ANNEXURE S

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 06 March 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 Administration Officer: Water Use Authorisation with Ref No: 291119/33 advertised in Public Service Vacancy Circular 41 dated 15 November 2019, the requirements for the post is a National Diploma or Degree in Public Management / Administration or relevant field.

MANAGEMENT ECHELON

POST 07/53 : DIRECTOR: CORPORATE COMMUNICATIONS REF NO: 060320/01
Branch: Corporate Services

SALARY : R1 057 326 per annum (Level 13) (all-inclusive salary package)
CENTRE : Head Office Pretoria
REQUIREMENTS : A Bachelor’s Degree or NQF level 7 qualification in Communications/Journalism or relevant. At least ten (10) years working experience in a communications environment with five (5) years’ experience at a Middle/Senior management level. At least five (5) years supervisory working experience in a communications environment where communications with provincial communicators are managed. News writing and content development expertise. Proficiency in at least three (3) official languages. Knowledge and understanding of content management. Knowledge of techniques and procedures for the planning and execution of internal communications operations. Disciplinary knowledge in communication and media studies. Knowledge and practical working experience in copy writing news writing, copy editing and proofreading. Proven writing ability skills. Financial management and knowledge of the PFMA is an added advantage. An understanding of and commitment to government objectives, policies and programmes. Knowledge and experience in programme and project management skills. Client orientation and customer focus. Good communications skills. Ability to travel nationally. Accountability and ethical conduct. Good people management and empowerment skills. Ability to work under pressure and meet deadlines.

DUTIES : Promote and facilitate content and activities for an effective internal communication culture. Create internal communication platforms and mediums. Coordination with provincial communication staff for effective implementation. Manage content for online platforms. Activation plans with entities for effective implementation. Profile the Department through marketing and brand strategies including media buying. Develop multi-media communication products and advertisements. Promote language diversity in
the Department through the Language unit. Efficient administration support. Effective administrative and operational support.

**ENQUIRIES**
Mr S Ratau Tel No: (012) 336 6813

**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 07/54**
DIRECTOR: INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE
REF NO: 060320/02
Branch: Chief Operations Office: North West

**SALARY**
R1 057 326 per annum (Level 13) (all Inclusive salary package)

**CENTRE**
Mmabatho

**REQUIREMENTS**
A relevant Degree at NQF 7 in the fields of Engineering, Business, Built Environment or Programme Management. Six (6) to ten (10) functional experience in programme and project management Environment. Five (5) years at middle/senior managerial level. Registration with ECSA as Professional Engineer will be added advantage. A valid driver’s license (Attach a copy). Knowledge of relevant legislative framework such as Public Service Regulation, Public Finance Management Act. Knowledge and application of Treasury regulations, Dora and Grap guidelines and policies. Sound knowledge of risk management, corporate governance and internal controls. Knowledge and application of Technical report Writing and project management. Must have strategic capabilities and leadership skills. Knowledge in programme, project management, financial management, change management and knowledge management. Service delivery innovation (SDI), problem solving, analysis, people diversity management, client orientation and customer focus skills. Good communication skills both verbal and written. Accountability and ethical conduct.

**DUTIES**
Ensure effective coordination and implementation of the regional Bulk Infrastructure programme to meet the water targets. Coordinate with Head Office and regional teams (water resources, institutional, financial, planning, implementation, legal) to ensure the successful planning and implementation of the Regional Bulk Infrastructure Programme. Ensure effective sector participation. Support Water Services Authorities through the Regional Office to develop projects plans and ensure that implementation takes place within the defined scopes and timeframes.

**ENQUIRIES**
Mr C Lobakeng Tel No: (018) 387 9547/9502

**APPLICATIONS**
North-West (Mmabatho): For purposes of response handling, 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 07/55**
DIRECTOR: INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE
REF NO: 060320/03
Branch: Chief Operations Office: Eastern Cape

**SALARY**
R1 057 326 per annum (Level 13) (all Inclusive salary package)

**CENTRE**
King Williams Town

**REQUIREMENTS**
A relevant Degree at NQF 7 in the fields of Engineering, Business, Built Environment or Programme Management. Six (6) to ten (10) functional experience in programme and project management environment. Five (5) years at middle/senior managerial level. Registration with ECSA as Professional Engineer will be added advantage. A valid driver’s license (Attach a copy). Knowledge of relevant legislative framework such as Public Service Regulation, Public Finance Management Act. Knowledge and application of Treasury regulations, Dora and Grap guidelines and policies. Sound knowledge of risk management, corporate governance and internal controls. Knowledge and application of Technical report Writing and project management. Must have strategic capabilities and leadership skills. Knowledge in programme, project management, financial management, change management and knowledge management. Service delivery innovation (SDI), problem solving, analysis, people diversity management,
client orientation and customer focus skills. Good communication skills both verbal and written. Accountability and ethical conduct.

