

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE** : 02 October 2020

**NOTE** : Interested applicants must submit their applications for employment to the e-mail address specified to each post. 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

**POST 22/125** : **DIRECTOR: RISK MANAGEMENT REF NO: 021020/01**  
Branch: Director General Dir: Infrastructure Risk Management

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

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : An NQF level 7 qualification in Risk/Business Management or relevant qualification. Six (6) to ten (10) years relevant experience relating to implementation and management of enterprise wide risk management of which five (5 )years should be at middle /Senior Managerial level. A pre-entry certificate obtained from the National School of Government (NSG). Experience in training in corporate governance and risk management. Exposure to compliance management and fraud risk. Must have experience in the implementation of a successful risk management. Good strategic capability and leadership. Good financial management skills. 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.

**DUTIES** : Create a risk aware culture within the department and integrate all risk management practices within the branches and regional offices. Oversee the continual training of risk champions at Head Office and within the area operational offices. Lead, direct and manage the component by monitoring and evaluating the implementation of the component's business plan. Implement and maintain the risk management strategy and policy for the Department. Implement control risk assessments and co-ordinate the management of risk registers within the risk appetite of the Department. Co-ordinate the implementation of the risk management software for the branches.

**ENQUIRIES** : Mr T Ntuli Tel No. (012) 336 8349

**APPLICATIONS** : Head Office (Pretoria): Please email your applications quoting the relevant reference number to [recruitment@dws.gov.za](mailto:recruitment@dws.gov.za)

**FOR ATTENTION** : Ms. L Mabile

## OTHER POSTS

**POST 22/126** : **CHIEF ENGINEER GRADE A REF NO: 021020/02**  
Branch: NWRI: Central Operations  
Re-advertisement; applicants who have previously applied are encouraged to re-apply

**SALARY** : R1 042 872 per annum (All-inclusive OSD salary package)  
**CENTRE** : Usutu Vaal (Standerton)

**REQUIREMENTS** : An Engineering degree (B Eng or BSC Eng) or relevant qualification. Six (6) years post-qualification experience. A valid driver's licence. (Attached certified copy). Compulsory registration with ECSA as a Professional Engineer (Attach certified copy). Maintenance and knowledge skills. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Technical consulting. Engineering and professional judgment and responsiveness. Good communication skills. Excellent computer skills. Planning and organising, people management, conflict management, negotiation, change management skills. Experience in programme and project management. Team leader and decision maker. Financial management skills.

**DUTIES** : Manage the area office in the Central Operations Directorate. Implementation of Water Resource. Infrastructure operations. Medium-to-long term plans to ensure continuation of service delivery. Short term plan to schedule tasks for efficient operations and maintenance. Effective dam safety practices and emergency preparedness plans. Emergency plans for any emergency situation that may jeopardise lives and equipment in the area office. Maintenance and betterment plans, including general maintenance and related facilities. Provide leadership and directions as well as be responsible for facilities for financial management and corporate support in the Cluster Office. Prepare and manage Area office budget. Manage and control state-owned land and facilities related to water resource infrastructure. Ensure monitoring and evaluation of Cluster Office activities as well as reporting thereon. Manage administration and technical staff. Promote good stakeholder relations and ensure a customer-focused service delivery related to water resources.

**ENQUIRIES** : Ms. N Ndumo Tel No: (012)741 7302

**APPLICATIONS** : Usutu Vaal (Standerton) please email your applications quoting the relevant reference number to [CORcruitment@dws.gov.za](mailto:CORcruitment@dws.gov.za)

**FOR ATTENTION** : Mr. KL Manganyi

**POST 22/127** : **DEPUTY DIRECTOR: SECRETARIAT SERVICES REF NO: 021020/03**  
Branch: Office of the DG Executive Support

**SALARY** : R869 007 per annum (Level 12) (all Inclusive package)  
**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A National Diploma or Degree in Management/Administration or relevant. Three (3) to (5) five years management experience in administration. Provision of a secretarial service relating to high-level governance structures. Strong minute writing skills. Computer literacy in MS Office. Sound interpretation of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge and understanding of administrative procedures and systems. Good understanding of departmental policies and procedures. Committed to high level of quality control. Knowledge of good governance requirements and practice. Good understanding of the relevant Public Service prescripts. Maintain stakeholder relations and participation. Time management, problem solving, analysis, people and diversity management. Client orientation, and be customer focused. Accountability and ethical conduct. Proven supervisory and innovative skills. Good communication skills both written and verbal.

**DUTIES** : Provision of secretariat services support to high-level governance structures or committees. Provision of secretariat services support during the meetings between the DG and Stakeholders/Entities Oversight of secretariat services to high-level strategic meetings. The provision of logistical support to high-level governance structures or committees. The provision of logistical support to the meetings between the DG and Stakeholders/Entities.

