience in administration matters. Supervisory experience of two (2) years will be an added advantage. Knowledge of administration procedures. Basic financial management and knowledge of PFMA. Knowledge Management. Good client orientation and customer focus. Good verbal and written communication skills. Computer literacy.


ENQUIRIES: Mr. Silo Kheva, Tel No: (013) 759 7313
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 MJ. Nzima

POST 42/94: SENIOR DEVELOPMENT EXPERT REF NO: 061219/15  
Branch: Chief Operations Office  
SD: Provincial CMA-Thukela

SALARY: R316 791 per annum (Level 08)
CENTRE: Durban
REQUIREMENTS: A National Diploma or Degree in Public Management/Developmental Studies/Business Administration. One (1) to (3) three years management experience in a Water Sector environment. A valid drivers licence (Certified copy must be attached). Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Understanding of Public Finance Management Act (PFMA). Knowledge and understanding of Education and Training quality assurance processes and
procedures. Acquaintance with equal opportunities and affirmative action guidelines and laws. Knowledge and experience of administrative and clerical procedures and systems. Good interpretation of departmental policies and procedures. Understanding of governmental financial systems. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Good knowledge of Integrated Water Sector matters. Problem solving and analytical skills. People, diversity management, client orientation and customer focus skills. Good communication skills. Accountability and ethical conduct. Willingness to travel extensively, work irregular hours, and is proficient in English. Knowledge of IsiZulu will be an added advantage. The candidate will be expected to possess excellent presentation, research, time management and project management skills.

**DUTIES:**

- Assist with the coordination of activities of Water Sector through existing sector partners. Maintain conceptualise and visual publications. Assist with the development and implementation of Integrated Water Sector Monitoring and Evaluation system and maintenance thereof. Implement policies and water sector framework that will guide implementation of Water Services Development Planning system (WSDP).
- Assist with conducting research on recent technology that can be applied. We require a self-motivated, independent thinker that will be able to liaise closely and provide support to various stakeholders including Traditional Leadership, Farmers (commercial and emerging), Local Government, Industries and other external institutions. The candidate must be able to identify key Water Resource Management needs of stakeholders, develop business plans, project proposals and effectively manage water for growth and development projects. Assist in the establishment, co-ordination and management of the Catchment Management Agency, Catchment Management Forums and Water User Associations within the respective Water Management Areas. Advise on government policies and legislation on all matters pertaining to Integrated Water Resource Management. Provide support to resource underprivileged farmers and Rain Water Harvesting Tanks for Food Production Programmes.

**ENQUIRIES:**

Mr NA Mkhize Tel No: (031) 336 2820

**APPLICATIONS:**

Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

**FOR ATTENTION:**

The Manager (Human Resources)

**POST 42/95:**

COMMUNITY DEVELOPMENT SUPERVISOR REF NO. 061219/16

Branch: Chief Operation Officer: North West

**SALARY:**

R316 791 per annum (Level 08)

**CENTRE:**

Mmabatho

**REQUIREMENTS:**

A National Diploma or Bachelor’s Degree in Social Science/Development Studies. Three (3) to (5) five years experience in community development. Knowledge and experience in professional development and project management. A valid driver’s license (attach certified copy). Strategic and operational plan management. Policy implementation, monitoring and evaluation principles. Conflict management, creativity and awareness. Cultural awareness, flexibility and initiative. Good communication skill (both verbal and written).

**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 planning of water programmes. Ensure the implementation of water regulatory framework. Ensure the monitoring and evaluation of water programmes. Develop and monitor the integrated support plans (ISP) including the intergovernmental relations and sector collaboration.

**ENQUIRIES:**

Ms. M Moreosele Tel No: (018) 387 9517

**APPLICATIONS:**

North West (Mmabatho): Please forward your applications quoting the relevant reference number to The Provincial Head: North West, Department of Water and Sanitation, Private Bag x 5, Mmabatho 2735. Or hand deliver to Cnr Dr. James Moroka Drive and Sekame Road Mega City Shopping Centre Unit 99, Ground Floor.

**FOR ATTENTION:**

Mr MJ Ntwe
POST 42/96 : SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 061219/17
Branch: Finance (WTE)
CD: SCM
Div: Database Redundant Material

SALARY : R316 791 per annum (Level 08)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : A National Diploma or Bachelor’s Degree in Supply Chain Management/Logistics/Purchasing Management or relevant qualification. Three (3) to (5) five years experience in Supply Chain Management of which three (3) years experience should be in Logistics and Inventory management. Experience in supervision of employees. A valid drivers license (attach a certified copy). Knowledge and experience in procurement administration procedures. Financial legislation, GRAP, PFMA, labour law, dispute resolution process and labour relation policies. Knowledge management, problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill both verbal and written. Accountability and ethical conduct


ENQUIRIES : Ms. Puseletso Mathiso, Tel No: (012) 336 7093/6827
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 Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms. LI Mabole

POST 42/97 : SENIOR SECURITY ADMINISTRATION OFFICER REF NO: 061219/55
Branch: Chief Operations Office Northern Cape
Div: Auxiliary Services

SALARY : R316 791 per annum (Level 08)
CENTRE : Kimberley

DUTIES : Assist with the implementation of physical security in term of Minimum Physical Security Standard (MPSS), Private Security Industry Regulatory authority (PSIRA), Safety at Sports and Recreational Event Act (SAREA) and National Key Point Act (NKP) in the department. Assist with the implementation of policies, strategies plans and procedures within safety and security management. Operational efficiency and service delivery improvement, within safety and security management. Assist with conducting Physical Security Assessment/Investigation, Security Awareness and submit an analytic report and ensure standardization of measures in the department. Assist with the coordination of security during departmental events and assist in advising management in security aspect during procurement of accommodation.

ENQUIRIES : Mr J Mashele Tel No: (053) 8308800
APPLICATIONS : Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

FOR ATTENTION : Ms C Du Plessis
POST 42/98: ENGINEERING TECHNICIAN PRODUCTION GRADE A WATER RESOURCE PLANNING REF NO: 061219/19
Branch: Chief Operations Office Limpopo

SALARY: R311 859 per annum (OSD)
CENTRE: Polokwane
REQUIREMENTS: A National Diploma in Engineering or relevant qualification in the fields of civil engineering, agricultural engineering, water resources engineering or environmental engineering. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as an Engineering Technician. (Proof of registration must be attached). A valid driver’s licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement.

