DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 07 February 2020
NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

MANAGEMENT ECHELON

POST 03/233: CHIEF DIRECTOR: RISK MANAGEMENT REF NO: 070220/01
Branch: Office of the DG
CD: Risk Management

SALARY: R1 251 183 per annum (Level 14) (all-inclusive salary package)
CENTRE: Head Office, Pretoria
REQUIREMENTS: A relevant tertiary qualification (NQF Level 7). Six (6) to ten (10) years of experience in risk management. Three (3) years management experience in risk management. Five (5) years’ experience should be at senior managerial level. Must be a member of a relevant registered professional body. Knowledge of Public Finance Management Act (PFMA) and treasury regulations. Knowledge of departmental policies and procedures. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills, accountability and ethical conduct.

DUTIES: Conduct risk management assessment through the organizational mandate. Develop a risk management framework, strategy and protocol. Implement risk management framework strategy and protocol. Institutionalise and facilitate the embedding risk management. Monitor and evaluate the effectiveness and efficiency of the risk management framework and embedded practices. Manage the risk management function. Management of the departmental risk management assessment. Assist with the measurement and assessment of risk maturity in the department. Contribute in managing the risk at the departmental coalface of the service delivery. Manage the departmental risk register.

ENQUIRIES: Ms. ONV Fundakubi Tel No: (012) 336 6655
APPLICATIONS: Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION: Ms. L Mabole

POST 03/234: DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 070220/02
Branch: Finance Main and WTE Accounts

SALARY: R1 057 326 per annum (Level 13) (all-inclusive salary package)
CENTRE: Pretoria Head Office
REQUIREMENTS: A Bachelor’s Degree in Supply Chain Management or Logistics (NQF 7). Five (5) to ten (10) years’ experience in Supply Chain Management or Logistics of which a minimum of five (5) years’ experience should be at a middle/senior managerial level. Knowledge of PFMA; Treasury Regulations; GAAP. Knowledge and practical

**DUTIES**

**ENQUIRIES**
- Mr. F Moatshe Tel No: (012) 336 7647

**APPLICATIONS**
- Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION**
- Ms. L Mabole

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**OTHER POSTS**

**POST 03/235**

**DEPUTY DIRECTOR: CATCHMENT MANAGEMENT AGENCIES REF NO:**

070220/04

Branch: Chief Operations Office Northern Cape

SD: Proto CMA

**SALARY**

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

**CENTRE**

Upington

**REQUIREMENTS**


**DUTIES**

- Ensure effective management of the Upington Area Office. Ensure sustainable and equitable water resource management, ensure that the integrity of freshwater ecosystem is protected, Develop and implement a performance improvement suggestion scheme. Advises top management and the legislature, as well as relevant sector bodies, on policies and strategic relevant to the section. Communicates effectively with stakeholders in the sector about the functions of the section. Participate as a key player in the Water and Sanitation strategic plan. Develops and manages the budget for the section. Develop an expenditure forecast on a quarterly basis for the section. Ensure regional liaison meetings and national conferences are held. Ensure advisory committees are appointed and processes are completed. Ensure governing boards are appointed and WMI development are advised and supported. Ensure that policies are developed and required regulations are established. Support Governing boards and provide information accordingly. Ensure effective financial controls and systems issues are resolved. Provide capacity building interventions where necessary. Ensure that corrective actions are implemented where needed. Provides support in the development of Strategic and Business plans. Support institutional aspects of Catchment Management Strategy development. Ensure that administration and financial systems are in place. Ensure awareness framework is developed and materials produced. Coordinate Department of Water and Sanitation input into Catchment Management Strategy development. Ensure new governing board induction plan is in place. Develop Local Government support programmes and tools. Coordinate international arrangements with WMIs and other institutions.

**ENQUIRIES**
- Mr K Masindi Tel No: (053) 830 8800

**APPLICATIONS**
- Upington: Please forward your application, quoting the post reference number, to The Acting Provincial Head, Department of Water and Sanitation, Private Bag X350, Pretoria, 0001.
FOR ATTENTION : Ms C Du Plessis

POST 03/236 : CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 070220/05
Branch: Chief Operations Office, Kwazulu-Natal

SALARY : R446 202 per annum (OSD)
CENTRE : Durban
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician (attach proof of registration). A valid driver’s licence (certified copy must be attached). Water resources related experience is a recommendation. Knowledge and understanding of the National Water Act, (Act 36 of 1998). Good computer literacy and computer programming skills, GIS knowledge and skills will be an added advantage. Good communication skills (verbal and written) and negotiation skills.