**ENQUIRIES** : Mr D Siganunu Tel No. (012)336 8837

**APPLICATIONS** : Head Office (Pretoria): Please email your applications quoting the relevant reference number to [recruitment@dws.gov.za](mailto:recruitment@dws.gov.za)

**FOR ATTENTION** : Ms. L Mabile

- NOTE** : Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.
- POST 22/128** : **ENGINEERING PRODUCTION GRADE A-C (CIVIL) REF NO: 021020/04**  
Branch: NWRI: Sub Directorate: Dam Safety Surveillance
- SALARY** : R718 059 - R1 090 458 per annum (all-inclusive OSD salary package) (Offer will be based on proven years of experience)
- CENTRE** : Head Office Pretoria
- REQUIREMENTS** : An Engineering degree (B Eng / B.Sc. (Eng) or relevant qualification. Three (3) years post qualification engineering experience required. A valid driver's license (Attach a copy). Compulsory registration with ECSA as a Professional Engineer (Attach copy). Experience in dam engineering specifically in aspect of dam safety evaluation, instrumentation and rehabilitation is highly recommended. Experience in asset lifecycle management of water resources infrastructure will be recommended. Experience in project and contracts management is recommended. Understanding of procurement processes in the Public Sector. Sound financial planning and management. Further studies in project management or water infrastructure field will be an added advantage. Ability to communicate, conflict management, contract dispute resolution and negotiation skills. Computer literacy and the ability to use most common MS Office programs is highly recommended. Ability to work with structural analysis software such as MSc Marc, Prokon and AutoCAD Civil 3d will be an added advantage.
- DUTIES** : Incumbent will be expected to conducting dam safety evaluations, dams monitoring and implementation of rehabilitation projects in line with Chapter 12 of the National Water Act of 1998 as well as Government Notice R139 of February 2012. Manage small to medium size projects and oversee all aspects of project implementation in accordance with the applicable standard contracts such as SAICE GCC 2015, FIDIC and NEC Suits of contracts. Manage the technical, environmental, contractual, risk, social and financial aspects of dams' rehabilitation projects. Ensure compliance with technical standards, legal requirements, time frames and approved budgets during the implementation of projects. Knowledge of the Public management Financial Act (PFMA) is essential.
- ENQUIRIES** : Mr. CN Mahlabela Tel No. (012) 336 7874
- APPLICATIONS** : Head Office (Pretoria): Please email your applications quoting the relevant reference number to recruitment@dws.gov.za.
- FOR ATTENTION** : Ms. L Mabile
- POST 22/129** : **ASSISTANT DIRECTOR: INSTITUTIONAL GOVERNANCE REF NO: 021020/05 (X2 POSTS)**  
Branch: Regulations
- SALARY** : R470 040 per annum (Level 10)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A National Diploma or Degree in Natural or Social Science. Three (3) to five (5) years' experience in Integrated Water Resource Management and regulatory environment. Knowledge of institutional establishment related legislation, policies and procedures. Knowledge of Public Finance Management Act (PFMA), National Water Act, Act No 36 of 1998, King III Code on Corporate Governance, National Treasury Regulations Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative procedures and systems. Knowledge of Departmental policies and procedures, governmental financial systems. Programme and project management. Problem solving and analysis.
- DUTIES** : The provision of assistance in the development and implementation of the policies, strategies and procedures for the establishment and governance of water management institutions. The compliance and monitoring of entities in relation to governance as contained in statutory requirements. Monitoring of performance against business plan and shareholders compact of water management institutions Facilitate the establishment and disestablishment of water management institutions. Provide inputs for the Directorate budget, strategic and business plan.
- ENQUIRIES** : Mr S Maseko Tel No. (012) 336 7323
- APPLICATIONS** : Head Office (Pretoria): Please email your applications quoting the relevant reference number on recruitment@dws.gov.za

**FOR ATTENTION** : Ms. L Mabile

**POST 22/130** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 021020/06**  
Branch: NWRI: Central Operations

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)  
: Pretoria  
: A relevant Bachelor's Degree in Financial Management (NQF level 7). Three (3) to five (5) years supervisory experience in compilation of budgets and budget control on salary level 8. Practical experience in Governmental financial systems (SAP will be an added advantage). A valid Driver's license (Attach copy). Practical knowledge of Financial Reporting Standards. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Guidelines and Division of Revenue Act. Knowledge and understanding on Human Resource Management Legislation, policies practices and procedures. Knowledge and experience of Governmental Financial Systems [GFS], the economic reporting format (ERF) and the standard chart of accounts (SCOA). Framework for managing performance information. Business strategy transaction and alignment. Problem solving, analysis, people, diversity management, client orientation and customer focus. Good communication skills. Accountability and ethical conduct skills. Flexibility to travel.

**DUTIES** : Management of the Budget Compilation Process for the Central Operation Cluster together with its area offices. Ensure that the Operations budget is correctly allocated on the financial system, which include adjustment budgets. Prepare rollover requests. Prepare virement submission. Reallocate expenditure to the correct expenditure codes. Identify over and under expenditure on programmes and advise managers accordingly. Manage the tariff determination process within the Cluster. Attend meetings with stakeholders or line function as part of managing the budget process. Compile and submit monthly expenditure reports. Compliance and reporting on financial indicators. Participate in the budget management and reporting, MTEF and ENE for the Cluster. Providing Financial Guidance In Terms Of Budgetary Matters Compile and capture the Cluster's budget. Assist area offices with Capex budgets and reports. Compile, review, and upload tariffs. Prepare presentations for reporting purposes on an ad hoc basis. Handle all audit and budget related queries. Implement and apply the Performance Management System, in order to monitor the performance and promote the development of subordinates