DUTIES: Reviewing integrated water use licence applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in connection with water use licence applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations.

ENQUIRIES: Mrs A.D Maumela Tel No: (015) 290 1358
APPLICATIONS: Polokwane: Please forward your application quoting the reference number to the Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, AZMO PLACE Building (Registry Office 4th floor).
FOR ATTENTION: MP Makgakga, Tel No: (015) 290 1386

POST 42/99: ENGINEERING TECHNICIAN PRODUCTION GRADE A WATER RESOURCE PROTECTION REF NO: 061219/20
Branch: Chief Operations Office North West

SALARY: R311 859 per annum (OSD)
CENTRE: Hartbeespoort North West
REQUIREMENTS: A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. A valid driver’s licence (Attach certified copy). Compulsory registration with ECSA as an Engineering Technician. (Proof of registration must be attached). Water resources related experience is a recommendation. Good interpersonal relations. Willingness to travel is essential. Must be computer literate. Knowledge of the National Water Act, 1998 (Act No. 36 of 1998) and Water Services Act, 1997 (Act 108 of 1997) Note this is a Civil Engineering post and not related to factory production.

DUTIES: Ensure compliance monitoring of both the drinking water and wastewater quality of all WSI in the North West region. Issuing of noncompliance notices. Conduct the assessments of drinking water purification and waste water treatment plants. Participate in the national assessments of Water Services Authorities (WSA) for Blue/Green Drop Certification and Regulatory Performance Measurement System (RPMS). Auditing of both the drinking water and wastewater quality and or undertake special investigations on reports or complaints. Interpret and analyze results and prepare reports. Liaise with stakeholders in the water sector and other Government Departments.

ENQUIRIES: Mr Rens Botha: Cell No: (082) 8089560
APPLICATIONS: Hartbeespoort: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr.James Moroka Drive and Sekame Road, Unit99 Ground Floor.
FOR ATTENTION : Mr Ntwe MJ

POST 42/100 : ENGINEERING TECHNICIAN (CIVIL) WATER USE LICENSING ADMINISTRATION
GRADE A REF N: 061219/21 (X2 POSTS)
Branch: Chief Operations Office North West

SALARY : R311 859 per annum (OSD)
CENTRE : Hartbeespoort North West
REQUIREMENTS : A National Diploma in Engineering or relevant qualification in the fields of civil engineering, agricultural engineering, water resources engineering or environmental engineering. Three (3) years post qualification technical (Engineering) experience. A valid driver’s licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement.

DUTIES : Reviewing integrated water use licence applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in connection with water use licence applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations.

ENQUIRIES : Mr Rens Botha: Cell No: (082) 8089560
APPLICATIONS : Hartbeespoort: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor.

FOR ATTENTION : Mr Ntwe MJ

POST 42/101 : ENVIRONMENTAL OFFICER PRODUCTION: WATER USE AUTHORIZATION REF NO: 061219/22 (X6 POSTS)
Branch: Chief Operations Office SD: Water Use Licensing Administration

SALARY : R272 739 – R473 574 per annum (OSD) (Offer based on proven years of experience)
CENTRE : Bronkhorstspruit (X4 Posts)
Lydenburg (X2 Posts)
REQUIREMENTS : A relevant National Diploma in Environmental Management or Natural Science. Practical experience in the field of water quality management will be an added advantage. Knowledge of Water Quality Management as well as an understanding of prevailing principles of integrated water resource management and Knowledge of catchment management will be an additional requirement. Understanding of the National Water Act. A valid drivers license (Attach certified copy). Willingness to travel extensively and work irregular hours. Good communication skills (both written and verbal). Good computer literacy and report writing skills.

DUTIES : Processing of Water use license applications in the Olifants Water Management Area. Provide comments on environmental impact assessment, environmental program reports and development applications in the Olifants Water Management area. Liaise with stakeholders in the water sector and other Government Departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, and local authorities etc. Undertake water resource monitoring and special investigation. Manage water quality in the designated catchments areas. Prepare reports and interpret water quality monitoring results.

ENQUIRIES : Mr Sydney Nkuna, Tel No: (013) 759 7317
APPLICATIONS : Bronkhorstspruit and Lydenburg: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.
## POST 42/102: ENVIRONMENTAL OFFICER PRODUCTION: GRADE A-C REF NO: 061219/23 (X3 POSTS)

**Branch:** Chief Operations Office Limpopo

**SALARY:** R272 739 – R473 574 per annum (OSD) (Offer based on proven years of experience)

**CENTRE:** Polokwane

**REQUIREMENTS:**
- A National Diploma in Environmental Management or Natural Sciences. One (1) year working experience, including internship or experiential learning will be an added advantage. A valid driver’s licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

**DUTIES:**
- Assist in the evaluation of Local Government and development licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management. Make recommendations regarding the issuance of licences. Assess completeness of WULAs & conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Technical expertise in the assessment of the impact of local government and development Activities on Water Resources. Liaison with other authorising departments on Local government and development applications issues. Draft record of recommendation (RoRs). Draft licence conditions to control/mitigate the negative impacts of water uses.

**ENQUIRIES:** Mrs A.D Maumela Tel No: (015) 290 1358

**APPLICATIONS:**
- Polokwane: Please forward your application quoting the reference number to the Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, AZMO Place Building (Registry Office 4th floor).

## POST 42/103: ENVIRONMENTAL OFFICER PRODUCTION: GRADE A-C WATER RESOURCE PROTECTION REF NO: 061219/24

**Branch:** Chief Operations Office North West

**SALARY:** R272 739 – R473 574 per annum (OSD) (Offer based on proven years of experience)

**CENTRE:** Hartbeespoort North West

**REQUIREMENTS:**
- A National Diploma in Environmental Management or Natural Sciences. One (1) year working experience, including internship or experiential learning will be an added advantage. A valid driver’s licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

**DUTIES:**
- Assist in the evaluation of Local Government and development licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management. Make recommendations regarding the issuance of licences. Assess completeness of WULAs & conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Technical expertise in the assessment of the impact of local government and development Activities on Water Resources. Liaison with other authorising departments on Local government and development applications issues. Draft record of recommendation (RoRs). Draft licence conditions to control/mitigate the negative impacts of water uses.