DUTIES : Ensure effective coordination and implementation of the regional Bulk Infrastructure programme to meet the water targets. Coordinate with Head Office and regional teams (water resources, institutional, financial, planning, implementation, legal) to ensure the successful planning and implementation of the Regional bulk Infrastructure Programme. Ensure effective sector participation. Support Water Services Authorities through the regional office to develop projects plans and ensure that implementation takes place within the defined scopes and timeframes.

ENQUIRIES : Ms P Makanya Tel No: (043) 604 5402
APPLICATIONS : Eastern Cape (King Williams Town): For purposes of response handling 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 07/56 : DIRECTOR: DEBT MANAGEMENT REF NO: 060320/04
Branch: Finance
CD: SCM

SALARY : R1 057 326 per annum (Level 13) (All-inclusive package)
CENTRE : Head Office Pretoria


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

FOR ATTENTION : Ms L Mabole

NOTE : This post is targeted for African, Coloured, Indian, White Females

OTHER POSTS

POST 07/57 : CHIEF ENGINEER GRADE A REF NO: 060320/05 (X3 POSTS)
Branch: Infrastructure Build, Operate and Maintenance
CD: Infrastructure Development
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) This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in
relation to the provisions of the Public Service Regulation 2016, i.e. provision of the candidate’s current salary advice.

CENTRE: Head Office Pretoria

REQUIREMENTS:
An Engineering degree (B Eng / BSc Eng) or relevant qualification. Six years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (Proof of registration must be attached). A valid driver’s Licence (Attach copy). Extensive post-registration experience as a registered Professional Engineer (Pr. Eng) is recommended. Registration with the South African Council for Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager (Pr. CPM) or PMP Certification will be beneficial. Experience in the planning, design and construction of water resources infrastructure projects. Extensive experience in project management especially in the project management of large infrastructure projects. An understanding of the complete project life cycle from initial planning stages through to completion. Contract management knowledge and experience. A detailed understanding of construction procurement processes. Experience in financial planning and financial management. Knowledge of project risk analysis and risk management. The ability to relate with associated professional fields in a multi-disciplinary team. Additional studies in Water Resources Engineering are recommended. High level communication skills (verbal and written). Conflict management, contract dispute resolution and negotiation skills. Problem solving and analysis skills. Computer proficiency (such as MS Office, MS Projects, etc.). Must be able to work independently, be self-motivated, responsible and reliable.

DUTIES:
To manage and oversee all aspects of project implementation. Co-ordinate the implementation of a portfolio of mega-projects. Co-ordinate water users’, institutions’ and stakeholders’ input for decision-making on infrastructure projects. Manage the technical, environmental, contractual, risk, social and financial aspects of infrastructure development projects. Promote the Department’s interests in projects implemented by external bodies. Ensure compliance with technical standards, legal requirements, timeframes and approved budgets during the implementation of water resource infrastructure projects. Ensure the co-ordination and management of contracts with service providers on projects to ensure effective project implementation. Ensure the co-ordination of management of both external and internal stakeholders on the infrastructure projects. Would be beneficial to be knowledgeable of construction law contracts such as GCC and FIDIC. Detailed knowledge of Treasury Regulations, Public management Financial Act (PFMA) Manage the process of the commissioning of the infrastructure and takeover by the Operations Unit. Provide leadership and direction on projects. Manage Human Resources and budgets allocated on projects to ensure efficient and effective project implementation. Promote transformation. Promote a culture of innovation and performance.

ENQUIRIES:
Ms P Moodley Tel No: (012) 336 6929

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 07/58:
CHIEF ENGINEER GRADE A REF NO: 060320/06 (X3 POSTS)
Branch: Planning and Information

SALARY:
R1 042 827 - R1 192 365 per annum (All-inclusive OSD salary package). This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016, i.e. provision of the candidate’s current salary advice.

