

DEPARTMENT OF WATER AND SANITATION

<u>CLOSING DATE</u>	:	04 September 2020
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the postal address specified to each post or e-mail at recruitment@dws.gov.za . 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, applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants. Candidates will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holders must provide the Police Clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

<u>POST 20/87</u>	:	<u>CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 040920/01</u> Branch: Finance Main Account, Cd: Supply Chain And Asset Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 251 183 per annum (Level 14) (All-inclusive salary package) Head Office, Pretoria A relevant Bachelor's Degree in Finance/Supply Chain Management (NQF level 7) or relevant qualification. Five (5) years' experience at a senior management level. Sound knowledge and experience in Supply Chain Management, Financial Management, Accounting and Financial analysis. A valid driver's license (A copy must be attached). A pre-entry certificate obtained from the National School of Government (NSG) is required. Understanding of Public Finance Management Act, Treasury Regulations and PPPFA. Practical knowledge of BAS and Logistics financial management systems. Good people management, empowerment, and problem solving analysis, change management interventions and knowledge management skills. Service delivery analysis, client orientation and customer focus skills. Good communication skills both verbal and written. Conflict management, accountability and good ethic conduct. Honesty and integrity is pivotal.
<u>DUTIES</u>	:	Lead the development of supply chain and policies and procedures. Guide review of policies. Create and maintain awareness on internal control measures to ensure effective procurement management. Facilitate the development and implementation of internal control measures. Oversee the management of electronic procurement and contract management systems. Facilitate meetings with key stakeholders e.g. IT (review and maintenance of system). Ensure implementation of centralisation of Chief buyers. Ensure payments are conducted timeously to suppliers. Facilitate departmental asset management. Facilitate implementation of reform as prescribed by National Treasury. Management of the bidding process. Ensure bid compliance to procurement policy and PFMA. Review and evaluate statistics on bids awarded. Application of demand and acquisition management. Monitor the development of the procurement plan. Ensure invitation, evaluation and adjudication of bids in accordance with relevant prescripts. Development of adequate risk management measures. Review the risk management

framework and policy. Monitor the facilitation of risk assessment process. Develop project plan to mitigate risks.

ENQUIRIES : Mr. F Moatshe Tel No: (012) 336 7647
APPLICATIONS : Head Office (Pretoria): Please post your applications or email quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za.

FOR ATTENTION : Ms. L Mabole
NOTE : NB: Preference will be given to African /Indian /Coloured /White females and persons with disabilities.

POST 20/88 : **CHIEF DIRECTOR: PROVINCIAL HEAD: NORTHERN CAPE REF NO: 040920/02**
Branch: Chief Operations Office

SALARY : R1 251 183 per annum (Level 14) (All-inclusive salary package)
CENTRE : Kimberley
REQUIREMENTS : A Degree in Natural Sciences or Environmental/Agricultural/Engineering/Economic Science or Hydrology (NQF 7). An NQF 8 qualification in Natural or Social Science/Scientific Environment /Financial Management or Equivalent will be an added advantage. Eight (8) to ten (10) years' experience in Water and Sanitation and related environment of which five (5) years should be on a Senior Management level. A pre-entry certificate obtained from the National School of Government (NSG) is required. Understanding of Water and Sanitation Engineering and river systems (dams, rivers and pumps). Understanding of practical engineering principles. Knowledge of project and programme management. Knowledge of Human Resources Management. Knowledge of Industrial Relations. Understanding of procurement. Knowledge of National Water Act and Water Services Act of 1998 and related legislation. Understanding of policy and strategy development.

DUTIES : Ensure that basic water and sanitation service delivery are met within the province. Manage sector collaboration and intergovernmental relations. Lead, direct and manage the Provincial Offices. Provision of support to the DDGs, DG, Deputy Minister and Minister. Manage Special Programmes and Institutional Development. Effective Human Resources Management.