**ENQUIRIES:** Ms W Ralekoa: Cell No: (060) 9819653
APPLICATIONS: Hartbeespoort: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr.James Moroka Drive and Sekame Road, Unit99 Ground Floor.

FOR ATTENTION: Mr Ntwe MJ


SALARY: R272 739 – R473 574 per annum (OSD) (Offer based on proven years of experience)

CENTRE: Hartbeespoort

REQUIREMENTS: A National Diploma in Environmental Management or Natural Sciences. One (1) year working experience, including internship or experiential learning will be an added advantage. A valid driver’s licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement

DUTIES: Assist in the evaluation of Local Government and development licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management. Make recommendations regarding the issuance of licences. Assess completeness of WULAs and conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Technical expertise in the assessment of the impact of local government and development Activities on Water Resources. Liaison with other authorising departments on Local government and development applications issues. Draft record of recommendation (RoRs). Draft licence conditions to control/mitigate the negative impacts of water uses.

ENQUIRIES: Ms W Ralekoa: Cell No: (060) 9819853

APPLICATIONS: Hartbeespoort: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr.James Moroka Drive and Sekame Road, Unit99 Ground Floor.

FOR ATTENTION: Mr Ntwe MJ

POST 42/105: ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C: WATER USE LICENSING ADMINISTRATION REF NO: 061219/26 Branch: Chief Operations Office North West

SALARY: R272 739 – R473 574 per annum (OSD) (Offer based on proven years of experience)

CENTRE: Hartbeespoort

REQUIREMENTS: A National Diploma in Environmental Management or Natural Sciences. One (1) year working experience, including internship or experiential learning will be an added advantage. A valid driver’s licence (Attach certified copy). Ability to work flexibly on a range of assignments and adjust to and prioritize a variety of complex evolving tasks. Strong interpersonal skills and ability to develop effective relations within and outside the DWS. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

DUTIES: Assess the costs and benefits of various activities, policies, or regulations that affect the environment or natural resource stocks to balance the politics of environmental rights with economics needs. Collect and analyze data to compare the environmental implications of economic policy or practice alternatives. Conduct research on economic and environmental topics, such as alternative fuel use, public and private land use, soil
conservation, air and water pollution control, and endangered species protection to inform water use authorization and communicate outcomes of such research. Develop economic models, forecasts, or scenarios to predict future economic and environmental outcomes. Develop programs or policy recommendations to promote sustainability and sustainable development, and to achieve environmental goals in cost-effective ways. Develop systems for collecting, analyzing, and interpreting environmental and economic data. Examine the exhaustibility of natural resources or the long-term costs of environmental rehabilitation specifically on mining and industrial facilities in as so as it affects water use. Perform complex, dynamic, and integrated mathematical modeling of ecological, environmental, or economic systems and write social, legal, or economic impact statements to inform decision-makers for natural resource policies, standards, or programs. Demonstrate or promote the economic benefits of sound environmental regulations. Interpret indicators to ascertain the overall health of an environment. Prepare and deliver presentations to communicate economic and environmental study results, to present policy recommendations, or to raise awareness of environmental consequences.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 42/106
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES

Ms W Ralekoa: Cell No: (060) 9819853
Hartbeespoort: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Conner. Dr.James Moroka Drive and Sekame Road, Unit99 Ground Floor.
Mr Mtwe MJ
ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C: WATER USE LICENSING ADMINISTRATION REF NO: 061219/27
Branch: Chief Operations Office North West
R272 739 – R473 574 per annum (OSD) (Offer based on proven years of experience)
Hartbeespoort
A National Diploma in Environmental Management or Natural Sciences in the fields of Hydrology and Botany. One year working experience, including internship or experiential learning will be an added advantage. A valid driver’s licence (Attach certified copy). Ability to work flexibly on a range of assignments and adjust to and prioritize a variety of complex evolving tasks. Strong interpersonal skills and ability to develop effective relations within and outside DWS. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.
Assess the costs and benefits of various activities, policies, or regulations that affect the environment or natural resource stocks to balance the politics of environmental rights with economics needs. Collect and analyze data to compare the environmental implications of economic policy or practice alternatives. Conduct research on economic and environmental topics, such as alternative fuel use, public and private land use, soil conservation, air and water pollution control, and endangered species protection to inform water use authorization and communicate outcomes of such research. Develop economic models, forecasts, or scenarios to predict future economic and environmental outcomes. Develop programs or policy recommendations to promote sustainability and sustainable development, and to achieve environmental goals in cost-effective ways. Develop systems for collecting, analyzing, and interpreting environmental and economic data. Examine the exhaustibility of natural resources or the long-term costs of environmental rehabilitation specifically on mining and industrial facilities in as so as it affects water use. Perform complex, dynamic, and integrated mathematical modeling of ecological, environmental, or economic systems and write social, legal, or economic impact statements to inform decision-makers for natural resource policies, standards, or programs. Demonstrate or promote the economic benefits of sound environmental regulations. Interpret indicators to ascertain the overall health of an environment. Prepare and deliver presentations to communicate economic and environmental study results, to present policy recommendations, or to raise awareness of environmental consequences.
Ms W Ralekoa: Cell No: (060) 9819853

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APPLICATIONS: Hartbeespoort: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr.James Moroka Drive and Sekame Road, Unit99 Ground Floor.

FOR ATTENTION: Mr Ntwe MJ

POST 42/107: PROVISIONING ADMINISTRATION OFFICER REF NO: 061219/28
Branch: Chief Operations Office KZN

SALARY: R257 508 per annum (Level 07)

CENTRE: Durban


DUTIES: Coordination of demand plans. Ensure that all procurement is in line with demand plans. Perform quarterly reviews to ensure procurement purchases are in line with demand. Conduct sourcing of quotations. Conduct inventory checks, Administer goods receipts and goods issue. Ensure that all procurement is in line with prescribed legislation and regulations. Assist with procurement of price quotations, tenders, evaluation and adjudication. Effective management of controls and registers. Analyse procurement trends. Implement policies. Maintenance of supplier data base. Supervise personnel.