DUTIES : Responsible for Water Resource Management (WRM) within the Pongola to UMzimkhulu Water Management Area (WMA) with particular emphasis on: Registration and Identification of unregistered water users. The Validation and Verification of water use, for individual users as well as Irrigation Boards and Water User Associations. Assessment of water use licencing taking cognisance of hydrological, environmental, social and other factors. Attend to water resource related queries. Produce monthly reports on the WRM within the KZN region. Travel extensively as and when required.

ENQUIRIES : Mr SB Mathonsi 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 Resource)

POST 03/237 : ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: 070220/06
Branch: Finance WTE

SALARY : R376 596 per annum, (Level 09)
CENTRE : Head Office Pretoria
REQUIREMENTS : A relevant tertiary qualification in financial management at NQF level 7, Financial Accounting or Cost and Management Accounting. Three (3) to five (5) years relevant experience in debt management, 2 of which are at supervisory/senior officer level. Knowledge of PERSAL and SAP. Ability to implement and exercise control to ensure sound financial management. Understanding of PFMA, Knowledge of Accounting for changes in accounting policies, changes in accounting estimates and errors (GRAP and IPSAS), relevant Government regulations and other relevant policies. Sound knowledge of treasury regulations and GRAP in relation to staff debt management. Ability to follow a proactive and creative problem solving approach. Computer literacy. Client Orientation and Customer focus. Strong leadership skills. Problem solving and analysis. Ability to work under pressure. Practical knowledge of accrual accounting.

DUTIES : Manage the debt administration of Water Trading Entity of the Department, e.g. staff deductions, payment allocation, SAP reports, Departmental debts at large, etc, and ensure the payments in terms of the deductions and agreements are timely allocated to their respective debtors’ accounts on SAP. Authorize and Manage transactions captured by Accounting clerks, State Accountant and Senior State Accountant on SAP and Persal. Liaise with Human Resources officials and other departmental officials in relation to staff debts take-on emanating from terminations, resignations, employee bursaries, theft or loss and erroneous payments. Investigate non-deductions in Persal and SAP and ensure that corrective actions are taken. Ensure the timely allocation of payments made by debtors and payments deductions from Persal. Follow-up on long outstanding
debts and prepare submission for debt write-offs as per departmental policy and Treasury regulations. Ensure that all debts related control and suspense accounts are reconciled and cleared at all times. Perform monthly interests runs and monitor reconciliation of debtors account. Prepare monthly and year end procedures relating to status of debts including confirmation letters. Prepare and provide the debt related inputs for the purposes of compiling financial statements and In-Year Monitoring Reports. Provide monthly performance reports to management. Respond to Audit Queries. Manage other Staff members within debt management section.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 03/238
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 03/239
SALARY
CENTRE

Mr T Toka Tel No: (012) 336 8378
Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
Ms. LI Mabole
ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING (WTE) REF NO: 070220/07
Branch: Chief Operations Office Northern Cape
DIV: Management Accounting (WTE)
Re-advertisement, applicants who have previously applied are encouraged to re-apply
R376 596 per annum (Level 09)
Kimberley
Mr S J Malan Tel No: (053) 830 8800
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.
Ms C Du Plessis
ENFORCEMENT OFFICER REF NO: 070220/08
Branch: Chief Operations Office Northern Cape
SD: Enforcement
R316 791 per annum (Level 08)
Kimberley
**REQUIREMENTS:** A National Diploma in Public Administration/Natural Science/Policing or equivalent qualifications. A minimum of 3 years’ experience in the field. Computer literacy. A valid driver’s licence will be an added advantage (certified copy must be attached). Technical knowledge of water use investigation and inspections. Knowledge of sampling procedures and report writing. Knowledge of relevant legislations. Knowledge and understanding of natural resource management, technical assessment of action plans. Problem solving, analysis, client orientation and customer focus knowledge.


**ENQUIRIES:** Mr GSDT Van Dyk Tel No: (053) 830 8800

**APPLICATIONS:** Kimberley: Please forward your application, quoting the post reference number, to: The Acting Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaufort West, Kimberley, 8301.