**DUTIES:**
Identification of available water resources and development needs through multidisciplinary studies at appropriate levels of detail. Involvement in the development of water management strategies. Develop solutions to meet water requirements and evaluate technical options and associated social, economic and environmental impacts. Provide leadership, management and administration for Water Resource Planning in relevant planning area. Develop and maintain water reconciliation strategies for various large systems and metropolitan areas. Develop and maintain water reconciliation strategies for All Towns/Villages in planning area. Conduct water availability assessment studies including hydrological modelling of various Catchments, Liaise on water resource planning matters on trans-boundary water resources, Liaise with water all use sectors in conceptualisation of solutions. Provide basin-wide information on all aspects of the water resources in trans-boundary river basins such as relevant. Training and development of sector partners and junior officials.

**ENQUIRIES:**
Mr. P Mlilo Tel No: (012) 336 8199

**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 07/59:**
SCIENTIFIC MANAGER GRADE A REF NO: 060320/07
Branch: Planning and Information
Dir: Courses Directed Control

**SALARY:**
R898 569 per annum (All-inclusive OSD salary package)

**CENTRE:**
Head Office Pretoria

**REQUIREMENTS:**
An MSc degree or relevant qualification. Six (6) years post qualification natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. (Proof of registration must be attached). A valid driver’s license (Attach a copy). A clear understanding and experience in the field of Integrated water resource management (IWRM). Knowledge of scientific, managerial, project management, technical report writing, data analysis, stakeholder engagement, co-ordination and organisational skills. Understanding and knowledge of the National Water Act and related legislation. Strong leadership skills and the ability to promote transformation and service delivery excellence. Creativity, initiative and well-developed skills in strategic and innovative thinking. Written and verbal communication skills. Advanced computer literacy. The incumbent may be required to travel extensively.

**DUTIES:**
The incumbent will be part of a team with the primary responsibility of sources directed control which includes the coordination of the development of policies and national strategies for the management of water quality, rehabilitation and remediation of water resources. Review and recommend scientific projects. Align projects to organisational strategies; implement PMDS. Monitor progress on the implementation of projects related to water resources protection; compile and manage budgets and control cash flows. Managing a multidisciplinary scientific team; guiding the development of strategies, procedures and guidelines for sources directed control of water resources. Interfacing with line function water resource managers in the implementation of water resource protection requirements and providing technical service with regards to water resource protection to the Department of Water and Sanitation as part of the Chief Directorate: Water Ecosystems.

**ENQUIRIES:**
Ms TB Nyamande Tel No: (012) 336 7521

**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 07/60 : SCIENTIST PRODUCTION GRADE A-C REF NO: 060320/08
Branch: IBOM
Dir: Integrated Environmental Engineering (IEE)

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

CENTRE : Head Office Pretoria

REQUIREMENTS : A Science Degree (BSc) (Hon) or equivalent qualification. Compulsory registration with SACNASP as a Professional Scientist (attach copy). Three (3) years post qualification natural scientific experience. A valid driver’s license (attach copy). Experience in any of the following fields will serve as an advantage: Environmental law, Natural resource economics, Compliance monitoring and enforcement. Knowledge of national water act, 1998 (Act No 36 of 1998) and related policies. Computer literacy. Knowledge of relevant environmental management legislation and policies. Knowledge of integrated water resources management. Knowledge of PFMA and treasury regulations. Knowledge of legal compliance. Ability to review technical, scientific reports and provide recommendations. Skills in program and project management. Technical report writing skills. Ability to provide technical and scientific support to the department of water and sanitation (DWS) units and other government departments. Professional judgment, communication, presentation and networking skills. People management, planning and organizing. Conflict management, change management, problem solving and analysis. Ability to work independently. Ability to interact with communities, professional service providers (PSPs) and planning partners in the water sector. Mentor and supervise junior staff. Willingness to travel extensively all over the country and work irregular hours.

DUTIES : Evaluate and review scientific data in support of the compilation and implementation of Resource Management Plans at government waterworks for access and use by the public or institutions for recreational purposes. Provide technical support towards the development, maintenance, rehabilitation and refurbishment of bulk water infrastructure. Undertaking of environmental legislative screening investigation, compilation of environmental management plans. Provide technical inputs to DWS projects and conducting environmental audits. Assist in developing, implementation recreational water use policies and guidelines. Implementation of other related legislation dealing with access and use of state dams. Advise on applications for commercial recreational water use at state dams especially with regards to PFMA and Treasury Regulation requirements. Give support and guidance to the DWS NWRI cluster offices. Represent the Department in various fora. Develop terms of reference and manage PSPs where required. Ensure human resources management, financial management and risk management.