**ENQUIRIES APPLICATIONS** : Mr. M E Lidzhade Tel No: (012) 741 7327  
: Pretoria Please email your applications quoting the relevant reference number to [CORecruitment@dws.gov.za](mailto:CORecruitment@dws.gov.za)

**FOR ATTENTION NOTE** : Mr. KL Manganyi  
: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

**POST 22/131** : **ASSISTANT DIRECTOR: PROGRAMME COORDINATOR REF NO: 021020/07**  
Branch: Chief Operations Office Northern Cape  
SD: Compliance Monitoring

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)  
: Kimberley  
: A National Diploma or Degree in Public Administration. Three (3) to five (5) years relevant experience in water related issues. A valid driver's license. (Attach copy). Knowledge of the strategic planning, resource allocation and human resources. Understanding of water use authorisation and compliance monitoring. Knowledge of performance monitoring and evaluation. Knowledge of Public Service Act and Regulations, Public Finance Management Act and Project management. Problem solving and analysis. Competencies in Strategic Capability and analysis, programme and project management, financial management, change management, knowledge management, Service Delivery Innovation(SDI).

**DUTIES** : Coordinate sub-programme annual planning session, compile draft annual targets per sector and business unit. Coordinate and consolidate CM inputs to Regulation Branch Business Plan, DWS, APP and finalise CD: CM Business

Plan aligned to higher level plans. Coordinate and consolidate CM inputs to DWS and Branch Regulations Annual report, APP and CD: CM annual report. Coordinate; consolidate monthly, quarterly and annual reports for CD: CM. Provide administrative and co-ordination support to the component. Analyse policies, departmental strategic objectives. Implement administration policies in various disciplines. Analyse human resource information trends. Recommend policy amendments. Monitoring, evaluation and reporting of Directorates (national and regional) targets towards achieving sub-programmes Annual Performance Plan targets. Receive and quality check all compliance inspection reports that contribute to target prior to reporting against CM APP technical indicator. Interaction with M&E. Monitor progress on the implementation of APP. Management of human resources: Implement policies and guidelines on HR management. Implement the performance management in line with policies and HR requirements. Manage conflict management. Supervision of employees and training of subordinates.

**ENQUIRIES** : Mr. GSDT Van Dyk Tel No: (053) 830 8800  
**APPLICATIONS** : Kimberley: Please email your applications quoting the relevant reference number to [ncrecruitment@dws.gov.za](mailto:ncrecruitment@dws.gov.za)  
**FOR ATTENTION** : Ms C Du Plessis

**POST 22/132** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (MANAGEMENT) REF NO: 021020/08**  
 Branch: Chief Operations Office Northern Cape

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years supervisory experience in financial management. A valid driver's license. (Attach a copy). Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and other financial guidelines and procedures (GRAP etc.). Practical knowledge of government financial systems (BAS, PERSAL). Good written and verbal communication skills. Computer literacy skills. The incumbent must be willing to travel extensively.

**DUTIES** : Management of the Payroll, Accounts Payables, Petty Cash and cash management. Conduct creditor's reconciliations and ensure correct and timeous payment of suppliers. Manage sundry payments. Manage the processing of staff related payments e.g. Subsistence and Travel claims, overtime, standby and shift allowances. Management of reporting including accruals and commitments, 30 day creditors' reports etc. Render professional advice and guidance to Regional line functionaries on the interpretation and implementation of financial procedures and policies. Approve payments on BAS, SAP and PERSAL. Perform internal financial inspections and prepare for audits. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports. Supervision of employees and training of subordinates.

**ENQUIRIES** : Ms. N P Magawu Tel No: (053) 830 8800  
**APPLICATIONS** : Kimberley: Please email your applications quoting the relevant reference number to [ncrecruitment@dws.gov.za](mailto:ncrecruitment@dws.gov.za).  
**FOR ATTENTION** : Ms C Du Plessis

**POST 22/133** : **SENIOR TRAINING OFFICER REF NO: 021020/12**  
 Branch: NWRI: Central Operations

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's Degree or National Diploma (NQF 6) in Human Resource Management or Public Management. A minimum of three (3) to five (5) years relevant experience in PMDS. Good understanding of HRD. Qualified NSG CIP Module 1 Trainer (Compulsory). PERSAL Introductory Certificate. High level of Computer literacy in MS Office software packages. Valid driver's licence. Willingness to travel and work after hours when needed. Knowledge of Public Service legislative frameworks and directives relevant to Human Resource Management and Development, practices, processes and procedures. Knowledge of PFMA and Government financial systems. Knowledge of education and training quality assurance processes and procedures. Good interpersonal relations, Facilitation, Presentation and Customer Care skills with ability to interact and communicate well at different levels. Basic understanding

of Employment Equity legislation. Sound report writing, problem-solving, organizing, planning, coordination and administrative skills. Good analytical, innovative and creative thinking abilities. Ability to work in a team and under pressure.