**FOR ATTENTION:** Ms C Du Plessis

**POST 03/240:** SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 070220/09 Branch: Chief Operations Office DIV Recruitment and Selection KZN

**SALARY:** R316 791 per annum (Level 08)

**CENTRE:** Durban

**REQUIREMENTS:** A National Diploma or Degree in Human Resources Management. Three (3) to five (5) years’ experience in Planning, Recruitment and Selection. Applicants must be in possession of a PERSAL certificate and working experience on the PERSAL system (certified copy attached). Knowledge and understanding of Public Service Act, Public Service Regulations; Employment Equity Act and PFMA. Knowledge and experience of recruitment, selection and appointment procedures. Knowledge of equal opportunities and Affirmative Action guidelines and laws. Knowledge of administrative, clerical procedures and systems. Knowledge of database and spreadsheet applications. Knowledge and experience of drafting submissions. Client orientation and customer focus skills. Good verbal and written communication skills.

**DUTIES:** Supervision of recruitment and selection unit. Interpretation and implementation of relevant statutory prescripts and policies. Draft adverts for placements. Ensure that posts are advertised as per the specifications matched with the job/role profiles. Response handling of applications. Ensure that processing of detailed schedules of applications are implemented and kept on a database. Keep records of the established detailed database of applications received. Supply statistics regarding employment equity. Facilitate the shortlisting processes. Arrange, schedule and facilitate the interview processes. Draft appointment submissions and route it for approval. Contact relevant businesses who deals with competency assessments and refer selected candidates for competency assessment test. Implementation of appointments. Requesting of reports from Persal. Supervision, training and motivation of staff.

**ENQUIRIES:** Ms S Mbongwa Tel No: (031) 336 2819

**APPLICATIONS:** Durban: Please forward your applications quoting the reference number to: 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 03/241 : SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 070220/10
Branch: Chief Operations Office
DIV Human Resource Development

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

DUTIES : Facilitate the implementation of PMDS. Conduct PMDS training and awareness sessions. Render administration on the management of the PMDS in the Region. Ensure compliance in terms of PMDS policies and information. Provide feedback on identified administrative gaps. Ensure the alignment of individual performance agreement with business plan. Provide assistance in the development of performance agreements. Implementation of workplace skills plan. Conduct training needs analysis to develop new training programs. Analyze skills development gaps. Facilitate the implementation of ABET. Implementation of Induction programmes. Facilitation of Bursaries.

ENQUIRIES : Ms N Pillay 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 Resource)

POST 03/242 : SENIOR STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: 070220/11
Branch: Finance WTE
DIV Financial Accounting

SALARY : R316 791 per annum (Level 08)
CENTRE : Head Office Pretoria
REQUIREMENTS : A National Diploma or Degree in Financial Management, Financial Accounting or Cost and Management Accounting. Three (3) years relevant experience in debt management, two (2) years of which should be at state accountant level. Knowledge of PERSAL and SAP. Ability to implement and exercise control to ensure sound financial management. Understanding of PFMA, Knowledge of Accounting for changes in accounting policies, changes in accounting estimates and errors (GRAP and IPSAS), relevant Government regulations and other relevant policies. Sound knowledge of treasury regulations and GRAP in relation to staff debt management. Ability to follow a proactive and creative problem solving approach. Computer literacy. Client Orientation and Customer focus. Strong leadership skills. Problem solving and analysis. Ability to work under pressure. Practical knowledge of accrual accounting.

DUTIES : Supervise collection of revenue, Administer debt files and ensure recovery of debts. Capture the revenue receipts in SAP and Persal. Prepare debt collection report monthly. Assist the Assistant Director in administering the staff deductions, payment allocation, Persal reports and departmental debts at large, etc. Ensure the payments in terms of the deductions and agreements are timely allocated to their respective debtors accounts on SAP. Liaise with Human Resources officials and other departmental officials in relation to staff debts take-on emanating from terminations, resignations, employee bursaries, theft or loss and erroneous payments. Ensure the timely allocation of payments made by debtors and deductions from Persal deductions. Follow-ups on long outstanding debts and prepare submission for debt write-offs as per departmental policy and Treasury
regulations. Ensure that all debts related control and suspense accounts are reconciled and cleared at all times. Prepare monthly and year end procedures relating to debt management. Supervise other Staff members within debt management section.

ENQUIRIES
APPLICATIONS
Mr T Toka Tel No: (012) 336 8378
Head Office Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION
Ms. Li Mabole

POST 03/243
HUMAN RESOURCE PRACTITIONER REF NO: 070220/12
Branch: Corporate Management
DIV HRA

SALARY
R257 508 per annum (Level 07)

CENTRE
Head Office Pretoria

REQUIREMENTS
A National Diploma or Degree in Human Resource Management or equivalent. Three (3) years’ experience in Human Resource Management, specifically in the area of Service Conditions, Leave Administration, Financial Disclosures and Remunerative work outside the Public Service. Must have a drivers licence. Extensive knowledge of the Persal system. Must be computer literate (MS Office, Internet, Intranet). Knowledge of the Public Service Act, Public Service Regulations and any other relevant prescripts and interpretation thereof. Computer literacy. Problem solving, creativity, interpersonal and analytical skills. Good communication skills both verbal and written. Maintain confidentiality, and be a team player. Excellent planning and organization skills. Must be able to work under pressure and meet deadlines.