ENQUIRIES: Mr Md Ndlouv Tel No: (031) 336 2768

APPLICATIONS: Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION: The Manager (Human Resources)

POST 42/108: ADMINISTRATION OFFICER: EWULAAS REF NO. 061219/29 (X2 POSTS)
Branch: Chief Operations Office: Mpumalanga

SALARY: R257 508 per annum (Level 07)

CENTRE: Bronkhorstspruit (X1 Post)
Lydenburg (X1 Post)


DUTIES: Coordinate the administrative functions and provide support related to the Water Use Authorisation process. Management of incoming and outgoing Water Use Authorisation applications. Manage the handling of queries and ensuring amicable resolution. Respond to internal and external queries or enquiries relating to Water Use Authorisations. Manage the updating of the Electronic Water Use Licence Application and Authorization System (E-WULAAS) and ensure accurate Reporting. Ensure that statistics of all Water Use Authorisation applications are accurate and updated. Support E-WULAAS user training process. Filing correspondences with clients. Support and provide reports to management.

ENQUIRIES: Mr Sydney Nkuna Tel No: (013) 759 7317

APPLICATIONS: Bronkhorstspruit and Lydenburg: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

FOR ATTENTION: Ms. Mkhwanazi FM
POST 42/109: ADMINISTRATION OFFICER: WATER USE LICENSING AND REGISTRATION REF: 061219/30  
Branch: Chief Operations Office KZN  
SD: Usuthu CMA

SALARY: R257 508 per annum (Level 07)  
CENTRE: Durban  
REQUIREMENTS: A National Diploma/Bachelor Degree in Public Management/Administration. One (1) to three (3) years working experience in administration. Experience in regulatory environment will be an added advantage. A valid driver’s licence (certified copy must be attached). Experience in maintaining registers and database. Experience in report writing and drafting of submissions. Knowledge and understanding of administrative procedures. People and diversity management skills. Excellent client orientation and customer focus. Good communication skills both verbal and written. Good accountability and ethical conduct skills.

DUTIES: Processing of Water Use Licence Applications: advice applicants on statutory, procedural requirements and related procedures. Processing of applications and collating documentation for review purposes. Preparation of applications for preliminary and final review by Water Use Licence. Assessment Advisory Committee. Setting up notification of site inspections. Preparation and submission of applications to National Office. Drafting and preparation of licences to the Regional Director. Drafting of all related correspondence and updating of schedules. Maintain registers and databases. Conduct photocopying and filing. Conduct administrative duties related to Stream Flow Reduction Activity Licence Applications i.e. identifying the need for and coordinating site inspections for Re-inspections provide copy permits/licences. Processing change of land ownership and reporting of alleged unlawful plantings. Provide administrative and secretariat support to Licence Assessment Advisory Committee i.e. manage diary. Co-ordinate meeting dates for the year; prepare agendas, proof reading of documents for review; compile and type minutes. Ensure follow-up actions on drafting letters and recommendations. Provide feedback to applicants. Provide advice on statutory and procedural requirements. Telephonic assistance with the completion of forms. General enquiries; invoices and statement enquiries etc. Supervision of staff is essential.

ENQUIRIES: Mr SO Naidoo Tel No: 031 336 2700  
APPLICATIONS: Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION: The Manager (Human Resources).

POST 42/110: ACCOUNTING CLERK (SUPERVISOR): REVENUE MANAGEMENT REF: 061219/31  
Branch: Chief Operations Office KZN  
Div: Financial Accounting-KZN (WTE)

SALARY: R257 508 per annum (Level 07)  
CENTRE: Durban  
REQUIREMENTS: A Senior/Grade 12 certificate. Three (3) to five (5) years’ experience in the Revenue Administration. A valid driver’s license (Certified copy must be attached). Good knowledge of the PFMA, Treasury Regulations and other relevant legislation. Good working knowledge of SAP and Persal. High level of computer literacy skills. Knowledge of accounting principles. Good interpersonal and problem solving skills. People and diversity management, client orientation and customer focus skills. Good communication skills both verbal and written. Accountability and ethical conduct. Ability to work under pressure.

DUTIES: Provide financial administration of SAP. Manage the collection of revenue in the Region. Handle payments in suspense account and do follow up on bad debt. Manage billing and attend to billing queries. Assist with the tariff determination process in the Region. Supervise and evaluate personnel. Handling of audit queries. Compile and submit reports. Manage minor revenue projects. Manage revenue customer service office.

ENQUIRIES: Mr M Ndlovu, Tel No: (031) 336 2700.  
APPLICATIONS: Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION: The Manager (Human Resources).
POST 42/111: ADMINISTRATION OFFICER: WATER USE AUTHORIZATION REF NO: 061219/32
Branch: Chief Operations Office: North West

SALARY: R257 508 per annum (Level 07)
CENTRE: Hartbeespoort North West
REQUIREMENTS:

DUTIES:
Coordinate the administrative functions and provide support related to the Water Use Authorisation process. Management of incoming and outgoing Water Use Authorisation applications. Manage the updating of the Electronic Water Use Licence Application and Authorization System (e-WULAAS) and ensure accurate Reporting. Ensure that statistics of all Water Use Authorisation applications are accurate and updated. Support e-WULAAS user training process. Filing correspondences with clients. Support and provide reports to management.

ENQUIRIES:
Mr Rens Botha: Cell No: (082) 8089560

APPLICATIONS:
Hartbeespoort: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or deliver at Mega City Shopping Centre, Corner Dr.James Moroka Drive and Sekame Road, Unit99 Ground Floor.