**DUTIES** : Manage and Administer EPMS, Manage and Administer Training Coordination. Facilitate and Present Compulsory Induction Programme (CIP), Facilitate and Present Departmental Induction to newly appointed employees. Present HRD workshops. Perform HRD Programmes Impact Assessments to establish Return on Investment (ROI). Participate in the development of training programmes, procedure manuals and guides on course materials. Conduct evaluation of training materials prepared by instructors to ensure applicability. Conduct training needs analysis to develop new training programmes. Monitor, assess, record and report on training activities and program effectiveness for improvement of existing programmes. Manage and coordinate induction and orientation programmes. Ensure proper implementation of internships and learnerships programmes. Effectively and efficiently implement PMDS within the Directorate. Compile and implement the Workplace Skills Plan for the Directorate. Manage the training budget for the Directorate. Ensure effective functioning of the Skills Development Committee. Monitor compliance to Employment Equity gaps and promote effective implementation of Employment Equity Plan through training and development. Provide accurate data for the Human Resource Plan and compile monthly management reports. Render general administrative duties related to HRD/Training. Ensure accurate records are readily available.

**ENQUIRIES APPLICATIONS** : Mr. PS Kunene Tel No. (012) 741 7336  
: Pretoria Please email your applications quoting the relevant reference number to [CORecruitment@dws.gov.za](mailto:CORecruitment@dws.gov.za)

**FOR ATTENTION NOTE** : Mr. KL Manganyi  
: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

**POST 22/134** : **ENGINEERING TECHNICIAN GRADE A REF NO: 021020/10 (X2 POSTS)**  
Branch: Chief Operations Office Northern Cape  
Dir: Infrastructure Development

**SALARY CENTRE REQUIREMENTS** : R311 859 per annum (OSD)  
: Kimberley  
: A National Diploma in Civil Engineering or relevant qualification. Three (3) years post qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician (Attach a copy). A valid driver's license (Attach a copy). Project management, Technical design and analytical skills. Research and development. Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Problem solving, decision making, team work, creativity, customer focus, good communication skills, computer skills and people management skills.

**DUTIES** : Render technical services to the Directorate. Assist Engineers, Technologists and Associates in the appraisal of Business Plans and Technical Reports. Monitor the implementation of Regional Bulk Infrastructure Programme (RBIG) and Water Services Infrastructure Grant (WSIG) projects through conducting site inspections; site meetings; compilation and submission of progress reports. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs with specifications and submit for approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit expenditure reports as required. Verify and certify invoices for payment of contractors and Public Service Providers. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the infrastructure development operational plan. Develop, implement and maintain databases. Research and development. Ensure continuous professional development to keep up with new technologies and procedures.

**ENQUIRIES APPLICATIONS** : Mr. M.F Hanyane Tel No: (053) 830 8800  
: Kimberley: Please email your applications quoting the relevant reference number to [ncrecruitment@dws.gov.za](mailto:ncrecruitment@dws.gov.za)

**FOR ATTENTION** : Ms C Du Plessis

**POST 22/135** : **ENGINEERING TECHNICIAN GRADE A REF NO: 021020/11 (X3 POSTS)**  
Branch: NWRI Central Operations

**SALARY** : R311 859 per annum (OSD)  
**CENTRE** : Tugela Vaal  
**REQUIREMENTS** : National Diploma in Engineering or relevant qualification. Three (3) to five (5) years post qualification technical (Engineering) experience and project management. Valid driver's licence. (Attach a copy). Compulsory registration with ECSA as Professional Engineering Technicians. (Attach a copy). Legal Compliance knowledge of OHS act. Computer Literacy. Knowledge in Technical report writing.

**DUTIES** : Assist Engineers, Technologist and associates on field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standards drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authorities. Supervise and control technical and related personnel and assets. Provide and consolidate inputs to the technical/engineering operational plan. Liaise with relevant bodies/council on engineering related matters. Provide inputs into the budgeting process as required. Continuous professional development to keep up with new technologies and procedures.

**ENQUIRIES** : Mr. FT Botha Tel No. (036) 438 6211  
**APPLICATIONS** : Tugela Vaal Please email your applications quoting the relevant reference number to [CORecruitment@dws.gov.za](mailto:CORecruitment@dws.gov.za)

**FOR ATTENTION** : Mr. KL Manganyi

**POST 22/136** : **ADMINISTRATION OFFICER: SCM REF NO: 021020/13**  
Branch: NWRI Central Operation

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Upper Vaal, Vaal Dam  
**REQUIREMENTS** : A National Diploma in Public Management/Supply Chain management One (1) to three (3) years relevant work experience in the field of Supply Chain Management. Computer literacy. Good knowledge of PFMA, PPPFA, Treasury Regulations, Practice notes and Supply Chain Management policies and procedures. Extensive knowledge in buying/purchasing. Must be able to work under pressure. Must have the ability to communicate effectively with clients. Good planning, organising, leading and problem solving skills. A valid driver's licence (attach a copy). Candidates applying for this position should be willing to travel nationwide. Knowledge of SAP and Supervision experience will serve as an advantage.

**DUTIES** : Supervise subordinates. Administer the procurement of goods and services. Ensure compliance to SCM policies, processes and procedures: Provide training to the internal clients regarding SCM processes and procedures including Demand Plan. Compile and coordinate and consolidate demand plan for the Vaal Dam office. Review specifications for transactions to be procured. Perform need analyses, market research and benchmarking. Identify acquisition method to be used for all transactions required. Ensure compliance to demand plan before issuing reference number to unfold procurement process. Provide progress report on demand plan. Attend to enquiries regarding SCM matters. Release purchase orders or purchase requisitions on SAP system. Administer contract management. Check purchase requisitions for correctness, completeness and sign the requisition documents. Compile audit reports. Check documentation for correctness and sign order documents. Conduct quarterly and bi-annual reviews for subordinates and submit them within the provided timelines. Perform inventory, warehouse management and stock taking.