DUTIES
Responsible for the drafting of submissions, memo and letters in relation to all HR administration areas. Administration of financial disclosures in the Department. Updating of the Financial Disclosure database, sending out of correspondence to employees, perform verifications on disclosures submitted, assist employees to disclose. Visit employees and provide awareness of the E-disclosure system. Assist in ensuring the financial disclosure deadlines are met. Deal with the submission of RWOPS (remunerative work outside the public service) applications, drafting of submissions, updating of databases and provision of statistics. Deal with matters pertaining to employees doing business with the state. Queries from the Auditor-General or other departments regarding employees doing business with state. Perform functions related to that of an Ethics officer in the Department. Responsible for PILIR administration, liaising with the Health Risk Manager, Verification of PILIR applications and the finalization thereof. Liaising and communicating with Regional and cluster offices with regards to the finalization of PILIR cases. Working on the PILIR database. Leave Administration. Approval of transactions on Persal. Responsible for the supervision of staff, training, development and discipline. Render a professional advisory and liaison service to line functionaries. Handling of documents and maintaining confidentiality.

ENQUIRIES
Ms VN Williams Tel No: (012) 336 7231
APPLICATIONS
Head Office Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION
Ms. Li Mabole

POST 03/244
SENIOR WATER CONTROL OFFICER REF NO: 070220/13
Branch: IBOM

SALARY
R208 584 per annum (Level 06)

CENTRE
Hartbeespoort Dam Office

REQUIREMENTS
A Senior/Grade 12 Certificate. Mathematical literacy as an added advantage. Internal water control courses will be added as an advantage. One (1) to three (3)

**DUTIES**

- Assist with the controlling of the opening and closing of sluices according to schedule. Keep records of all information as well as meter readings for purpose of correct billing. Plan and prioritize duties for subordinates. Control water distribution according to regulations on a daily basis. Perform minor maintenance on structures, dams, fences and sluices. Compile disposal report for the scheme. Produce flood warning list of all water users/clients and do flood control. Present progress report in respect of tasks. Collections and safe keeping of equipment and supplies daily. Control time register and leave forms. Routine dam inspections of hydrological data including water meter readings. Assist with Health and Safety regulations on the scheme.

**ENQUIRIES**

- Mr S Murunzi Tel No: (012) 200 9018

**APPLICATIONS**

- Hartbeespoort Dam: Please forward your applications quoting the relevant reference number to the The Director: Northern Operations, Private Bag X352, Hartbeespoort, 0216.

**FOR ATTENTION**

- Mr S Murunzi

**POST 03/245**

**FINANCE CLERK: DEBT MANAGEMENT REF NO: 070220/14**

Branch: Finance WTE
DIV Financial Accounting

**SALARY**

- R173 703 per annum (Level 05)

**CENTRE**

- Head Office

**REQUIREMENTS**

- A Senior/Grade Certificate. Knowledge of managing debtors and financial systems applicable to government will be an added advantage. Ability to interpret and implement financial management policies, processes and system. Ability to use personal computer and Microsoft Packages such as MS Excel to perform basic arithmetic’s calculations. Basic knowledge of PFMA and Treasury Regulations related to staff debt management. Ability to follow a proactive and creative problem solving approach. Strong interpersonal skills. Ability to work under pressure.

**DUTIES**

- Making follow ups of outstanding debts. Prepare submission for writing off long outstanding untraceable debts as per departmental policy and Treasury regulations. Perform reconciliation and clearing of all debts related control and suspense accounts at all times. Capture transactions relating to staff debts on SAP system. Liaise with Human Resources officials and other departmental officials in relation to staff debts take-on due to terminations, resignations, and breach of employee bursaries contracts, theft or loss and other possible erroneous payments. Compilation of letters to inform debtors of their debts due to the department and perform distribution of statement of accounts to respective debtors. Perform allocations regarding payments made by debtors and Persal deductions to their respective debtors’ accounts. Follow-ups on long outstanding debts and assist to debt write-offs.

**ENQUIRIES**

- Mr T Toka Tel No: (012) 336 8378

**APPLICATIONS**

- Pretoria Head Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION**

- Ms. Li Mabole