ENQUIRIES : Mr. J.B Streuders Tel No: (053) 830 8851
APPLICATIONS : Kimberley: For purposes of response handling, Please post your applications or e-mail quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za.

FOR ATTENTION : Ms. L Mabole
NOTE : NB: Preference will be given to African Indian, females and persons with disabilities.

POST 20/89 : **DIRECTOR: INSTITUTIONAL ESTABLISHMENT REF NO: 040920/03**
Branch: Chief Operations Office: Northern Cape Directorate: Institutional Management

SALARY : R1 057 326 per annum (Level 13) (All-inclusive salary package)
CENTRE : Northern Cape
REQUIREMENTS : A Bachelor of Science Degree or Business Management (NQF 7) or relevant qualification. Five (5) to ten (10) years relevant experience in the Water Resource Management environment of which five (5) years should be at middle or senior management level. A valid driver's license (Copy must be attached) A pre-entry certificate obtained from the National School of Government (NSG) is required. Knowledge and experience of the water sector and water related legislation including relevant policies preferably in Integrated Water Resource Management. Knowledge and experience of business management principles. Knowledge of Public Service Act and Regulations. Knowledge and experience of strategic planning, resource allocation and Human Resources. Problem solving and analytical skills. Appropriate experience in the establishment and management of Water Management Institutions. Ability to develop policies and strategies in terms of key performance areas in the Region. Good understanding of Integrated Water Resource Management and water use efficiency. Proven managerial and leadership abilities. Ability to interact at a high level both nationally and internationally. Excellent communication (verbal and written) skills. Good financial management skills, negotiation skills problem

- solving skills, interpersonal and decision-making skills. Knowledge of project and programme management.
- DUTIES** : Develop and implement a performance improvement suggestion scheme. Advise top management and the legislature as well as relevant sector bodies on policies and strategies relevant to the Directorate. Assist in the development of the Business Plan for institutions. Investigate and make recommendations for license applications. Monitor license conditions. Manage river control systems. Manage Water Use Licence Applications (WULA). Provide technical information and support services to Waste Management and Sanitation Improvement (WMI). Coordinate and manage the information monitoring and evaluation system. Monitor environmental flows, eco-systems and habitat integrity. Manage water conservation campaigns. Manage Water Resource Management functions. Lead, direct and manage the establishment of the Proto CMA in an effective and efficient manner. Ensure water quality objectives are maintained. Coordinate the establishment and administration of integrated catchment forums. Plan the execution of resource water quantities for short and medium term. Coordinate Proto-CMA meetings and forums. Effectively manage relationships in order to achieve Directorate's goals. Oversee risk management and mitigation plans. Perform monitoring and evaluation dashboard.
- ENQUIRIES APPLICATIONS** : Mr. J.B Streuders Tel No: (053) 830 8851
- : Northern Cape: For purposes of response handling, Please post your applications or e-mail quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za.
- FOR ATTENTION NOTE** : Ms. L Mabole
- : NB: Preference will be given to African, Indian females and persons with disabilities.