**ENQUIRIES** : Mr. PJ Bredenhann Tel No. (016) 371 3030 / 082 820 5843  
**APPLICATIONS** : Upper Vaal, Vaal Dam, Please email your applications quoting the relevant reference number to [CORecruitment@dws.gov.za](mailto:CORecruitment@dws.gov.za)

**FOR ATTENTION** : Mr. KL Manganyi  
**NOTE** : Preference will be given to African, Indian, Coloureds, White females and persons with disabilities

**POST 22/137** : **ADMINISTRATION OFFICER REF NO: 021020/14**  
Branch: NWRI Central Operations

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Vaal Dam  
**REQUIREMENTS** : A National Diploma in Public Management/Financial Management. One (1) to three (3) years' experience in the financial field. Knowledge and understanding of PFMA, Treasury Regulations and relevant financial policies. Knowledge of SAP and Persal systems. Computer literacy. Good communication and interpersonal relations skills, problem solving, conflict management, ability to work under pressure, self-motivated and willingness to work an extra hours when necessary. A valid driver's license (attach a copy).

**DUTIES** : Responsible for checking of allowances and deductions before processing and approving them on Persal system, i.e. S&T claims, overtime, standby and shift allowance claims (including Sunday and Public allowance). Releasing transactions on SAP system such as sundry payments, creditors' payments, cash receipts, petty cash expenses and replenishment; and other related payments. Authorising journals on SAP system. Dealing with salaries related matters. Management of cashier and Petty cash. Compilation of DMP for the section. Assist in budget inputs from sections and the consolidation process. Monitoring and oversee expenditure control. Attend to audit queries and respond accordingly. Management of departmental debts. Control of General Ledger accounts according to the PFMA and all other financial prescripts. Perform accounting functions related to the general ledger including: monthly reconciliation of vendors and month-end closure. Monthly clearing of suspense accounts such as GRIR. Provide expenditure reports on monthly basis to management. Prepare monthly financial reports. Ensure that all reports are submitted and adhere to the deadline. Ensure the proper filling of finance payments and related documents. Supervision of personnel.

**ENQUIRIES** : Mr. Bredenhann Tel No. (016) 371 3030 / 082 820 5843  
**APPLICATIONS** : Vaal Dam Please email your applications quoting the relevant reference number to [CORecruitment@dws.gov.za](mailto:CORecruitment@dws.gov.za)

**FOR ATTENTION** : Mr. KL Manganyi  
**NOTE** : Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

**POST 22/138** : **ADMINISTRATION OFFICER REF NO: 021020/15**  
Branch: NWRI: Central Operations

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Potchefstroom  
**REQUIREMENTS** : National Diploma in Public Administration/Management/Human Resource Management. Three (3) to five (5) year's relevant administrative experience. A valid driver's licence (attach a copy). Introduction to PERSAL Certificate. Computer literacy. Knowledge and understanding of human resources and financial prescripts. Knowledge and understanding of the legislative framework governing the public service. Must have good Interpersonal relations skills, customer care and supervisory skills. Be able to work independently and in a team. Basic knowledge of problem solving skills. Willingness to travel outside of working hours.

**DUTIES** : Manage and Administer Personnel Management and Administration function within the Scheme. Mangle the Corporate Services function within the Scheme. Manage and Administer Transport Management and Fleet Services. Manage and administer Human Resources function and Office Support Services. Manage HRD projects, Training Coordination and PMDS. Provide HR and Policy Advisory Service to all employees within the Scheme. Supervise personnel and conduct performance evaluations. Ensure that all reports are submitted within the financial year closure. Coordinate training of all sections at Potchefstroom.

**ENQUIRIES** : Mr. PS Kunene Tel No: (012) 741 7336/ Mr. S Msayi Tel No: (018) 294 9303  
**APPLICATIONS** : Potchefstroom Please email your applications quoting the relevant reference number to [CORecruitment@dws.gov.za](mailto:CORecruitment@dws.gov.za)

