ANNEXURE D

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 29 January 2021

NOTE : Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document (all documents must be submitted in one email in a PDF format. The attachment/s may not exceeding 10mb) Subject title on the email must clearly display the reference number of the post applied for. Applications should forward applications to the correct email address of the post as wrong emailed applications will not be considered. 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 be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a 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 01/22 : SENIOR MANAGER ENTERPRISE ARCHITECTURE & DATA MANAGEMENT
REF NO: 290121/01
Branch: Corporate Services
Dir Enterprise Architecture & Data Management
SALARY : R1 057 326 per annum (Level 13) (All-inclusive salary package)
CENTRE : Pretoria (Head office)
REQUIREMENTS : A Bachelor’s Degree at NQF level 7 qualification in IT. Five (5) years’ experience in developing MIS/BI solutions and three (3) years’ experience in data governance and management and/or five (5) years hands-on experience in the development and management of Enterprise Architectures based on Togaf framework and three (3) years’ experience as a solution’s architect. Five (5) years of the above must have been in the middle / senior managerial level. A pre-entry certificate obtained from the National School of Government (NSG) is required. Latest TOGAF certification and relevant data/information management certification is required. (Attach a copy). Knowledge of business models, operating models, cost-benefit analysis, budgeting and risk management. Familiarity with information management practices, system development life cycle management, IT services management, infrastructure and operations, and TOGAF and COBIT frameworks. Knowledge of business ecosystems, SaaS, infrastructure as a service (IaaS), platform as a service (PaaS), SOA, APIs, open data, event-driven IT and analytics. Exposure and understanding of existing, new and emerging technologies, and processing environments. Exceptional soft and interpersonal skills, including teamwork, facilitation and negotiation. Strong leadership skills. Excellent analytical and technical skills. Excellent written, verbal, communication and presentation skills. Excellent planning and organizational skills. Knowledge of all components of

**DUTIES**

Lead, develop and manage the EA blueprint based on business strategy and requirements. Promote the business value of the EA program and its process, and the results of the EA program to business and IT leaders/executives. Develop and maintain the overall data architecture strategy, data governance and standards. Drive the development and deployment of the enterprise's data and analytics platform to enable for digital business. Institute a programmatic approach for enterprise information management to identify, prioritize and execute the data and analytic initiatives with clear line of sight to enterprise strategies architectures and business outcomes. Lead transformation engagements with clients to support the roadmap and business case development for Enterprise Architecture services and assist the client in architecting next generation platforms including capabilities. Lead the project management office. Govern, track and measure the extent of compliance and manage deviations by leading the Enterprise Architecture and standards committee.

**ENQUIRIES**

Mr A Kekana Tel No: (012) 336 8701

**APPLICATIONS**

Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

**FOR ATTENTION**

Ms. L Mabole

**OTHER POSTS**

**POST 01/23**

**CHIEF ENGINEER: GRADE A REF NO: 290121/02**

Branch: Planning and Information Management

Div: Surface and Groundwater Information

**SALARY**

R1 042 827 per annum (All-inclusive OSD package)

**CENTRE**

Pretoria (Head office)

**REQUIREMENTS**

An Engineering degree (B Eng / BSc (Eng) or relevant qualification in Civil Engineering. Six (6) years post qualification experience in the Water Engineering field. Compulsory registration with ECSA as a Professional Engineer (Attach proof of registration). A valid driver’s licence. (Attach a copy). Strong Recommendations: Pertinent knowledge and experience within the field of hydrology and hydraulics. Knowledge of programme and project management. Experience in water use licence and waste facilities designs assessments. Good working knowledge of National Environment Management Act (NEMA), National Water Week Act (NWA), Water Resources Infrastructure Development, ECSA Board notice, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA). Knowledge of engineering built environment, legal and operational compliance. Risk management, technical report writing, research and development skills. Engineering skills and professional judgment. Communication skills both verbal and written. Computer skills, people management skills, planning and organising, conflict management, negotiation skills and change management. Strategic capability and leadership. Problem solving and analysis. Decision making, team leadership, creativity, financial management, customer focus and responsiveness.