ENQUIRIES : Mr Jabulani Maluleke Tel No: (012) 336 8875

APPLICATIONS : IBOM (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 07/61 : SCIENTIST PRODUCTION GRADE A-C REF NO: 060320/09
Branch: Planning and Information
SD: Resource Quality Monitoring

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

CENTRE : Head Office Pretoria

REQUIREMENTS : A Science degree (BSc) (Hons) in Botany, Limnology, Aquatic Ecology or relevant qualification. Compulsory registration with SACNASP as a Professional Natural Scientist (Proof of registration must be attached). Three (3) years post qualification natural scientific experience. A valid driver’s license (Attach a copy). Knowledge of wetlands and/ or riparian ecology; A fundamental understanding of biomonitoring, biotic indices riparian and wetland ecology; The ability to integrate and interpret aquatic ecological water
resource quality data and draw scientifically sound conclusions based on fundamental data; Proven ability to communicate scientific information to the public succinctly and clearly, verbally and in writing; Computer literacy and the ability to use MS Word, Excel or equivalent statistical software packages; An understanding of the National Water Act and other related legislation; Knowledge and application of integrated water resource management principles; Ability to integrate with a multidisciplinary group of scientists; Willingness to undertake fieldwork and associated travel on a national scale, usually for extended periods of time.

**DUTIES**: Providing technical support in implementing and evaluating the National Aquatic Ecosystem Monitoring Programme with special reference to wetlands and riparian vegetation; Scientific contribution to a multi-disciplinary scientific team on national monitoring and reporting on the ecological status of water resource in South Africa. Provide scientific input in developing aquatic ecosystem health indices and resource quality objectives. Develop procedures and protocols for the monitoring of ecosystem health with specific reference to wetlands and riparian vegetation. Support project specific water resource assessments. Evaluate site specific ecosystem health results. Liaise with other government departments, local authorities, the public and other clients on aquatic ecosystem health. Provide scientific and technical support services to the Department of Water and Sanitation.

**ENQUIRIES**: Dr Gerhard Cilliers Tel No: (012) 808 9554

**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 07/62**: ASSISTANT DIRECTOR: CAPACITY BUILDING REF NO: 060320/10 Branch: Chief Operation Officer: Eastern Cape

**SALARY**: R470 040 per annum (Level 10)

**CENTRE**: King Williams Town

**REQUIREMENTS**: A National Diploma or Bachelor’s Degree or relevant qualification. Three (3) to (5) five years supervisory experience in the relevant sector. A valid Driver’s License (Attach copy). Knowledge and experience in policy development and coordination. Knowledge and understanding of all the relevant legislation including PSA, PFMA, NWA, PSR, etc. Knowledge of local government sector. Knowledge on conducting business and management principles. Knowledge of strategic planning resource allocation and human resources. Report writing, programme and project management. Strategic capability and leadership. Financial, change and knowledge management. Service delivery innovation (SDI). Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill (both verbal and written).

**DUTIES**: The provision of support to the development and implementation of water services delivery programmes. Formalise and strengthen existing mechanisms and processes for capacity building. Promote an integrated governance for the water and sanitation sector. Develop monitoring and evaluation systems for all water and sanitation projects. Management of hotspot reports and Ministerial Referrals. Establish and sustain Community, Local, District and Provincial Water and Sanitation Management/Governance Structures. Provide Institutional and Social Development Support to Water Services Authorities. Establish and maintain Partnerships with the sector partners. Supervision role and Reporting.

**ENQUIRIES**: S Morapeli Tel No: (043) 604 5400

**APPLICATIONS**: Eastern Cape (King William’s Town): Please forward your applications quoting the relevant reference number to Private Bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William’s Town 5600.