OTHER POSTS

- POST 20/90** : **DEPUTY DIRECTOR: OFFICE OF THE DIRECTOR GENERAL REF NO: 040920/04**
Branch: Office of the DG
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum (Level 12) (All-inclusive salary package)
- : Cape Town
- : A National Diploma or Degree in Social Sciences or relevant. Three (3) to Five (5) years' experience in administration. Management experience. Knowledge of the PFMA; strategic and operational plan management; Public Administration. Ability to develop and maintain a filing system for official documents and correspondence. Understanding of government policy and processes. Effective communication skills, conflict management skills, creativity and awareness, project management skills, cultural awareness, flexibility, and initiative.
- DUTIES** : To manage and facilitate functional administrative support to the Office of the Director General in relation to government business and parliamentary responsibilities; including attendance of Portfolio Committees in Parliament and compile reports thereof when required to. The incumbent will also be expected to quality assure and process official correspondence, provide support in relation to FOSAD, Cabinet Committees and Cabinet. Handling of enquiries in the office of the Director-General. Provide quality assurance and oversight on documentation including priority enquiries. Draft correspondences, submissions and memorandums. Provide support to the Director-General in relation to government business and parliamentary responsibilities. Manage the Director-General's diary in relation to appointments and interviews. Co-ordination of meetings between the Director-General and various stakeholders. Handling of travel and accommodation arrangements for the Director-General. Request, receive and quality check documents for meetings. Draft applicable replies, letters and comments. Monitoring of parliamentary papers (order-papers and announcements, tabling's and committees reports (ATC) issued in parliament. Accompany the Director-General to official functions and official journeys. Compile, maintain and manage a database of all enquiries timeously.
- ENQUIRIES APPLICATIONS** : Mr. S Letsholo Tel No: (012) 336 8340
- : Cape Town For purposes of response handling, Please post your applications or e-mail quoting the relevant reference number to the Department of Water

and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za
Ms. L Mabile

FOR ATTENTION

POST 20/91

DEPUTY DIRECTOR: DRINKING WATER QUALITY REGULATION REF NO: 040920/05
Branch: Regulations, Dir Drinking Water Regulation

SALARY CENTRE REQUIREMENTS

R869 007 per annum (Level 12) (All-inclusive salary package)
Head Office; Pretoria
A National Diploma or Degree in Natural Science/ Engineering/ Environmental Sciences or Water Quality or relevant. Three (3) to five (5) years management experience in Natural Science/ Engineering/ Environmental Sciences or Water Quality. Knowledge of drinking water quality management. Knowledge and understanding of integrated water resource management. Knowledge and understanding of all applicable legislation, policies, practices and procedures. Knowledge and understanding of blue drop certification programme including SANS 241. Financial management and knowledge of PFMA. Understanding of project management. Computer literacy. Ability to write reports and submissions. Ability to compile presentations. Programme and project management. Problem solving and analysis. Strategic thinking and management. People and diversity management. Client orientation and customer focus. Communication skills. Accountability and ethical conduct. Ability to ensure high level of quality.

DUTIES

Ensure implementation of policies and regulations for monitoring compliance in drinking water. Ensure that strategic objectives are achieved in applying quality service. Provide analysis in applying norms and standards for services rendered. Ensure that all water services institutions including municipalities supply safe drinking water that comply with national norms and standards. Compile regulations to be adhered to in provision of drinking water. Develop and update blue drop handbook. Undertake assessment of drinking water supply systems for compliance with set standards and criteria. Determine assessment criteria. Advise on appropriate intervention measures. Auditing of drinking water quality supplied through boreholes. Monitor assessment of drinking water quality for registered municipal boreholes. Ensure that corrective measures are applied to non-compliant institutions as per legislative requirements. Ensure that measures are taken as per the Water Services Act against institutions that are not complying with water distributed to them. Development of a Strategic framework on applying punitive measures.

ENQUIRIES APPLICATIONS

Ms. NM Ncapayi Tel No: (012) 336 8800
Pretoria Head Office: Please post your applications or e-mail quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za.

FOR ATTENTION

POST 20/92

DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 040920/06
Branch: Chief Operations Office, Northern Cape

SALARY CENTRE REQUIREMENTS

R733 257 per annum (Level 11) (All-inclusive salary package)
Kimberley
A Degree in Financial Management or relevant qualification at NQF level 7. Three (3) to five (5) years' relevant experience in Financial Accounting at supervisory/management (ASD) level. Knowledge and understanding on Human Resource Management, legislation, policies, practices and procedures. Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service anti-corruption strategy and anti-corruption and fraud-prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administration and clerical procedures and systems. An understanding of Departmental policies, procedures and government financial systems. Principles and practice of financial accounting. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.