FOR ATTENTION:
Mr M.J. Ntwé

POST 42/112: CHIEF ADMINISTRATION CLERK REF NO: 061219/33 (X2 POSTS)
Branch: Mpumalanga
Dir: Institutional Establishment Warms

SALARY: R257 508 per annum (Level 07)
CENTRE: Mbombela
REQUIREMENTS:

DUTIES:
Assess completeness of the Water Use Licence Applications. Capturing water use applications in the Water Use Authorization and Registration Management System (WARMS). Maintaining water use data in WARMS. Auditing of synergy between hardcopy forms and WARMS. Mapping data correlation with other systems. Auditing the completeness of the data before input in WARMS. Communicating monthly status of captured water use application to WARMS manager. Opening files for water use application according relevant filing prescripts. Keeping a record of water use applications. Filing correspondence with the clients. Ensuring effective operations of hardcopy file tracking system. Ensuring the water use registration website is up-to-date and has all water use registration products. Support and provide reports to the WARMS Manager.

ENQUIRIES:
Mr. Sydney Nkuna

APPLICATIONS:
Mpumalanga Provincial Office (Mbombela) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

FOR ATTENTION:
Ms. Mkhwanazi FM

POST 42/113: CHIEF ADMINISTRATION CLERK WATER RESOURCE PROTECTION REF NO: 061219/34
Branch: Chief Operations Office North West

SALARY: R257 508 per annum (Level 07)
CENTRE: Hartbeespoort North West
REQUIREMENTS
A Senior/Grade 12 Certificate. Three (3) to five (5) years related experience. A valid drivers licence (Attach certified copy). Computer literate and proficiency in programs such as MS Word, PowerPoint, Access, Outlook and Excel. Knowledge of the Public Service Act and Regulations. Knowledge of Administration Procedures, Knowledge of Batho Pele Principles, Report writing skills, General knowledge of information systems, Data capturing skills, Office and Project Management Skills.

DUTIES
Assess completeness of the Water Use Licence Applications. Capturing water use applications in the Water Use Authorization and Registration Management System (WARMS). Maintaining water use data in WARMS. Auditing of synergy between hardcopy forms and WARMS. Mapping data correlation with other systems. Auditing the completeness of the data before input in WARMS. Communicating monthly status of captured water use application to WARMS manager. Opening files for water use application according relevant filing prescripts. Keeping a record of water use applications. Filing correspondence with the clients. Ensuring effective operations of hardcopy file tracking system. Ensuring the water use registration website is up-to-date and has all water use registration products. Support and provide reports to the WARMS Manager.

ENQUIRIES
Mr Rens Botha: Cell No: (082) 8089560

APPLICATIONS
Hartbeespoort: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr.James Moroka Drive and Sekame Road, Unit99 Ground Floor.

FOR ATTENTION
Mr M.J. Ntwé

POST 42/114
SUPPLY CHAIN PRACTITIONER REF NO: 061219/35 (X2 POSTS)
Branch: Finance (WTE)
CD: SCM
Div Inventory and Buyer

REQUIREMENTS
A National Diploma or Bachelor’s Degree in Supply Chain Management/Purchasing/Logistics Management or relevant qualification. One (1) to (2) two years experience in Supply Chain Management preferably in logistics and inventory management. A valid drivers license (Attach certified copy). Knowledge of procurement administrative procedures. Knowledge of Basic financial management and financial legislation, financial systems, GRAP and PFMA. Disciplinary knowledge of labour law, dispute resolution process and labour relation policies. Knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill both verbal and written. Accountability and ethical conduct.

DUTIES

ENQUIRIES
Ms Puseletso Mathiso Tel No: (012) 336 7093 / 6827

APPLICATIONS
Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350, Pretoria, 0001 or hand deliver to Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION
Ms. LI Mabole

POST 42/115
PERSONAL ASSISTANT REF NO: 061219/36
Branch: Chief Operation Office: Eastern Cape

REQUIREMENTS
A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years experience in rendering secretarial duties rendering a support service to Senior Management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills (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 and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management and knowledge of relevant legislations skills. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Excellent communication skills (verbal and written). Good accountability and ethical conduct.
DUTIES:

Provide personal assistance, including a secretarial support service, to the Chief Director. Rendering administrative support services. Providing support to the Chief Director regarding meetings. Supporting the Chief Director with the administration of the budget of the office. Operates and ensures that office equipment, e.g. computer systems and photocopiers are in good working order. Perform advanced typing work. Utilize discretion to decide whether to accept/decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises/advises the manager regarding engagements. Compiles realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies.

ENQUIRIES:

Ms P Makhanya, Tel No: (043) 604 5401

APPLICATIONS:

ING Williams 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.

SALARY:

R208 584 per annum (Level 06)

CENTRE:

Wagendrift Dam (X1 Post)

NTSHINGWAYO DAM (X1 POST)

REQUIREMENTS:


DUTIES:


ENQUIRIES:

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

APPLICATIONS:

Wagendrift Dam, Ntshingwayo Dam, 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:

Ms. T Sindane

NOTE:

When applying please indicate Centre.
POST 42/117 : ADMINISTRATION CLERK REF NO: 061219/38 (X4 POSTS)
Branch: Chief Operations Office Polokwane

SALARY : R173 703 per annum (Level 05)
CENTRE : Limpopo
REQUIREMENTS:

DUTIES:
Assess completeness of the Water Use Licence Applications. Capturing water use applications in the Water Use Authorization and Registration Management System (WARMS). Maintaining water use data in WARMS. Auditing of synergy between hardcopy forms and WARMS. Mapping data correlation with other systems. Auditing the completeness of the data before input in WARMS. Communicating monthly status of captured water use application to WARMS manager. Opening files for water use application according relevant filing prescripts. Keeping a record of water use applications. Filing correspondence with the clients. Ensuring effective operations of hardcopy file tracking system. Ensuring the water use registration website is up-to-date and has all water use registration products. Support and provide reports to the WARMS Manager.

ENQUIRIES:
Mr N Mphuma Tel No: (015) 290 1477
APPLICATIONS:
Polokwane: Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, Azmo Place Building (Registry Office 4th floor).