**DUTIES**

Lead the technical team responsible to implement the optimisation of the national water resources monitoring network strategy across the country. Ensure the establishment of flow gauging structures, direct and indirect hydraulic calibration of flow gauging sites and flood frequency analyses. Review, Accept and Approve all gauging weirs designs and engineering drawings for flow monitoring purposes, to sign it off as the professional engineer. Manage finances for the flow gauging weirs construction projects. Audit all engineering reports and drawings in section. Provide professional and technical advice and engineering support services to other directorates and external organisations. Manage the operations of the Vaal- and
Bloemhof dams, in the Orange-Vaal system, during extreme flood events. Liaise with the hydrometry components in the DWS regions on all relevant communal issues. Mentor and train Engineers, Scientists (Hydrologists) and Civil Technologist & Technicians.

ENQUIRIES: Mr. LZ Maswuma Tel No: (012) 336 8784 or cell: (082) 808 6380
APPLICATIONS: Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
FOR ATTENTION: Ms. L Mabole

POST 01/24: CHIEF ENGINEER GRADE A REF NO: 290121/03
Branch: Chief Operations Office, Limpopo Dir: Water Sector Support

SALARY: R1 042 827 per annum (All-inclusive OSD package)
CENTRE: Polokwane, Provincial Office
REQUIREMENTS: An Engineering degree (B Eng / BSc (Eng) or relevant qualification in Civil Engineering. Six (6) years post qualification engineering experience. A valid driver’s license (Attach a copy). Compulsory registration with ECSA as a Professional Engineer. (Attached a copy). Experience in the Water Sector preferable in water resource planning and management. Experience in planning; hydrological modeling; economic analysis; ecological matters; policy development and institutional aspects. Computer literacy and good computer programming skills. Good communications both verbal and written skills. Negotiation with proven leadership skills and the ability to manage a professional multidisciplinary team. Knowledge and experience in financial management and relevant acts. Must be available to travel as and when required often at short notice.

DUTIES: Identify; set-up and manage multi-disciplinary catchment-wide planning studies. Identify vulnerable and sensitive areas with respect to water resources or possible effect on water resources of the catchment. Co-ordinate and process inputs from wide range of disciplines and Comparative analysis. Report on investigations of possible water resource developments and/ or the development of strategies to reconcile water supply and demand. Lead Master planning for EC Water resources development linked water services planning. Assist in providing professional guidance to teams of professional service providers in water services project in sector. Compile terms of Reference for planning studies. Management and administration of professional service providers; including financial administration. Close interaction with other components, Provincial and Central government departments; other development agencies; local authorities and the public. Responsible for budgeting of all expenditure of the planning section as well as control of expenditure. Responsible for speech-writing and ministerial submissions as required. Deliver technical and other presentations as required to a variety of audiences.

ENQUIRIES: Ms. LT Kobe Tel No: (015) 290 1208
APPLICATIONS: Limpopo (Polokwane): Please e-mail your application, quoting the post reference number, to LPRecruitment@dws.gov.za
FOR ATTENTION: Mr. HH Khosa

POST 01/25: DEPUTY DIRECTOR: SANITATION COORDINATION REF NO: 290121/04
Branch: Chief Operations Office, Kwazulu-Natal

SALARY: R869 007 per annum (Level 12), (All-inclusive salary package)
CENTRE: Durban
REQUIREMENTS: A National Diploma or Degree in Construction Management/Environmental Science/ Engineering/Town and Regional Planning and or Water and Sanitation. Three (3) to five (5) years technical and social experience specifically on Sanitation and Project Management. Minimum of five (5) years Managerial and Supervisory experience specifically on Sanitation Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act, Regulations and Public Finance Management Act. Sound knowledge of Project, Programme, Financial and Change Management.