**FOR ATTENTION**: Ms L.T Malangabi Tel No: (043) 604 5476

**POST 07/63**: CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 060320/11 Branch: Chief Operation Office Free State

**REQUIREMENTS**: Re-advertisement; applicants who have previously applied are encouraged to re-apply

**SALARY**: R446 202 per annum (OSD)
CENTRE: Bloemfontein


DUTIES: Interpret the policy and the act in the recommendations of license applications. Review and evaluate water use license applications in terms of legal, technical water resource management inputs. Integrate key areas of work with relevant priority departmental programmes such as Water allocation reform, Water for growth and development. Compile, manage and report on the statistics of all water use authorizations. Ensure maintenance of records, correspondence and appeals pertaining to water use authorization applications. Ensure co-ordination with affected Government Departments for water use authorization applications. Ensure water use authorization processes are correctly implemented. Render an advisory service to applicants in applying for water use. Liaise with stakeholders with regards to the applications. Provide strategic and operational leadership to the unit. Ensure that all policies and strategies relevant to the functions of the sections are implemented. Conduct strategic and business planning. Responsible for the financial management of the section. Responsible for human resource management of the section. General office management of the section.

ENQUIRIES: Mr VG Blair Tel No: (051) 405 9000

APPLICATIONS: Bloemfontein: Please forward your applications quoting the relevant reference number to the Provincial Head, Department Water and Sanitation, Bloemfontein, Private Bag 528, 9300 or hand-deliver at the Bloom-Plaza Building, Corner Eastburger and Charlotte Maxeke streets, second floor, Bloemfontein.

FOR ATTENTION: Mrs L Wymers

POST 07/64: CONTROL ENGINEERING TECHNICIAN GRADE A: HYDROMETRY REF NO: 060320/12
Branch: Chief Operations Office – Mpumalanga

SALARY: R446 202 per annum (OSD)

CENTRE: Groblersdal

REQUIREMENTS: A National Diploma in Civil Engineering qualification. Six (6) years post qualification technical (engineering) experience. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technician (Proof of registration must be attached). A valid Driver’s licence (Attach a copy). Water resources related experience with extensive hydrological knowledge is a recommendation. Good interpersonal relations. Qualified in the usage of various Window-driven programmes (Excel, PowerPoint, Word etc.) Qualified in the usage of various drawing programmes such as AutoCAD, Model Maker, CADDIE etc. Willingness to travel long distances. Project Management. Technical design and analysis knowledge will be an added advantage. Technical report writing and technical consulting skills. Proven skills in Management and Financial control. Knowledge of the application of the National Water Act of 1998. Knowledge of dam safety regulations and requirements. Sound supervision and Project Management skills. Knowledgeable with Hydrological Data Basis products and abstraction of relevant reports.


ENQUIRIES: Mr S Kheva Tel No: (013) 759 7313
APPLICATIONS: Groblersdal: 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: Ms FM Mkhwanazi

POST 07/65: CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 060320/013
Branch: Planning and Information

SALARY: R446 202 per annum
CENTRE: Head Office Pretoria
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 an Engineering Technician. A valid driver's license (Attach a copy). Project Management, communication and administrative skills. Experience in the planning, design and construction of water resources infrastructure projects. Extensive experience in project management especially in the project management of small scale infrastructure projects such as gauging weir or water monitoring infrastructure. An understanding of the complete project life cycle from initial planning stages through to completion. Knowledge and experience in contract management.

DUTIES: To manage training programme for industrial technicians in and work in close collaboration with existing training structures in the department. To develop procedure manuals for the installation, operation and maintenance of hydrological measuring instrumentation/equipment and real time data systems. Develop instrumentation contracts in consultation with regional offices and other users. Coordinate technical hydrometry meetings. To conduct inspections, surveys, current gauging, repair and maintenance of equipment at hydrological gauging stations and real time data transmission systems. Develop and maintain monitoring infrastructure asset register. Develop staff training and other functions related to quality assurance, such as the preparation of instruction Manuals and assessment or acceptance testing of new instrumentation. Contract administration.

ENQUIRIES: Mr 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 L Mabole

POST 07/66: ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 060320/14
Branch: Chief Operations Office – Mpumalanga
SD: Financial Management (WTE)
Re-advertisement, applicants who have previously applied are encouraged to re-apply

SALARY: R376 596 per annum (Level 09)
CENTRE: Mbombela

DUTIES: Collection and recording of revenue by monitoring and reviewing the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts (Cashier, banking services and electronic
payments). Oversee the identification and accurate recording of debts owed to the department (debt management). Monitor and report on revenue by overseeing income against budget and review reconciliations. Manage expenditure in terms of Compensation of Employees (CoE), Goods and Services; transfers and subsidies. Report on all expenditure activities against budget. Review and analyse expenditure report, distribute to budget holders and obtain inputs on expenditure status. Supervise employees to ensure an effective financial accounting service.