FOR ATTENTION:
MP Makgakga, Tel No: (015) 290 1386

POST 42/118 : ADMINISTRATION CLERK REF NO: 061219/39
Branch: Chief Operations Office
Div: Auxiliary Services - KZN

SALARY : R173 703 per annum (Level 05)
CENTRE : Durban
REQUIREMENTS:
A Senior/Grade 12 certificate. Receptionist, front line/Office Admin short courses /certificate will be as an added advantage. (Certified copy must be attached). Good written and verbal communication skills. Ability to learn the Departmental service delivery components. Must be able to operate a switchboard. Must be computer literate with typing skills. Must be able to organize and prioritise work and have telephone etiquette. Must be able to communicate in English and Zulu. Ability to take initiative and work independently.

DUTIES:
Provide administrative support to Corporate Services. Compile VA2 of the section. Record all incoming mail and invoices from Stakeholders. Prepare and compile submissions as per the request. Issuing of access cards to staff and visitors. Order access cards and keep registers. Operate the switchboard by answering incoming and making outgoing calls. Ensure that customers are referred to promptly and correctly. Take messages and administer the correct distribution thereof. Supply basic information to customers regarding the Departmental services. Keep the reception area clean and tidy at all times. Receive visitors. Update internal telephone directory and keep a database of received documents. Responsible for reporting faults on the telephone system to the service provider. Utilize the telephone management system to monitor telephone costs, including printing reports and verifying information, keeping and completing registers pertaining to the telephone system.

ENQUIRIES:
Mr B Sishi, Tel No: (031) 336 2700.
APPLICATIONS:
Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION:
The Manager (Human Resources).

POST 42/119 : ADMINISTRATION CLERK (SUPPLY CHAIN MANAGEMENT) REF NO: 061219/40
Branch: IBOM Central Operation

SALARY : R173 703 per annum (Level 05)
CENTRE : Gariep Dam
REQUIREMENTS: A Senior/Grade 12 certificate. One (1) to (2) two years experience in Supply Chain Management will serve as an added advantage. Computer literacy (Ms work, excel and power point). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc). Knowledge and understanding of the legislative framework governing the public services. Knowledge of working procedures in terms of working environment. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill (both verbal and written). Accountability and ethical conduct.

DUTIES: Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services. Assist with the compilation and maintenance of records according to Supply Chain Management (SCM) prescripts, e.g. procurement batches, goods received, asset verification, and bar-coding of assets, courier services etc. Compile and maintain records e.g. asset records/database. Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Capture specification on the electronic purchasing system. Request and receive quotations. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion processes. Compile draft documents as required. Receive requests for goods and services from end users. Place orders for goods and services. Receive and verify goods from suppliers. Capture goods and services receipt vouchers. Issue goods to end users.

ENQUIRIES: Mr SM Segalo Tel No: (051) 754 0001

APPLICATIONS: Gariep Dam: Please forward your applications quoting the relevant reference number to the Scheme Manager, Department of Water and Sanitation, Private Bag X09, Gariep Dam 9922.

FOR ATTENTION: Ms S Behr

POST 42/120: PROVISIONING ADMIN CLERK REF NO: 061219/41 (X2 POSTS) Branch: Chief Operations Office KZN (WTE)

SALARY: R173 703 per annum (Level 05)
CENTRE: Durban
REQUIREMENTS: A Senior/Grade 12 Certificate. Computer Literacy (Excel and Word). Knowledge of (SAP) will be added advantage. Knowledge of Supply Chain Management procedures and policies. Able to take initiative and work under pressure to meet deadlines. Knowledge of supply chain management will be an added advantage.
ENQUIRIES: Mr MI Ndlovu, Tel No: (031) 336 2768
APPLICATIONS: Durban: Please forward your applications quoting the reference number to the:
Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.
FOR ATTENTION: The Manager (Human Resources)

POST 42/121: PROVISIONING ADMIN CLERK REF NO: 061219/42 Branch: Chief Operations Office KZN Div: Asset Management (WTE)

SALARY: R173 703 per annum (Level 05)
CENTRE: Durban
REQUIREMENTS: A Senior/Grade 12 certificate. Basic knowledge of Asset Management practices as well as the ability to capture data, and collect statistics. A valid driver’s license (Attach certified copy). Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of SAP. Computer literacy with sound knowledge of Ms Office Suite, preferably Excel. Good written and verbal communication skills
DUTIES: Verify the existence of assets. Ensure that all movements of assets are updated. Ensure that the asset register is updated regularly. Update inventory list. Assist in the implementation and management of registers for leased assets. Assist in implementing and monitoring acquisitions, disposal and losses of assets. Ensure assets are bar coded.
ENQUIRIES: Mr MI Ndlovu Tel No: (031) 336 2768
APPLICATIONS: Durban: Please forward your applications quoting the reference number to the:
Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018,
Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION: The Manager (Human Resources)

POST 42/122: ACCOUNTING CLERK: REVENUE MANAGEMENT REF NO: 061219/43
Branch: Chief Operations Office KZN

SALARY: R173 703 per annum (Level 05)
CENTRE: Durban
DUTIES: Answering telephone customer queries, print invoices and statements as requested by our clients. Perform cashier functions. Assist walk-in clients with their queries. Do customer reconciliation to verify the correctness of the customer account. File documents and general administration duties. Perform debt management and customer relations management.
ENQUIRIES: Mr M Ndlovu, Tel No: (031) 336 2768

APPLICATIONS:
Durban: Please forward your applications quoting the reference number to the:
Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018,
Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION:
The Manager (Human Resources)

POST 42/123: ACCOUNTING CLERK REF NO: 061219/44
Branch: Chief Operations Office KZN

SALARY: R173 703 per annum (Level 05)
CENTRE: Durban
REQUIREMENTS: A Senior/Grade 12 certificate. Experience in Administration/Finance will be an added advantage. A valid driver's license will serve as an added advantage. Good financial management skills. A sound knowledge of the Public Service Financial Management prescripts, Basic Accounting System (BAS), PERSAL and Treasury Regulations. Well-developed planning and organizing skills. Excellent problem solving skills, good communication (written and verbal) skills and good interpersonal skills. Computer literacy with good MS Excel and MS Word. Ability to work in a team and under pressure.
DUTIES: Capture payments on BAS and LOGIS. Capture claims on PERSAL. Ensure monthly financial accounts are accurately and completely executed in terms of financial rules and regulations. Assist with all audit queries. Follow up reports: S and T advance report and unpaid EBT control account. Ensure that all filing is complete. Ensure adherence to all applicable prescripts and regulations. Filing of paid stamps and stubs.
ENQUIRIES: Ms N Nyangintsimbi Tel No: (031) 336 2845