DUTIES: The development and implementation of sanitation programmes. Support Provincial Operations and Co-ordinate and oversee Municipal sanitation activities
through existing forums and bi-lateral relationships. Incorporate sector inputs into sanitation policies and strategies and strengthen sanitation co-ordination and alignment. Rollout and operationalise sanitation policies, regulations, strategies and guidelines. Co-ordinate and guide the development of National, Provincial and District level sanitation policies, strategies and programmes in line with National strategic objectives. Co-ordinate, operationalise and rollout sanitation policies, regulations, strategies and guidelines including support programmes (Clinics and school sanitation). Develop provincial sanitation progress reports to cabinets, National Sanitation Task Team. Develop provincial sanitation progress reports to cabinet, MITT, Portfolio Committee and other forums. Promote a culture of learning and exchange of information in the sanitation sector and facilitate sector advocacy. Ensure that cross cutting issues such as gender and disability are incorporated into sanitation initiatives. Manage, develop and co-ordinate sanitation planning in the province. Participate in the development of Integrated Development Plans (IDP) and Water Services Development Plans (WSDP) and ensure alignment of National and Provincial priorities in such plans. Initiating and establishing of District Sanitation Task Teams with the Terms of Reference. Establishing the Provincial Sanitation Task Team with the Terms of Reference and chairing thereof. Appraisal of Sanitation Business Plans for presentation and ratification to the Sector Appraisal Committee. Supervise and evaluate personnel.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 01/26
DEPUTY DIRECTOR: RAW WATER PRICING REGULATION REF NO: 290121/05
Branch: Regulation
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 01/27
DEPUTY DIRECTOR: CONSUMER PROTECTION REF NO: 290121/06
Branch: Regulation
SALARY
CENTRE
REQUIREMENTS

Mr V Naidoo Tel No: (031) 336 2700
Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
Ms. S Mbongwa

Ms. S Moshidi Tel No: (012) 336 6614
Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
Ms. L Mabole

R869 007 per annum (Level 12), (All-inclusive salary package)
Pretoria (Head office)
A Bachelor Degree at NQF7 qualification in Economic/ Financial Accounting/ Business Management. Three (3) to five (5) years relevant management experience should be at lower management level. Knowledge and experience in pricing strategy for raw water use charges. Extensive knowledge of relevant legislation, policies and practices nationally and international. Knowledge of financial management. Understanding of PFMA. Knowledge of programme and project management. Knowledge and understanding of the Public Service Act, Public Service regulation and local government sector. Client orientation and customer focus. Problem solving and analysis. People and diversity management.
Ensure compliance to policies and water pricing strategies. Ensure appropriate tariffs are approved. Analyse economic trends and the impact of price on economy. Oversee research on price formulation of emerging sectors. Establish a regulatory institutional performance monitoring framework.
Ms. S Moshidi Tel No: (012) 336 6614
Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
Ms. L Mabole

R869 007 per annum (Level 12), (All-inclusive salary package)
Pretoria (Head office)
A relevant National Diploma or Degree. Three (3) to five (5) years relevant management experience in the water sector environment. Knowledge and experience in consumer protection intergovernmental relations. Knowledge of Public Service Act and regulations. Knowledge of (PFMA) Public Finance Management Act, Municipal Finance Management Act (MFMA), Water sector legislation, policies and strategies. Knowledge of project management, problem solving and analysis. Good people management, empowerment and, 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 ethical conduct.

**DUTIES**: Develop and implement policies and guidelines for consumer protection and monitor compliance to water legislation on the provision of water consumers. Develop the consumer satisfaction assessment tool to be aligned with the Regulatory Performance Measurement System (RPMS), covering the whole value chain. Ensure that all disputes between users and providers are managed in terms of the Dispute Resolution process. Conduct periodic strategic assessment of water policies and strategies on emerging water users for economic development.

