DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 14 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 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). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

ERRATUM: kindly note that the post of Engineering Technologist Production Grade A with Ref No: 061219/18 (WULA) advertised in Public Service Vacancy Circular 42 dated 22 November 2019 has been advertised with a requirement of “Compulsory registration with ECSA as a Professional Engineering Technician” which is incorrect, the correct registration applicable to the post is “Compulsory registration with ECSA as a Professional Engineering Technologist”

OTHER POSTS

POST 04/95: SCIENTIFIC MANAGER (GRADE A): INTEGRATED WATER STUDIES REF NO: 140220/03

Branch: Planning and Information

SALARY: R898 569 per annum (all inclusive OSD package)

CENTRE: Pretoria Head Office

REQUIREMENTS: An MSc Degree in Earth, Numerical, Environmental Sciences, Natural Sciences or relevant qualification. Six (6) years post qualification natural scientific experience in the field of Water. Compulsory registration with the South African Council for Scientific Professions (SACNASP) as a Professional Scientist (Attach copy). A valid driver’s license (Attach copy). Good experience in modelling technologies. Proven ability to communicate scientific information in a brief and clearly expressed manner in writing and verbally including good technical report writing skills. Sound knowledge of the National Water Act and other related legislation. Computer literacy and ability to use software packages. The ability to integrate and interpret water quality data and draw scientifically sound conclusions based on fundamental data. A proven ability to manage a multidisciplinary group of scientists and other professionals. Good conceptual thinking skills are essential. Knowledge of aquatic sciences and geographical information systems (GIS). Sound knowledge of project management.

DUTIES: Coordinate and undertake integrated water resource studies (quality, quantity ecology surface and groundwater) with focus on impact of land based activities on water. Coordinate the development of integrated water resource modelling methodologies and analysis tools. Coordinate the reporting on the state of water for the country. Provide water resources expertise to all stakeholders including the water sector and any other interested parties. Liaise with other Government...
Departments, local authorities, the public and other clients on water issues. Mentor and develop personnel. Lead and manage projects.

ENQUIRIES: Mr Andy Sambo Tel No: (012) 336 8403
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.

FORE ATTENTION: Ms. Li Mabole

POST 04/96: DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 140220/04
Branch: Chief Operations Office Western Cape
Div: Corporate Management
(This is a re-advertisement; applicants who have previously applied are encouraged to re-apply)

SALARY: R869 007 per annum (Level 12) (All-inclusive salary package)
CENTRE: Bellville
REQUIREMENTS: A National Diploma or Degree in Administration or relevant field. Three (3) to five (5) years management experience in Corporate Management. Knowledge and experience in policy development and implementation. Knowledge and experience in Administration processes. Knowledge of human resource information. Understanding of Government legislations. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and project management. Problem solving and analysis. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Valid driver's license (Attached copy).

DUTIES: Manage and provide support in the following disciplines: Human Resources, Information Technology, Administration, Communication, Occupational Health and Safety, including safety and security. Analyse current policies and departmental strategic objectives. Implement administration policies and various disciplines. Analyse human resource information trends. Recommend policy amendments. Develop implementation plan. Hold road shows advising department on key policy issues. Brief managers on policy requirements. Monitor policy implementation. Assist with the development and implementation of Strategic Plan. Develop Corporate Services Implementation plan. Ensure that the line managers execute their business plan within the objectives of HR Plan. Ensure that strategic objectives are implemented accordingly. Ensure that Corporate Services forms business partners with line management. Ensure compilation of Corporate Services budget. Ensure that budget is implemented according to plan. Do early warning where necessary. Provide monthly reports to managers. Management of Human Resources. Provide expert advice on HR information implementation to managers.

ENQUIRIES: Mr R Khan Tel No: 021 941 6004
APPLICATIONS: Western Cape (Bellville): Please forward your applications quoting the relevant reference number to the Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION: Ms K Melelo
NOTE: Persons with disabilities, Females, White Males, Coloured Males, and Indian Males are encouraged to apply.