DUTIES

Manage the financial revenue, expenditure management and accounting sub-directorate. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and

processes. Monitor revenue collected and expenditure incurred and submits reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting work as required. Revenue management will include cashier, banking, and debt management; monitoring and reporting services are rendered. Expenditure management will include payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Provide financial administration and accounting services (legal/journals, accounting and reporting, interim and annual financial statements). Manage the sub-directorates revenue, expenditure management and accounting. Management of performance and development. Undertake Human Resource and other related administrative functions. Develop and manage the operational plan of the sub-directorate and report on progress as required. Compile and submit all required administrative reports, Serve on transverse task teams as required.

ENQUIRIES : Mr. J.B Streuders Tel No: (053) 830 8851
APPLICATIONS : Kimberley: Please post your applications or e-mail quoting the relevant reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or e-mail at recruitment@dws.gov.za.
FOR ATTENTION : Ms C Du Plessis
NOTE : NB: Preference will be given to African, Indian females and persons with disabilities.

POST 20/93 : **SCIENTIST PRODUCTION (GRADE A-C): INTEGRATED WATER STUDIES**
REF NO: 040920/07
Branch: Planning and Information
SD: Integrated Water Studies

SALARY : R618 732 – R939 621 per annum (OSD) (Offer will be based on proved years of experience as per OSD prescripts; (all-inclusive package)

CENTRE : Head Office, Pretoria
REQUIREMENTS : Science degree (BSc) (Hon) or relevant qualification. Compulsory registration with SACNASP as a professional Natural Scientist. Three (3) years post qualification natural scientific experience. A valid driver's license (attach a copy). Experience in water resource modelling technologies. Good communication of scientific information verbally and in writing including good technical report writing skills. Knowledge of project management, Computer literacy and understanding of geographical information systems (GIS). Knowledge of the National Water Act and other related legislations.

DUTIES : Undertake integrated water resource studies (quality, quantity ecology surface and groundwater) with focus on impact of land based activities on water resources. Assist in coordination of the development of integrated water resource modelling methodologies and analysis tools. Coordinate and analyse information, and compile the state of water report for the country. Liaise with other Government Departments, local authorities, the public and other stakeholders on water issues.

ENQUIRIES : Mr. A Sambo Tel No: (012) 336 8403
APPLICATIONS : Pretoria Head Office: Please post your applications or e-mail quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za.

FOR ATTENTION : Ms. LI Mabile

POST 20/94 : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: 040920/08**
Branch: Corporate Services
SD: Recruitment and Selection

SALARY : R470 040 per annum (Level 10)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A National Diploma or Degree in Human Resources Management or relevant qualification. Three (3) to five (5) years management experience in Recruitment and Selection. A valid driver's licence. (Attach a copy). Knowledge and understanding of Human Resource Management legislation, policies, practices, procedures and Human Resource Planning. Should have knowledge and experience in recruitment, selection and appointment procedures. Knowledge of equal opportunities and affirmative action guidelines and laws.

Knowledge and experience of administrative, clerical procedures and systems. Knowledge and experience in drafting reports. Experience in developing and managing data to track progress on filling of posts. Understanding of social, economic and development issues. Extensive knowledge of OSD. Problem solving and decision making skills. Good communication and presentation skills (written and verbal). Strong negotiation and conflict management skills.

DUTIES : Co-ordinate the implementation of policies and presentation of information sessions on Recruitment and Selection. Render a human resource advisory service to line managers on recruitment and selection. Ensure the promotion of effective human resource management. Development of norms and standards to facilitate implementation of recruitment and selection policies, strategies, procedures and practices. Co-ordinate and conduct high level investigations of human resource related problems and advice management accordingly. Management of Human Resources which include, inter alia (training, mentoring, development, performance management, and work allocation). Drafting of advertisements and development of policies. Management of the recruitment and selection database.

ENQUIRIES APPLICATIONS : Mr. L.M Banda Tel No: (012) 336 8732
: Head Office (Pretoria): Please post your applications or email quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za.