**ENQUIRIES**: Ms. S Moshidi Tel No: (012) 336 6614

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

**FOR ATTENTION**: Ms. L Mabole

**POST 01/28**: DEPUTY DIRECTOR: WATER SECTOR COLLABORATION REF NO: 290121/07
Branch: Chief Operations Office: Limpopo
Dir: Water Sector Support

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

**CENTRE**: Polokwane

**REQUIREMENT**: A National Diploma or Degree in Development Studies/Public Management/Environmental Science. Three (3) to five (5) years junior management experience in an Integrated Water Resource environment. A valid driver’s licence. (Attach a copy). Knowledge and experience in ISD and IGR. Experience in Community engagements and public participation. Experience in local government support programmes. Experience and strategic engagements with stakeholders e.g. Premiers, EXCO, Mayors Forums, MM’s Forums and sector departments forums will be an added advantage. Practical experience in developing strategic documents like Ministers briefing notes, speeches, annual performance plan, operational plans etc. Working experience in Water Services Data collections and advice on strategy to on corrective measures. Programme, project management, change management experience. Knowledge and understanding of business and management principles. Knowledge of strategic planning, resources allocation and human resources. Knowledge of Public Finance Management Act, project management and Water legislations. Problem solving, analysis, strategic capabilities and leadership skills. Knowledge management, Service delivery and innovation. People Management and Empowerment. Client orientation and customer focus skills. Good communication skills both verbal and written. Accountability and ethical conduct.

**DUTIES**: Co-ordinate National Ministerial events relating to the water sector by ensuring International and national co-operation through forums management committees. Implement policies of integrated water sector for component by developing and sharing a vision and mission for the section. Develop and implement performance improvement suggestion scheme. Advises top management and the legislature, as well as relevant sector bodies, on policies and strategies relevant to the section. Develop Business Plan/Operational plans for the Sub-Directorate. Develop performance agreement for the Sub-Directorate. Promote sector advocacy through dissemination of information on key sector programmes. Plan and execute IGR/Stakeholders. Engagement plans. Manage relationship with the stakeholders. Plan and develop meetings with the stakeholders. Implement strategic objectives of the component. Monitor progress on the implementation of programmes related to intergovernmental relations. Manage community participation programmes. Plan and develop community participation programmes. Engage community in the departmental programmes and projects through community water sector forums and empower forums.

**ENQUIRIES**: Mr Masindi T Tel No: (015) 290 1334.

**APPLICATIONS**: Limpopo (Polokwane): Please e-mail your application, quoting the post reference number, to: LPRecruitment@dws.gov.za

**FOR ATTENTION**: Mr. HH Khosa
**POST 01/29**

**DEPUTY DIRECTOR: CATCHMENT MANAGEMENT AGENCIES REF NO: 290121/08**

Branch: Chief Operations Office Northern Cape  
SD: Proto CMA

Re-advertisement and candidates who previously applied are encouraged to reapply

**SALARY**

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

**CENTRE**

Upington

**REQUIREMENTS**


**DUTIES**

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

**ENQUIRIES**

Mr. GSD van Dyk  
Tel No: (053) 830 8800

**APPLICATIONS**

Upington: Please e-mail your applications quoting the reference number to NCRRecruitment@dws.gov.za

**FOR ATTENTION**

Ms. C Du Plessis

**POST 01/30**

**DEPUTY DIRECTOR: CAPACITY BUILDING REF NO: 290121/09**

Branch: Operational Integration, Water Sector Support

**SALARY**

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

**CENTRE**

Gauteng Provincial Office

**REQUIREMENTS**

A relevant National Diploma or Degree. An Honours Degree in Social Sciences will serve as an added advantage. Three (3) to (5) five years management experience in the relevant sector. Exposure to strategic and operational environment, policy implementation; monitoring and evaluation principles. Knowledge of research procedures and techniques. Knowledge in political science and policy. Knowledge in public administration. Experience in conflict resolutions. Writing skills and reviewing of correspondence. Good interpretation of government legislation. Ability to work under pressure and awkward hours.
DUTIES: The facilitation of the development and implementation of policies on water services delivery programmes. The development, co-ordination and alignment of Water Services training and capacity building at Water Services Authorities and other Water Services Institutions. The fostering of relationships with civil society private sector and the department. The creation of democratic water governance structures that are transparent, inclusive, coherent and functional. Facilitation of capacity building interventions in regional infrastructure projects in consultation with accredited skills institutions. Establishment and management of stakeholder database per municipality and per sector. Stakeholder analysis and stakeholder progress reports. Development and implementation of stakeholder management strategy. Secretariat and convener of stakeholder engagements. Facilitate feedback to stakeholders. Compile monthly, quarterly and annual stakeholder management reports. Represent the regional office in stakeholder forums.