ENQUIRIES : Ms R.J Mogane Tel No: (013) 759 7638
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 F Mkhwanazi
POST 07/67 : ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 060320/15
Branch: Chief Operations Office – Mpumalanga (Main Account)

SALARY : R376 596 per annum (Level 09)
CENTRE : Mbombela
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience. A valid driver’s license. (Attach copy). Knowledge of the PFMA, Treasury Regulations, PERSAL, Basic Accounting System (BAS), SAP, Data Analysis, Computer literacy (Word, Excel, PowerPoint). The suitable candidate must be willing to work under pressure, handle conflict, have good communication skills and be a team leader.

DUTIES : Manage Accounts Payable on LOGIS, BAS and SAP. Manage payroll administration. Clearing of all suspense accounts on Main and Trading accounts. Writing reports for the division and do presentations at meetings. Ensure the proper filing of all financial documentation. Manage the cashiers. Manage the resources of the component. Compile accurate monthly and quarterly reports on all financial aspects. Attend to audit matters. Manage consolidate general ledger reconciliations.

ENQUIRIES : Mr Q Nyide Tel No: 013 -759 7375
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 F Mkhwanazi
POST 07/68 : ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 060320/16
Branch: Chief Operations Office – Mpumalanga

SALARY : R376 596 per annum (Level 09)
CENTRE : Mbombela
REQUIREMENTS : A National Diploma or Degree in Public Administration or relevant. Three (3) to Five (5) years’ supervisory experience in Administration. A valid driver’s license (Attach copy). Strong written and verbal communication skills. Computer skills, management skills, honesty and integrity, organising skills, knowledge of and experience in Department of Water and Sanitation regulations, support policies, HRM and support plans systems, planning models and procurement processes. Basic knowledge of contract management, project and presentation skills, PFMA and all aspects of budgeting. A sound understanding and ability to implement relevant Regulations, Policies, Frameworks and Guidelines pertaining to planning an, human resources management, logistical administration, record management and secretariat services. Problem solving, report writing and good interpersonal relations skills.

DUTIES : Manage the Transport section which includes fleet management, travel management and provision of advice regarding travel management policies and activities. Manage the building lease agreements and contract management of accommodation requests. Provide records management for the Sub-Directorate by ensuring the provision of effective and efficient registry duties. Timeous handling of oncoming and outgoing mail. The maintenance of the departmental filing system. Provide office reception services for the Directorate. Manage cleaning and all telephone administration matter.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 07/69
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 07/70
SALARY
CENTRE
REQUIREMENTS

Mr BZ Vilane Tel No: (013) 759 7496
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.
Ms F Mkhanazi
SENIOR INTERNAL AUDITOR: FORENSIC INVESTIGATIONS REF NO: 060320/17
Branch: D-G
Dir: Forensic Investigations and Quality Assurance
R316 791 per annum (Level 08)
Head Office Pretoria
A National Diploma or Degree in Accounting/Auditing. Two (2) to three (3) years' experience in an auditing environment (Forensic Auditing/ Investigation, Internal Auditing and External Auditing). A valid driver's license. (Attach copy). Certification in Fraud Examination (CFE) will be an added advantage. Knowledge of Forensic investigation/ Auditing/ Accounting/.. Knowledge and understanding the Public Finance Management Act, Treasury Regulations and King Code on Corporate Governance. Knowledge of the Prevention and Combating of Corrupt Activities Act. Knowledge of the Protected Disclosures Amendment Act. Knowledge of the Prevention Organised Crimes Act, the Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Analytical and computer skills. Ability to work independently and under pressure. Willingness to travel as and when required. Skills in the application of audit methodology and execution of audit procedures in accordance with the approved audit programme/investigation plan. Administrative and clerical procedures and systems. Knowledge of governmental financial systems. Knowledge of principles and practice of financial accounting. Willingness and ability to travel.
Conduct investigation into allegations of fraud and corruption. Interview witness to fraud allegations. Gather documentation and other evidence. Evaluate, interpret and analyse evidence. Interview fraud suspects. Compile investigations reports. Participate in fraud awareness and ethics promotion programmes within the Department. Co-ordinate the forensic audit work with other units within the Department, including Internal Audit. Advice management on areas where inadequate control measures exist to mitigate risks. Contribute to the overall Departmental Fraud Prevention/Anti-Corruption Strategy. Present quality reports to management. Testify in disciplinary hearings, criminal cases and civil proceedings. Identify fraud risk areas and make recommendation on fraud prevention mechanisms. Promote governance.
Mr M Motsatsi Tel No: (012) 336 7905
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.
Ms L Mabole
COMMUNITY DEVELOPMENT OFFICER REF NO: 060320/18
Branch: Chief Operations Office – Mpumalanga
R316 791 per annum (Level 08)
Mbombela
A National Diploma or Degree in Social Sciences. Three (3) to five (5) years working experience. A valid Driver's license (Attach copy). Project Management, Cultural awareness, flexibility, initiative. Monitoring and
evaluation principles, policy implementation, strategic and operational plan management.