POST 04/97: DEPUTY DIRECTOR: INSTITUTIONAL GOVERNANCE REF NO: 140220/05
Branch: Regulation

SALARY: R869 007 per annum (Level 12) (All-inclusive salary package)
CENTRE: Pretoria Head Office
REQUIREMENTS: A National Diploma or Degree in Administration / Public Management or Social Science. Five (5) years experience in a policy, regulatory and governance environment. Three (3) years management experience. Knowledge and experience in public administrative procedures and systems. Knowledge of government related legislation, policies, practices and procedures. Knowledge of Public Finance Management Act (PFMA), National Water Act, Water Services Act,
DUTIES: The development and implementation of policies, strategies and procedures on the establishment and governance of water management institutions, water boards and other institutions. To lead the appraisal of shareholders compacts and business plans. Analyse and table annual reports in parliament. Develop frameworks, guidelines and reporting templates. Ensuring good governance, financial viability and alignment of water management institutions, water boards, WRC and TCTA. Coordinate the establishment and disestablishment of water sector entities. Assist the Director with the development of the Directorate’s budget, strategic and business plans.

ENQUIRIES: Ms T Sigwaza Tel No: 012 336 6600
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 04/98: SENIOR STATE ACCOUNTANT REF NO: 140220/06 Branch: Finance Main Account (Management Accounting)

SALARY: R 316 791 per annum (Level 08)
CENTRE: Pretoria Head Office
REQUIREMENTS: A National Diploma or Degree in Financial Accounting/Financial Management/Management Accounting. Two (2) to three (3) years’ experience in financial management (Budgeting and expenditure management), monitoring and reporting (IYM), DoRA and general ledger). Working knowledge of financial management related legislation i.e. Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), Treasury Regulations and DoRA. Knowledge and experience in administrative and clerical procedures and systems. Excellent interpersonal skills and the ability interact with a broad range of users at all levels of authority but also to work independently and unsupervised. Problem solving and lateral thinking skills. Basic knowledge of financial management. Sound understanding of accounting principles (GRAP Standards). Advanced computer literacy (MS Office: Excel and Word). Ability to analyse information and work with figures (Data Analysis). Knowledge of Budget process in Government. Knowledge of in-year monitoring (IYM). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc) and budgeting process.

DUTIES: Assisting the Assistant Director in populating credible and reliable inputs into monthly and quarterly Interim Financial Statements (IFS) and Annual Financial Statements (AFS) i.r.o Final Appropriation Statement. Notes to the Appropriation Statement and relevant Annexures as prescribed by departmental internal circular and National Treasury Instruction Note. Check, analyse and capture original budget (ENE), adjustment budget (AENE), approved shifting of budget requests from line functions and year-end final shifting of funds and virements on BAS. Compile monthly expenditure projections, in particular experience with the IYM tool. Assist the Assistant Director with the preparation of the early warning report as prescribed by National Treasury. Apply management accounting techniques to analyse, project and report on expenses. Verify and capture journals on BAS. Assist in drawing BAS reports (Expenditure Control Commitments and detail reports) as and when required. Produce daily budget and expenditure monitoring report including infrastructure programmes/ grants for the entire Department. Performing budget management (e.g. Budget management instrument) analysis. Performing desktop departmental expenditure trends analysis, monitoring of departmental expenditure to ensure alignment with approved budget and planned expenditure/ drawings/ cash flow projections – expenditure control. Assist in requesting BAS reports to verify that transactions are posted as per Departmental
Standard Chart of Account (SCOA). Detect and correct incorrect accounting entries (Expenditure misallocations and misclassifications). Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records by maintaining an effective and efficient filling system. Supervising and managing the performance of employees in accordance with the departmental polices.

**ENQUIRIES**
Mr ML Mukwevho, Tel No: 012 336 8720

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

**FOR ATTENTION**
Ms. LI Mabole