ENQUIRIES: Mr. S Maphangula Tel No: (012) 392 1511

APPLICATIONS: Gauteng: Please e-mail your application, quoting the post reference number, to: GPRecruitment@dws.gov.za

FOR ATTENTION: Mr. D Masoga

NOTE: NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 01/31: DEPUTY DIRECTOR: WATER REGULATIONS REF NO: 290121/10
Branch: Operational Integration, Regulation

SALARY: R869 007 per annum (Level 12), (All-inclusive salary package).

CENTRE: Gauteng Regional Office

REQUIREMENTS: A National Diploma or Degree in Environmental Management / Natural Sciences / Engineering. Three (3) to five (5) years’ experience in the water sector within the regulatory domain in (Wastewater management). A valid driver’s license. Proven experience and knowledge in/on Blue and Green Drop assessment programmes, municipal wastewater management, drinking water quality management and South African National Standard 241. Ability to compile presentations, reports and submissions. Good communication both verbal and written skills. Financial management and knowledge of PFMA. Accountability and ethical conduct.

DUTIES: Ensure analysis of data for monthly internal and quarterly external reporting linked to drinking water quality audit monitoring. Ensure alignment of water services (WS) and water resource (WR). Liaise with relevant stakeholders in the province with regard to alignment of WR and WS. Implement and enforce the Water Services Act, and DWA policies and regulations. Ensure that assessments of drinking water quality supplied to communities by Water Service Authorities are conducted for all WSAs in the Province. Ensure that Audit Sampling for Drinking water and wastewater quality is conducted in all WSAs. Ensure that Blue and Green Drop Certification Workshops are conducted for all WSAs in preparation of the assessments. Participate in the assessment of Water Services Authorities (WSA) for Blue and Green Drop certification as a trained Lead assessor for the Province. Ensure that workshops on the Regulatory Performance Measurement System (RPMS) are arranged for all the WSAs in the Province. Assess WSA for compliance with RPMS during the reporting period. Ensure Management of performance of staff within the unit. Ensure compilation of weekly, monthly, quarterly and annual reports. Arrange for training of staff as part of the development plan. Ensure proper financial management within the unit.

ENQUIRIES: Mr. HD Mabada Tel No: (012) 392 1423

APPLICATIONS: Gauteng: Please e-mail your application, quoting the post reference number, to: GPRecruitment@dws.gov.za

FOR ATTENTION: Mr. D Masoga

NOTE: NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.
POST 01/32

DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 290121/11
Branch: Chief Operations Office: Free State
Div: Financial Management

SALARY: R733 257 per annum (Level 11), (All-inclusive salary package)
CENTRE: Bloemfontein
REQUIREMENTS:
A Degree in Financial Management or relevant tertiary qualification at NQF level 7.
Three (3) years’ relevant experience in Finance at supervisory/management (ASD) level.
A valid drivers license (Attach a copy).
Knowledge and understanding on Human Resource Management, legislation, policies, practices and procedures.

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:
Ms B Keele Tel No: (051) 405 9000
APPLICATIONS:
Free State (Bloemfontein): Please email your applications quoting the relevant reference number to FSRecruitment@dws.gov.za
FOR ATTENTION:
Ms. L Wymers

POST 01/33

DEPUTY DIRECTOR: STRATEGIC SUPPORT REF NO: 290121/12
Branch: Chief Operations Office-Kwazulu-Natal