**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. Monitor and provide support on operational and community development activities. Formulate recommendations, policies and plans for water and sanitation development programmes. Management the implementation of water and sanitation regulatory framework. Ensure the monitoring and evaluation of water programmes. Assist with identification of appropriate interventions and methodologies. Provide support to organize workshops, events and training. Mobilize and sensitize communities on good health and WASH practices. Assist in the establishment of Project Steering Committees. Undertake any other duties as may be assigned from time to time by the supervisor.

**ENQUIRIES**:
Mr R.M Mbambo Tel No: (013) 759 7320

**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 F Mkhwanazi

**POST 07/71**: SENIOR WATER CONTROL OFFICER REF NO: 060320/20 (X2 POSTS)
Branch: IBOM Central Operation
(This is a re-advertisement; applicants who have previously applied are encouraged to re-apply)

**SALARY**: R208 584 per annum (Level 06)

**CENTRE**: Upper Vaal (Vaal Dam)

**REQUIREMENTS**:
A Senior/Grade 12 certificate with Mathematical Literacy as an added advantage. Internal water control courses will be an added advantage. One (1) to (3) three years' experience in water control related functions. Must have completed at least one of the following courses: Water Measurement, Water Distribution, Test Course and Dam Control Course. Knowledge in controlling and managing the water distribution for all government waterworks within the area office’s jurisdiction. Policy implementation, monitoring and evaluation principles. Knowledge in managing human resources. Disciplinary knowledge in occupational health and safety. Disciplinary knowledge in public administration. Knowledge in supporting water utilisation and water resource strategy. Knowledge of flood controlling. Understanding of government legislations.

**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 times registers and leave forms. Conduct routine dam inspections of hydrological data including water meter readings. Assist with Health and Safety regulations on the scheme. The successful candidate will have to travel extensively and must be able to perform duties away from the office for periods of time.

**ENQUIRIES**:
Ms LP Lotter Tel No: (016) 371 3020/ (016) 371 3039

**APPLICATIONS**:
IBOM Central Operation (Upper Vaal: Vaal Dam): Please forward your application to the Area Manager: Vaal Dam Area Office, Infrastructure Building, Operations and Maintenance: Central Operation, Department of Water and Sanitation, Private Bag X02, Denysville, 1932.

**FOR ATTENTION**:
BS Mbongo

**POST 07/72**: ASSISTANT TECHNICAL OFFICER: HYDROLOGICAL SERVICES REF NO: 060320/21
Branch: Chief Operations Office – Free State

**SALARY**: R173 703 per annum (Level 05)

**CENTRE**: Bloemfontein

**DUTIES**: The successful candidate will be responsible for taking water samples for analysis as per predetermined schedules; dispatching of samples and sample materials; provide support to Technical Personnel during maintenance work; assist with ADP gaugings and survey tasks. Duties will also include updating of information on the management database. The official will be expected to liaise with the public and officials who perform as data collectors and observers, communicating problems regarding recorded data to the supervisor and other technical staff and performing administrative duties within the Hydrology section.

**ENQUIRIES**: Mr C Lloyd Tel No: (051) 405 9000

**APPLICATIONS**: Mr C Lloyd

**FOR ATTENTION**: Ms LP Wymers

**POST 07/73**: ASSISTANT TECHNICAL OFFICER REF NO: 060320/22

**SALARY**: R173 703 per annum (Level 05)

**CENTRE**: Mbombela

**REQUIREMENTS**: A Senior/Grade 12 Certificate with Mathematics/Mathematics Literacy. Computer literacy. A valid driver’s license (Attach copy) and willing to travel. Ability to use Microsoft excel and word. Ability to use GPS. Knowledge of groundwater monitoring instruments.