FOR ATTENTION : Ms. L Mabole

POST 20/95 : **ASSISTANT DIRECTOR: TECHNICAL SUPPORT (DAM SAFETY REGULATION) REF NO: 040920/11**
Branch: Regulation
Dir: Dam Safety Administration

SALARY CENTRE REQUIREMENTS : R470 040 per annum (Level 10)
: Head Office, Pretoria
: A National Diploma/Bachelor's Degree or relevant qualification in Public Administration; Record Management /Archival Science or Human Resources Management. Three (3) to five (5) years' experience in water resources management, water infrastructure management or dam safety matters. Good interpersonal relations, supervisory, administration, communication both written and verbal, decision making, problem solving and organising skills are essential. Good computer literacy skills. Extensive experience in the application of Dam Safety Legislation in Chapter 12 of the National Water Act, 1998 will serve as added advantage. Appropriate experience in office administration environment and management/control of registry (record management database). A good knowledge of the water sector as well as aspects of water resources development and management will also be advantageous.

DUTIES : Lead and manage administrative team that will give support to engineering team by, processing applications from professional persons to be approved, manage and update APP register, templates, route forms and statistics for the annual report of the dam safety regulations. Ensure compliance with dam safety policies and procedures by communicating requirements of dam safety legislation in writing to dam owners, approved professional persons, engineers, technologist, technicians, interested affected parties, stakeholders and the public. Compile and process dam safety licence applications and ensure those necessary authorisations are in place before dam safety licences are drafted. Ensure that quality and set standards are maintained. Ensure dam safety website and database are maintained and updated regularly. Oversee the running of the dam safety regulation registry. Render support services on human resources to dam safety office.

ENQUIRIES APPLICATIONS : Mr. W Ramokopa Tel No: (012) 336-7953
: Head Office (Pretoria): Please post your applications or e-mail quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za.

FOR ATTENTION : Ms. L Mabole

POST 20/96 : **ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: 040920/09**
Branch: Corporate Services
SD: Bursaries Induction and Abet

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Head Office, Pretoria
: National Diploma/Degree in Human Resources or relevant. Three (3) to five (5) years supervisory experience in Human Resources Development. Knowledge of policy development and implementation. Knowledge of Human Resource Development. Disciplinary Knowledge in HRD. Understanding of government legislation. Financial management, knowledge of PFMA. Knowledge of techniques and procedures for planning and execution of operations. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct.

DUTIES : Provide input in development of HRD policy and strategy, analyse human resources development trends. Implementation of workplace skills plan, conduct departmental training needs assessments. Implementation of the HRD programmes, coordinate ABET courses, i.e. Bursary, ABET etc. Development and implementation of all the training interventions. Monitor and evaluate the implementation of PMDS, measure compliance in terms of PMDS policies and information processes.

ENQUIRIES APPLICATIONS : Ms. N Myeni Tel No: (012) 336 7753
: Head Office (Pretoria): Please post your applications or e-mail quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za.

FOR ATTENTION NOTE : Ms. L Mabile
: NB: Preference will be given to persons with disabilities

POST 20/97 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 040920/10**
Branch: Chief Operations Office, Northern Cape
Div: Management Accounting

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Kimberley
: A degree in Financial Management or relevant qualification at NQF level 7. Three (3) years post qualifications Supervisory Financial Management experience. Practical experience in Governmental financial systems (BAS, SAP and PERSAL). A valid Driver's license (certified copies must be attached). Knowledge of LOGIS System will be an added advantage, Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, guidelines, the Public Service Anti-Corruption Strategy, anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative Action guidelines and laws. Knowledge and experience in clerical procedures and systems. Principles and practice of financial accounting, Human Resource Management Legislation, policies. Provide a framework for managing performance information. Behavioural Competencies may include people and diversity management, client orientation and customer focus. Good verbal and written communication skills. Accountability and ethical conduct.