**FOR ATTENTION** : Mr. KL Manganyi  
**NOTE** : Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.



- POST 22/139** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C REF NO: 021020/09**  
Branch: Chief Operations Office Northern Cape  
SD: Lower Orange Water Management Area
- SALARY** : R272 739 per annum (OSD) Offer will be based on proved years of experience as per OSD prescripts
- CENTRE REQUIREMENTS** : Upington  
A National Diploma in Environmental Management/Natural Sciences. A valid driver's license (Attach a copy). Computer literacy and writing skills. Practical experience in the field of water quality management / environmental impact assessments (EIA's) / processing of water use licence applications will serve as added advantages. Understanding of the National Water Act 1998, the Water Services Act 1997, and related environmental legislation (e.g). NEMA. Knowledge and experience of industrial, agricultural, mining processes as well as wastewater treatment process and related technologies will serve as an advantage. Knowledge and experience of Water Quality Management with an understanding of prevailing principles of Integrated Water Resource Management and Catchment Management. Good communication skills (both written and verbal). Willingness to travel extensively and work irregular hours.
- DUTIES** : Processing of water use licence applications in water management areas. Provide comments on environmental impact assessments, environmental management reports and development applications in the Lower Vaal management area. Liaise with stakeholders in the water sector and other government departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, agricultural activities, local authorities, etc. Undertake water resource monitoring and special investigations. Manage water quality in designated catchment areas. Prepare reports and interpret water quality monitoring results. Capture water quality results on water management system.
- ENQUIRIES APPLICATIONS** : Mr. S Cloete Tel No: (054) 338 5800  
Upington: Please email your applications quoting the relevant reference number to [ncrecruitment@dws.gov.za](mailto:ncrecruitment@dws.gov.za)
- FOR ATTENTION** : Ms C Du Plessis
- POST 22/140** : **ASSISTANT TECHNICAL OFFICERX REF NO: 021020/16 (2 POSTS)**  
Branch: NWRI
- SALARY** : R173 703 per annum (Level 05)
- CENTRE REQUIREMENTS** : Head Office (Pretoria)  
Grade 12 certificate (with mathematics/Mathematics Literacy). One (1) to two (2) years' experience in Dam Safety will be an added advantage. Computer literacy in Microsoft Word and Excel. A valid code 08 driver's license (attach a copy). Good interpersonal and communication skills. Self-motivated and willingness to work in a team. Ability to work overtime and when necessary. Knowledge of the Occupational Health and Safety Act (OHS).
- DUTIES** : Provide a support service to the Control Water Control Officer. Maintain monitoring of dam safety instrumentation e.g. pendulums and three dimensional crack meters. Responsible for inspections of the dam wall (bridge, spillway and pipes). Take water samples, meter readings and do calibrations when needed. Assist with dam wall tours. Responsible for the general cleaning and maintenance of the dam wall area. Compile daily/ weekly and quarterly reports and forward them to Head Office and Regional Office. Adhere to Occupational Health and Safety regulations and ensure that protective equipment is used appropriately.
- ENQUIRIES APPLICATIONS** : Mr. J Matlala Tel No. (012) 336 6731  
Head Office (Pretoria): Please email your applications quoting the relevant reference number on [recruitment@dws.gov.za](mailto:recruitment@dws.gov.za)
- FOR ATTENTION** : Ms. L Mabile
- NOTE** : Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.
- POST 22/141** : **SUPPLY CHAINS CLERK REF NO: 021020/17**  
Branch: Chief Operations Office: Northern Cape  
DIV: SCM (Main Account)
- SALARY** : R173 703 per annum, (Level 05)

**CENTRE REQUIREMENTS** : Kimberley  
: A Senior certificate/Grade 12. Must be computer literate and have sound knowledge of Microsoft Office. A valid driver's license will serve as an added advantage (attach a copy). Basic knowledge of Supply Chain duties, procedures and practices. The ability to capture data, operate computer and collecting statistics. Working knowledge and understanding of the legislative governing in Public Service. Knowledge of working procurement procedures in terms of the working environment. Interpersonal relations, flexibility and team work skills. Basic knowledge of problem solving and analysis. Client orientation and customer focus skills. Good verbal and written communication skills.

**DUTIES** : Compile and maintain records according to the financial prescripts (e.g. procurement batches). Assist with demand management duties. Request and receive quotations. Capture quotations on electronic purchasing system. Place orders for goods. Issue and receive bid documents. Provide secretarial and logistics support during bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in register's database. Receive request for goods from end users. Issue goods to end user. Maintain commitment and acquisition registers.

**ENQUIRIES APPLICATIONS** : Ms. NP Magawu Tel No: (053) 830 8800  
: Kimberley: Please email your applications quoting the relevant reference number to [ncrecruitment@dws.gov.za](mailto:ncrecruitment@dws.gov.za)

**FOR ATTENTION** : Ms C Du Plessis

**POST 22/142** : **ACCOUNTING CLERK REF NO: 021020/18**  
Branch: Chief Operations Office Northern Cape

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Kimberley  
: A Senior/Grade 12 certificate. Experience in Administration/Finance will be an added advantage. A valid driver's license will serve as an added advantage (attach a copy). Good financial management skills. Sound knowledge of the Public Service Financial Management prescripts, Basic Accounting System (BAS), PERSAL and Treasury Regulations. Well-developed planning and organizing skills. Excellent problem solving skills, good communication (written and verbal) skills and good interpersonal skills. Computer literacy with good MS Excel and MS Word. Ability to work in a team and under pressure.

**DUTIES** : Responsible for checking and capturing transactions on PERSAL and SAP e.g. Subsistence and Travel claims, overtime, deductions and payroll. Manage Payroll administration and all financial transactions. Distribute pay slips including supplementary pay slips to officials. File all financial documents and claims. Verify and capture Sundry Payments and journals on BAS. Monitor outstanding S&T advances and update register. Responsible for the telephone accounts and deductions. Assist with accruals and compilation of accruals. Rectify misallocations.