APPLICATIONS:
Durban: Please forward your applications quoting the reference number to the:
Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018,
Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION:
The Manager (Human Resources)

POST 42/124: ACCOUNTING CLERK WTE (FINANCIAL ACCOUNTING) REF NO: 061219/45
Branch: Chief Operations Office KZN

SALARY: R173 703 per annum (Level 05)
CENTRE: Durban
REQUIREMENTS: A Senior/Grade 12 certificate. Good financial management skills. A sound knowledge of the Public Service Financial Management prescripts and Treasury Regulations. Knowledge of SAP and PERSAL will be an added advantage. Well-developed planning and organizing skills. Excellent problem solving skills, good communication both written and verbal skills and good interpersonal skills. Computer literacy with good MS Excel and MS Word. Ability to work in a team and under pressure.
DUTIES: Capture payments on SAP. Capture claims on PERSAL. Ensure monthly financial accounts are accurately and completely executed in terms of financial rules and regulations. Assist with all audit queries. Check S & T claims. Ensure that all filing is complete. Ensure adherence to all applicable prescripts and regulations.
ENQUIRIES: Mr Ml Ndlovu: Tel No: 031 336 2768
APPLICATIONS: Durban, Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION: The Manager (Human Resources)

POST 42/125: HUMAN RESOURCES CLERK REF NO: 061219/46
Branch: Chief Operations Office, Eastern Cape

SALARY: R173 703 per annum (Level 05)
CENTRE: King William’s Town
REQUIREMENTS:

DUTIES:
Handling of Recruitment and Selection processes which includes advertising, appointments and serving as a secretariat during shortlisting and interviews. Handle transfers, verification of qualifications, absorptions, and probationary periods. Implementation of conditions of service which include terminations, pension administration, long service recognitions, housing, leave administration, leave audits, medical aid, injury on duty, overtime, relocation, PILIR and allowances. Regular maintenance of HR workflow database. Implementation of PMDS on Persal. Ad Hoc duties will be required from time to time. Maintain HR registers and filing system of HR personnel. Co-ordinate Performance Management Development System (PMDS) and Training and Development.

ENQUIRIES: Mr. M Zenzile Tel No: (043) 604 5528
APPLICATIONS: King Williams Town: Please forward your applications quoting the relevant 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 42/126: ASSISTANT TECHNICAL OFFICER REF NO: 061219/47
Branch: Planning and Information SD: Analytical Services

SALARY: R173 703 per annum (Level 05)
CENTRE: Roodeplaat Dam
REQUIREMENTS:
A Senior / Grade 12 Certificate with mathematics/Mathematics Literacy. One (1) to two (2) years’ experience in Laboratory services will be an added advantage. Computer literacy (Microsoft Word and Excel). A valid driver’s license. (Attach a certified copy). Good interpersonal and communication skills. Self-motivated and willingness to work in a team. Must be able to work overtime when necessary. Knowledge of the Occupational Health and Safety Act. (OHS).

DUTIES:

ENQUIRIES: Ms. J Lekekiso, Tel No: (012) 808 9750
APPLICATIONS: Roodeplaat Dam, 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 Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION: Ms. Li Mabole
POST 42/127: ADMINISTRATION CLERK REF NO: 061219/48
Branch: Chief Operations Office Mpumalanga

SALARY: R173 703 per annum (Level 05)
CENTRE: Mbombela
REQUIREMENTS: A Senior / Grade 12 Certificate. Knowledge of administration procedures. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administration statistics. Knowledge and understanding of Registry procedures and processes. 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 and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (verbal and written). Accountability and ethical conduct.

DUTIES: Render general clerical support services. Record, organize, store and retrieve correspondence and data (line function). Update registers and statistics. Distribute documents/ packages to various stakeholders as required. Provide registry counter services. Provide supply chain management support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Handle incoming and outgoing correspondence. Provide personnel administration clerical support services within the component. Issue and collect files from officials. Provide financial administration support services in the component. Capture and update expenditure in the component. Open and close files. Monitor messenger services.

ENQUIRIES: Ms. P Mphila, Tel No: (013) 759 7504
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 MJ. Nzima

POST 42/128: ACCOUNTING CLERK PRODUCTION REF NO: 061219/49
Branch: IBOM: Eastern Operation
Re-advertisement; applicants who have previously applied are encouraged to re-apply)

SALARY: R173 703 per annum (Level 05)
CENTRE: Midmar Dam (Howick)
REQUIREMENTS: A Senior/Grade 12. Certificate Financial management experience and SAP certificate will be an added advantage. Knowledge of financial management related legislation i.e. PFMA and its regulations and SCM regulations. 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 of payroll allowances and deductions, overtime, standby on Persal system including attending to related queries. Ensure that all related filing is systematically completed. Request all SAP related reports when needed. Order and distribute all stationery. Perform cashier duties including handling petty cash, receiving and banking of state money and issuing of receipts.

ENQUIRIES: Mr S Ngobese 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: Ms T Sindane

POST 42/129: SECRETARY REF NO: 061219/50
Branch: Finance: (WTE) CD: SCM Dir: Inventory Management

SALARY: R173 703 per annum (Level 05)
CENTRE: Pretoria (Head Office)
REQUIREMENTS: A Senior Certificate and certificate in Secretariat Services. One (1) to (2) two years experience in secretarial duties will be an added advantage. Knowledge of

**DUTIES**

Provides secretarial, receptionist and clerical support service to the Director. 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 machine. 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 during the meetings for 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 for the directorate. Draft routine correspondence and reports and administers matters such as leave, PMDS, training, registers and telephone accounts. Maintain a proper electronic and manual filing system for the office of the Director. Prepare refreshments (e.g. coffee, tea) were requested for Director’s meetings. Maintain office hygiene of the office for the Director. 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. Draft routine correspondence and reports and administers matters such as leave, PMDS, training, registers and telephone accounts. Handle the procurement of standard items like stationary, refreshments etc. Maintain a proper electronic and manual filing system for the office of the Director. Prepare refreshments (e.g. coffee, tea) were requested for Director’s meetings. Maintain office hygiene of the office for the Director. 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**