**ENQUIRIES**: Ms M Ralushai Tel No: (013) 759 7524

**APPLICATIONS**: Ms M Ralushai

**FOR ATTENTION**: Ms FM Mkhwanazi

**POST 07/74**: HUMAN RESOURCE OFFICER REF NO: 060320/23

**SALARY**: R173 703 per annum (Level 05)

**CENTRE**: Mbombela

**REQUIREMENTS**: A Senior/Grade 12 Certificate. One (1) year experience in records management will be an added advantage. Working knowledge of legislative framework governing records management in Public Service. Ability to work independently and under pressure and as part of a team. A valid Driver’s license. (Certified copy must be attached). Knowledge of registry procedures, policies and exposure to general office administration. Excellent interpersonal relations and communication skills. Ability to maintain high level of professionalism, confidentiality and reliability. Knowledge and experience of registry duties, practices as well as the ability of data capturing, good computer packages including Word and Excel skills. Knowledge and understanding of storage and retrieval procedures in terms of the working environment. Flexible and a team work. Basic knowledge of problem solving and analysis. People and diversity management, client orientation and customer focus skills. Accountability and ethical conduct. Planning and organizing skills. Understand the work in registry.

**DUTIES**: Provide registry counter services. Responsible for handling of incoming and outgoing correspondence. Render an effective filing and record management services. Efficient running of the registry office. Receive documents for filing. File document according to dates and folio number. Distribute files accordingly. Prepare documents requested for distribution to the relevant offices. Keep records of all the documents distributed. Do monthly reports.
Prepare file covers. Manage the opening, labelling and closing of files. Manage good customer relations with all clients. Do research on the latest filing system. Update the filing system. Conduct regular file audits. Provide assistance in the Division: Human Resource Administration (i.e. Conditions of Service Benefits Unit and Planning, Recruitment and Selection Unit).

ENQUIRIES : Ms ND Ndlovu Tel No: (013) 759 7436
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 F Mkhwanazi

POST 07/75 : HUMAN RESOURCE OFFICER RECRUITMENT AND SELECTION REF NO: 060320/24
Branch: Chief Operations Office - Mpumalanga

SALARY : R173 703 per annum (Level 05)
CENTRE : Mbombela
REQUIREMENTS : A Senior / Grade 12 Certificate. One (1) year experience in Recruitment and Selection will be an added advantage. Basic knowledge and Human Resources prescripts. Knowledge and ability of data capturing, good computer packages including Word and Excel skills. Knowledge of the Public Service Act and Public Service Regulation. Working knowledge and understanding of legislative framework governing the Public Services. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. Ability to maintain high level of professionalism, confidentiality and reliability.

DUTIES : Receiving and sorting of applications, capturing of data in the system and processing of detailed schedules of applications. Establishing and developing a system database of applications received. From time to time assist with pre-screening, shortlisting and interviewing of candidates for the filling of posts within the department. Verification of qualifications (SAQA, Security Vetting, Reference checks) Secretariat function at shortlist and interviews. Preparing interview packs and ensuring schedules for interviews are accurately captured. Rendering human resource management support and advice.

ENQUIRIES : Ms Mkhwanazi F.M Tel No: (013) 759 7515
APPLICATIONS : Mpumalanga Provincial Office (Mbomba) 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 F Mkhwanazi

POST 07/76 : ADMINISTRATION CLERK (HRD) REF NO: 060320/25
Branch: Chief Operations Office - Mpumalanga

SALARY : R173 703 per annum (Level 05)
CENTRE : Mbombela
REQUIREMENTS : A Senior / Grade 12 Certificate. Working experience in HRD will be an added advantage. Basic knowledge and insight of Human Resources Development prescripts. Knowledge and ability to capture data. Good computer packages including Word and Excel skills. Knowledge of the Public Service Act and Public Service Regulation. Working knowledge and understanding of legislative framework governing the Public Services. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis.

DUTIES : Assist in Bursary administration, Data management and Office management. Assist in implementation and coordination of Workplace skills plan. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Ms D.P Nxumalo Tel No: (013) 759 7557
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 F Mkhwanazi