**ENQUIRIES APPLICATIONS** : Ms. C E Du Preez Tel No: (053) 830 8800  
: Kimberley: Please email your applications quoting the relevant reference number to [ncrecruitment@dws.gov.za](mailto:ncrecruitment@dws.gov.za)

**FOR ATTENTION** : Ms C Du Plessis

**POST 22/143** : **ACCOUNTING CLERK REF NO: 021020/19**  
Branch: Chief Operations Office Northern Cape

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Upington  
: A Senior/Grade 12 certificate. Knowledge of Financial administrative procedures. Experience in Administration/Finance will be an added advantage. Knowledge of financial legislation. A valid driver's license will serve as an added advantage. Knowledge of BAS and PERSAL. Basic Financial management and knowledge of PFMA. Basic knowledge Management. Problem solving. Client orientation and customer focus. Communication accountability and ethical conduct.

**DUTIES** : Receive invoices and record on invoice register, check and capture transactions on PERSAL and BAS. Check and capture Sundry Payments, prepare journals when necessary. Request reports on PERSAL and BAS. Be responsible for cashier's functions. Safekeeping of cash and checking of Petty Cash issued. Replenish Petty Cash when required. Responsible for payroll administration. Distribution of Salary and supplementary payslips to officials,

update registers. Compile Sundry payments; assist with clearing and monthly reporting of Suspense account. Ensure monthly statement for creditors are reconciled. Compile monthly reports.

**ENQUIRIES** : Ms. N P Magawu Tel No: (053) 830 8800  
**APPLICATIONS** : Kimberley: Please email your applications quoting the relevant reference number to [ncrecruitment@dws.gov.za](mailto:ncrecruitment@dws.gov.za)  
**FOR ATTENTION** : Ms C Du Plessis

**POST 22/144** : **HUMAN RESOURCE OFFICER REF NO: 021020/20**  
Branch: NWRI: Central Operations

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Senior/Grade 12 Certificate .Appropriate experience in Counselling and Employee Health and Wellness Programme will serve as an added advantage. Drivers licence (attach a copy) Computer literacy. Short Courses in Counselling would be an added advantage. Good Communication and Interpersonal relations skills. High level of confidentiality and be able to work well. Knowledge of HR prescripts and willingness to travel outside working hours.

**DUTIES** : Administer Employee Health and Wellness Programmes (EAP) for the Cluster. Coordinate EHWP events as per Government events calendar. Provide Pre-Counselling and make referrals. Keep records and maintain a database of all EHWP/EAP cases and referrals for reporting purposes. Assist in other HR subdivisions as and when is required. Render administrative support for Corporate Services.

**ENQUIRIES** : Ms. I Schwartz Tel No: (012) 7417359  
**APPLICATIONS** : Pretoria Please email your applications quoting the relevant reference number to [CORecruitment@dws.gov.za](mailto:CORecruitment@dws.gov.za)  
**FOR ATTENTION** : Mr. KL Manganyi  
**NOTE** : Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

**POST 22/145** : **ADMINISTRATION CLERK REF NO: 021020/21**  
Branch: NWRI: Central Operation

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Vanderkloof Dam  
**REQUIREMENTS** : A Senior/Grade 12 certificate. At least one (1) year relevant working experience will serve as an added advantage. Computer literacy in Ms Packages. Basic knowledge in Reception duties, General office administration and Record keeping processes and prescripts. Knowledge and understanding of the legislative framework governing the Public Service. Good Communication and Interpersonal skills and be able to work in a team. Good telephone etiquette.

**DUTIES** : Provide General Administration and Clerical support services within the scheme. Render reception and telephone duties. Arrange and coordinate Travel Requests for Accommodation. Manage and distribute monthly telephone accounts. Manage bookings of the departmental guesthouse. Ensure that all visitors sign in attendance register on a daily base. Manage Registry related duties and ensure a neat and proper filing system for all outgoing and incoming posts on a weekly basis.

**ENQUIRIES** : Mr S Nkonka Tel No. (053) 664 9402  
**APPLICATIONS** : Vanderkloof Dam Please email your applications quoting the relevant reference number to [CORecruitment@dws.gov.za](mailto:CORecruitment@dws.gov.za)  
**NOTE** : Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.  
**FOR ATTENTION** : Mr. KL Manganyi

**POST 22/146** : **ADMINISTRATION CLERK (HR) REF NO: 021020/22**  
Branch: NWRI: Central Operations

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Potchefstroom  
**REQUIREMENTS** : Grade 12 Certificate. A National Diploma in Human Resources Management and one (1) to two (2) years' experience will serve as an added advantage. A valid driver's license (attach copy). Knowledge of the PERSAL and Computer literacy in Ms packages. Knowledge of HR prescripts governing the public service. Good Interpersonal skills, customer care and communication skills.