Ms. N Maluleka, Tel No: (012) 336 8466

**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 Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION**

Ms LI Mabole

**POST 42/130**

SECRETARY REF NO: 061219/51

Branch: planning and information

CD: water monitoring and information

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Pretoria (Head Office)

**REQUIREMENTS**

A Senior Certificate and certificate in Secretarial Services. One (1) to two (2) years’ experience in secretarial duties will be an added advantage. Knowledge of administrative procedures. Knowledge in secretarial duties, computer literacy, proficient in Microsoft Office and Outlook, sound organisational skills. Good people skills. High level of reliability and flexibility. Sound written and verbal communication skills. Ability to act with tact and discretion. Basic Knowledge of dispute resolution process. Understanding of project management related issues. Basic Financial Management and knowledge of PFMA. Client orientation and customer focus. Accountability and Ethical Conduct. Able to work in a high pressure environment. Innovation and networking skills.

**DUTIES**

Provides secretarial, receptionist and clerical support service to the Director. Receive telephone calls and messages for the Director and channel calls to relevant role players if needs be. Manage and coordinates the diary of the Director by recording appointments and events. Do all required typing in the office of the Director. Compilation and coordination of documents for the Directorate and Director. Operates office equipment like fax machines and photocopies. Liaise with 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. Records minutes of the meetings of the Director when required. Process and manage all travel arrangements for the Director. Process all travel and subsistence claims and all invoices that emanate from the activities of the work of the Director. Drafts routine correspondence and reports and administers matters like leave registers and telephone accounts. Receives, record and distribute all incoming and outgoing documents. Handles the procurement of standard items like stationary, 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 Director. Studies relevant Public Service and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remains abreast with procedures and processes that apply in the office of the Director. Perform any other relevant functions to assist the Director.

ENQUIRIES : LZ Maswuma Tel No: (012) 336 8784
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 Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms. LI Mabole
POST 42/131 : SECRETARY REF NO: 061219/52
Branch: IBOM Central Operation

SALARY : R173 703 per annum (Level 05)
CENTRE : IBOM (Pretoria)
REQUIREMENTS : A Senior Certificate and certificate in Secretarial Services. One (1) to two (2) years' experience in secretarial duties will be an added advantage. Knowledge of administrative procedures. Knowledge in secretarial duties, computer literacy, proficient in Microsoft Office and Outlook, sound organisational skills. Good people skills. High level of reliability and flexibility. Sound written and verbal communication skills. Ability to act with tact and discretion. Basic Knowledge of dispute resolution process. Understanding of project management related issues. Basic Financial Management and knowledge of PFMA. Client orientation and customer focus. Accountability and Ethical Conduct. Able to work in a high pressure environment. Innovation and networking skills.

DUTIES : Provides secretarial/receptionist and clerical support service to the manager. Receives telephone calls and messages for the manager and channel calls to relevant role players if needs be. Manage and coordinate the diary of the manager by recording appointments and events. Do all required typing in the office of the manager. Operates office equipment like: fax machines and photocopies. Liaise with travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the manager. Collect all relevant documents and information to enable the manager to prepare for meetings. Record minutes of the meetings of the manager when required. Process all travel and subsistence claims and all invoices that emanate from activities for work of the manager. Drafts routine correspondence, reports and administers matters like leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Studies relevant Public Service and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remains abreast with procedures and processes that apply in the office of the manager. Perform any other relevant function.

ENQUIRIES : Mr KP Kunene, Tel No: (012) 741 7336.
APPLICATIONS : IBOM Central Operations (Pretoria) Please forward your applications quoting the relevant reference number to Department of Water and Sanitation, NWRI: Central Operations, Private Bag X273, Pretoria, 0001 or hand deliver applications at NWRI: Central Operations, 1st Floor Reception, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria, 0001.

FOR ATTENTION : Mr. L Manganyi.
POST 42/132 : SECRETARY REF NO: 061219/53
Branch: Chief Operations Office KZN
Div: Planning and Information-KZN

SALARY : R173 703 per annum, (Level 05)
CENTRE : Durban
REQUIREMENTS : A Senior Certificate and a certificate in Secretariat Services. One (1) to (2) years’ experience in secretarial duties and general administration will be an added advantage. Knowledge of administrative procedures. Basic financial management and knowledge of PFMA. Computer literacy (Ms Excel, Ms Word and PowerPoint). Good people and sound organizational skills. High level of reliability. People and diversity management, client orientation and customer focus skills. Accountability and ethical conduct. Ability to work under pressure, independently and handle confidential matters.
DUTIES: Provide a secretarial / receptionist support service to the Director. This will entail, inter alia, receiving telephone calls and referring them to the correct role players if not meant for the relevant Manager. Record appointments and events in the diary of the Director. Type documents for the Director and other staff within the unit. Operate office equipment like fax machines and photocopies. Provide a clerical support to the Director. This will entail, inter alia, the following: Liaise with travel agencies to make travel arrangements. Arrange meetings and events for the Director and staff in the unit. Process travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Record basic minutes of the meetings of the manager when required. Administer matters like leave registers and telephone accounts. Handle the procurement of standard items like stationery, etc. Remains up to date with regard to prescripts/policies and procedures applicable to the Director’s work to ensure efficient and effective support to the Director.

ENQUIRIES: Mr M Singh Tel No: (031) 336 2748
APPLICATIONS: Durban: Please forward your applications quoting the reference number to the Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.
FOR ATTENTION: The Manager (Human Resources)

POST 42/133: CLEANER REF NO: 061219/54
Branch: Chief Operations Office Northern Cape
Div: Human Resource
SALARY: R102 534 per annum (Level 02)
CENTRE: Upington
ENQUIRIES: Ms N Gool Tel No: (053) 830 8800
APPLICATIONS: Upington Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.
FOR ATTENTION: Ms C Du Plessis