SALARY: R733 257 per annum (Level 11), (All-inclusive salary package)
CENTRE: Durban
REQUIREMENTS:
A National Diploma or Degree in Public Administration or relevant qualification.
Three (3) to five (5) years’ experience in administrative support to and Executive Office. A valid driver’s license (Attach a copy). Familiarity with institutions and stakeholders in the water sector and international organizations, programme management, strategic planning and financial management. Experience in the administrative and operational processes in a government department. Strong awareness of the priorities of government. Good problem solving and verbal and written communication skills. Planning and organizing skills for processing of compliance reports to different sections of the department’s management, e.g. finance, human resources and planning. Ability to work under pressure. Proactive in dealing with demands. Ability to work in a team. Analytical and research skills. Knowledge of Public Service Regulations, Public Finance Management Act and Human Resource policies and procedures. Excellent interpersonal and liaison skills.
**DUTIES**: Address the need for overall co-ordination of the administrative support function for the Provincial Head: KwaZulu-Natal’s office. Coordinate regional calendar and reports of the department on a quarterly basis. Develop and maintain administrative systems for recording and assessing the flow of correspondence through the CD’s office, including a referral and tracking mechanism. Provide support to sub-programmes for progress reporting within the department and to external government structures. Supervise staff responsible for monitoring compliance. Ensure the development and maintenance of the business plan and strategic plan in line with DWA strategic plan. Ensure the co-ordination of the performance monitoring systems of managers reporting to the Chief Director. Ensure submission of projections as well as monthly expenditure reports. Analyse the entire branch budget and expenditure reports to provide the office of the Provincial Head with a summarized version of activities taking place and areas that may require the managers focus or intervention. Co-ordinate the support of external services required by the region. Liaise with sub-programmes with regard to work-flow processes and procedures and prepare compliance reports. Provide support to the Chief Director, including assistance in monitoring the execution of tasks emanating from meetings, the preparation of agenda and the records of programme meeting decisions. Ensure the monitoring and financial planning relating to the immediate region requirements.

**ENQUIRIES**: Mr ACC Starkey Tel No: (031) 336 2700

**APPLICATIONS**: Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za

**FOR ATTENTION**: Ms. S Mbongwa

**POST 01/34**: ENGINEER PRODUCTION GRADE A-C (MECHANICAL) REF NO: 290121/13
Branch: NWRI Southern Operations

**SALARY**: R718 059 – R1 090 458 per annum (OSD) (Offer will be based on proven years of experience)

**CENTRE**: Port Elizabeth

**REQUIREMENTS**: An Engineering degree (B Eng / B.Sc. (Eng.) or relevant qualification in Mechanical Engineering. Three (3) years post qualification engineering experience required. Compulsory registration with ECSA as a Professional Engineer (Proof of registration must be attached). A valid driver’s license (Attach a copy). Knowledge of water resources infrastructure operations, hydrology, supply chain management, contractual and legal requirements and of business planning.

**DUTIES**: Design new systems to solve practical engineering challenges, improve efficiency and enhance safety. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure through evaluation that planning and design by others is done according to sound engineering principles. Ensure training and development of technicians, technologists and candidate engineers. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Monitor and control expenditure.

**ENQUIRIES**: Mr P Barry Tel No: (041) 508 9705

**APPLICATIONS**: Port Elizabeth: Please email you application quoting the relevant reference number to SORecruitment@dws.gov.za

**FOR ATTENTION**: Ms B Gqokoma

**POST 01/35**: ENGINEER PRODUCTION GRADE A-C REF NO: 290121/14
Branch: Chief Operations Office Eastern Cape

**SALARY**: R718 059 - R1 090 458 per annum (OSD) (Offer will be based on proven years of experience)

**CENTRE**: East London

**REQUIREMENTS**: An Engineering degree (B Eng/ BSc Eng) or relevant qualification in Civil engineering. Three years post qualification civil engineering experience required. Compulsory registration with ECSA as Professional Engineer. A valid driver’s licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of relevant legislation applicable to the water sector: (NWA, CARA and NEMA)
DUTIES: Reviewing integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in connection with water use license applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Enhance and uphold legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorize the taking and storing of water and to manage compliance to the authorisations. Participation in post authorization litigation processes.