- Ability to work well in a team and under pressure. Willingness to travel outside working hours.
- DUTIES** : Render HR Administrative function. Administer Recruitment and Selection, HR Transactions, performance management and development system, Information management (Establishment). Typing and drafting of letters, memorandum and submissions. Rendering professional advice to line function on the effective and efficient interpretation and implementation of the departmental HRM policies and other related prescripts. Handling of all HRM administration functions. Compile daily statistics and update databases.
- ENQUIRIES APPLICATIONS** : Mr. PS Kunene Tel No: (012) 741 7336/ Mr S Msayi Tel No: (018) 294 9303
- FOR ATTENTION NOTE** : Potchefstroom Please email your applications quoting the relevant reference number to [CORecruitment@dws.gov.za](mailto:CORecruitment@dws.gov.za)  
Mr. KL Manganyi
- Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.
- POST 22/147** : **WATER PLANT SUPERINTENDENT REF NO: 021020/23 (X3 POSTS)**  
Branch: NWRI: Central Operations
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
Tugela Vaal  
Grade 12 certificate. Water Plant treatment Certificate. One (1) to three (3) years relevant experience will serve as an added advantage. Computer Literacy. Valid Driver's Licence (attach a copy). Knowledge of flood controlling. Knowledge of OHS act. Good understanding of the public service and legislation.
- DUTIES** : Ensure the efficient supply of water in accordance with prescribed standards. Compile monthly reports on the utilisation of staff and machinery. Report faults on all equipment's. Ensure that safety measures are in place all the time. Ensure the operational efficiency and effectiveness of water plants and pump stations. Effective maintenance of infrastructure and machines. Ensure the machinery is operated in the clean environment. Assist in the development of appropriate maintenance procedures through best practices. Attends to ad-hoc queries pertaining to Occupational Health & Safety programmes from both internal and external clients.
- ENQUIRIES APPLICATIONS** : Mr. KC Phalole Tel No: (036) 438 6211
- FOR ATTENTION** : Tugela Vaal Please email your applications quoting the relevant reference number to [CORecruitment@dws.gov.za](mailto:CORecruitment@dws.gov.za)  
Mr. KL Manganyi
- POST 22/148** : **GENERAL FOREMAN (CIVIL) REF NO: 021020/24**  
Branch: NWRI Central Operations
- SALARY CENTRE REQUIREMENTS** : R145 281 per annum (Level 04)  
Tugela Vaal  
A Grade 8. One (1) to two (2) years' experience will serve as an added advantage. Technical training certificate with Three (3) to five (5) years' experience in general maintenance and repairs will serve as an added advantage. Good written and verbal communication skills. Knowledge and experience of working in a civil environment. Ability to work under supervision, independently and in a team. A valid driver's licence (attach a copy). Willingness to perform standby duties and overtime duties as and when required. The ability to perform routine tasks, which requires using variety of equipment, tools and machinery. Knowledge of the basic safety procedures of the OHS Act.
- DUTIES** : Assist Artisan personnel in civil workshop. Maintenance of official houses, office buildings and workshops. General maintenance to plants, structures and canal pipe lines. Concrete work, plastering, tiling, painting, roof structures, gutters, plumbing, carpentry and down piles. Building manholes and structures. Supervising civil employees. Assist with procurement of Goods & Services related to civil section.
- ENQUIRIES APPLICATIONS** : Mr. FT Botha Tel No. (036) 438 6211
- FOR ATTENTION** : Tugela Vaal Please email your applications quoting the relevant reference number to [CORecruitment@dws.gov.za](mailto:CORecruitment@dws.gov.za)  
Mr. KL Manganyi

**POST 22/149** : **GROUNDSMAN REF NO: 021020/25**  
Branch: NWRI Central Operation

**SALARY** : R102 534per annum (Level 02)  
**CENTRE** : Gariiep Dam  
**REQUIREMENTS** : An ABET level 4 certificate or Grade 9 certificate. At least one (1) year working experience will serve as an added advantage. Knowledge of garden maintenance and planting practices. Basic understanding of government legislations. Knowledge and understanding of OHS Act.

**DUTIES** : Cleaning and maintain grounds and repair tools and structures. Lawn and Plants irrigation. Provide cleaning services within the dam wall and buildings. Assist with other maintenance duties as and when requested by supervisor. Willingness to perform other related duties.

**ENQUIRIES** : Mr. SM Segalo Tel No: (051) 754 0001  
**APPLICATIONS** : Gariiep Dam Please email your applications quoting the relevant reference number to [CORecruitment@dws.gov.za](mailto:CORecruitment@dws.gov.za)

**FOR ATTENTION** : Mr. KL Manganyi

**POST 22/150** : **GENERAL WORKER REF NO: 021020/26**  
Branch: NWRI Central Operation

**SALARY** : R102 534per annum (Level 02)  
**CENTRE** : Orange Vaal Tunnel (Teebus)  
**REQUIREMENTS** : An ABET level 4 certificate or Grade 9 certificate. At least one (1) year working experience will serve as an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work within water support environment in gardening, cleaning and general maintenance. Understanding of Government legislation.

**DUTIES** : Perform routine maintenance to structures and construction work. Load and off load equipment on government water scheme. Clean government vehicles. Clean relevant workstation. Conduct maintenance in the garden and other structures e.g. tunnel, turbine hall, valve chambers, cutting grass, trimming of trees, fencing, cleaning, painting, spraying with round-up (chemical) and maintenance on the side of the road. Perform regular inspections on tools and report defaults. Perform other related duties. Adhere to Occupational Health and Safety Act.

**ENQUIRIES** : Mr. SM Segalo Tel No: (051) 754 0001  
**APPLICATIONS** : Orange Vaal Tunnel (Teebus) please email your applications quoting the relevant reference number to [CORecruitment@dws.gov.za](mailto:CORecruitment@dws.gov.za)

**FOR ATTENTION** : Mr. KL Manganyi