DUTIES : Management of revenue, inclusive of billing, customer relationship management and outstanding debt. Manage the tariff determination process within the Region. Attend meetings with strategic customers as part of managing revenue. Compile and submit monthly revenue reports. Handle payments in suspense account and do follow-up's on outstanding debt. Compliance and reporting on financial indicators. Budget management and reporting, MTEF and ENE. Compile and capture the trading account budget. Ensure fund shifting of budget allocations. Certification of payrolls. Approval of WTE sundry payments and Supply Chain payments on LOGIS. Financial accounting reporting on payments. Approval of journals. Supervise and evaluate personnel.

ENQUIRIES APPLICATIONS : Ms N P Magawu Tel No: (053) 830 8800
: Kimberley: Please post your applications or e-mail quoting the post relevant reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or e-mail at recruitment@dws.gov.za.

FOR ATTENTION : Ms C Du Plessis

POST 20/98 : **RISK PRACTITIONER REF NO: 040920/12**
Chief Directorate: Risk Management

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
: Head Office, Pretoria
: An appropriate three (3) year National Diploma or degree in the field of risk management or related areas (e.g. ICT, Finance, Auditing, etc.). Two (2) years' experience in a risk management environment. Knowledge and experience of risk management processes, strategies and techniques. Knowledge of Public Sector Risk Management Framework, ISO 31000 standard and COSO Framework. King IV Report on Corporate Governance. Knowledge of Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of administrative and clerical procedures and systems. Project Management skills. Good communication skills (written and verbal). Analytical skills. Computer literacy in MS Office, Excel, Outlook and Power Point. Organisational skills. Problem solving and analysis. People and diversity management. Ability to work under pressure and the ability to work alone. Integrity, honesty, ethical behaviour, transparency and trustworthiness. Attention to detail. Customer focus.

DUTIES : Assist in the identifications and prioritising of risks. Conduct risk assessments. Assist in the compilation of risk mitigation plans. Assist in the collation of risk management information. Provide administrative support to the Strategic and Operational Risk Management (Risk Committee) committees.

ENQUIRIES APPLICATIONS : Mr. TD Ntuli Tel No: (012) 336 8349
: Head Office (Pretoria): Please post your applications or e-mail quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za.

FOR ATTENTION : Ms. L Mabile

POST 20/99 : **CHIEF PROVISIONING ADMINISTRATION CLERK REF NO: 040920/13**
Branch: Chief Operations Office Northern Cape

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
: Kimberley
: A Senior/grade 12 certificate or equivalent. Three (3) to (5) years' experience required in Supply Chain Management. Knowledge and experience in procurement administrative procedures. Knowledge of financial legislation. Knowledge of LOGIS. Knowledge of Accrual Accounting. Knowledge of labour resolution policies. Understanding of social and economic development issues. Basic financial management and knowledge of PFMA and Supply Chain Management Regulations. Knowledge management skills. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Communication skills both verbal and written. Accountability and ethical conduct. Computer literacy.

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, and 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 APPLICATIONS : Ms N P Magawu Tel No: (053) 830 8800
: Kimberley: Please post your applications or e-mail quoting the relevant reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or e-mail at recruitment@dws.gov.za.

FOR ATTENTION : Ms C Du Plessis

POST 20/100 : **ACCOUNTING CLERK: REVENUE MANAGEMENT REF NO: 040920/14**
Branch: Chief Operations Office Northern Cape

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Upington
: A Senior/Grade 12 certificate. Computer literacy (MS Office). Knowledge of SAP system will be an added advantage. Knowledge and understanding of

- PFMA, DORA and Treasury Regulations. Knowledge of accrual accounting. Knowledge of general office administration within the public service.
- 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** : Ms C E Du Preez Tel No: (053) 830 8800
- APPLICATIONS** : Kimberley: Please post your applications or e-mail quoting the relevant reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or e-mail at recruitment@dws.gov.za.
- FOR ATTENTION** : Ms C Du Plessis