ENQUIRIES: Mr P Chilton Tel No: (041) 501 0724
APPLICATIONS: East London: Please email your applications quoting the reference number to ECRecruitment@dws.gov.za
FOR ATTENTION: Ms LT Malangabi
POST 01/36: SCIENTIST PRODUCTION GRADE A-C REF NO: 290121/15
Branch: Chief Operations Office Northern Cape
SD: Proto CMA
Re-advertisement and candidates who previously applied are encouraged to reapply
SALARY: R618 732 - R939 621 per annum (OSD) (Offer will be based on proven years of experience)
CENTRE: Upington

DUTIES: Evaluate and assess geohydrology reports and related information in support of Water Use License Applications. Assist WULA assessors and managers in drafting implementable water use license conditions. Provide and upload geohydrological related comments/inputs on eWULAAS. Provide scientific and technical expertise in the field of geohydrology and earth sciences in order to assess, develop, protect, use, conserve and manage groundwater resources within the Water Management Area/Catchment or Proto Catchment Management Area. Support the implementation of groundwater protection strategies and related protocols at the regional/provincial level. Provide groundwater extension services to stakeholders within the Water Management Area / Catchment or Proto Catchment Management Area. Provide inputs to the environmental impact assessment and related groundwater protection issues. Participating to planning and implementation of regional groundwater monitoring and information programs.

ENQUIRIES: Mr. K Masindi Tel No: (053) 830 8800
APPLICATIONS: Upington: Please email your applications quoting the reference number to NCRecruitment@dws.gov.za

FOR ATTENTION: Ms. C Du Plessis

POST 01/37: CONTROL ENVIRONMENTAL OFFICER GRADE A: IRRIGATION AGRICULTURE SCHEMES WATER LOSS CONTROL REF NO: 290121/16
Branch: Planning and Information

SALARY: R495 219 per annum (OSD)
CENTRE: Pretoria (Head office)
REQUIREMENTS: A four (4) year degree or equivalent qualification in Natural or Environmental sciences. Six (6) years post qualification experience preferably in environmental and/or water management. A valid driver’s license (Attach a copy). Computer literacy. A clear understanding of the departments role, policies and regulations with respect to water resource management and protection. Knowledge of the National Water Act, 36 of 1998 (NWA), policies and regulations, strategies and relevant environmental legislation. Understanding water control measures such as dam control, water abstraction, quota allocations within the schemes, water supply, distribution and measurement in the irrigation schemes and river systems. Innovative thinking, negotiating and networking stakeholder engagement skills. Proven managerial and communication skills. Knowledge of Human Resource policies. A clear understanding of transformation in the Public Service.

DUTIES: Set Water Conservation and Water Demand Management targets through the development of water management plans for the irrigation schemes. Contribute towards coordination, presentation, evaluation and reporting of water control training programs. Conduct and administer water use efficiency audits and submission of monthly water use efficiency accounting report. Prepare consolidated quarterly and annual water losses reports for the irrigation schemes within the water management areas. Give advice to problems with regard to water supply, water abstraction control and initiate remedial steps. Host regular workshops with water control personnel and conduct joint inspections on irrigation water schemes. Participate in the irrigation agriculture broader research and technology transfer projects. Contribute towards strategic and business planning for the Sub Directorate: Water Loss Control and Demand Management.

ENQUIRIES: Mr T Masike Tel No: (012) 336 6793
APPLICATIONS: Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

FOR ATTENTION: Ms. L Mabole

POST 01/38: CHIEF DEVELOPMENT EXPERT: CATCHMENT MANAGEMENT PRICING (RAW WATER PRICING) REF NO: 290121/17
Branch: Regulation

SALARY: R470 040 per annum (Level 10)
CENTRE: Pretoria (Head office)


ENQUIRIES: Ms. S Moshidi Tel No: (012) 336 6614
APPLICATIONS: Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
<table>
<thead>
<tr>
<th>FOR ATTENTION</th>
<th>Ms. L Mabole</th>
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<tbody>
<tr>
<td>POST 01/39</td>
<td>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 290121/18</td>
</tr>
<tr>
<td>Branch: Chief Operations Office-Kwazulu-Natal</td>
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<tr>
<td>SALARY</td>
<td>R446 202 per annum (OSD)</td>
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<tr>
<td>CENTRE</td>
<td>Durban</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician (Attach proof of registration). A valid driver’s license (Attach a copy). Water resources related experience is a recommendation. Knowledge and understanding of the National Water Act, (Act 36 of 1998). Good computer literacy and computer programming skills, GIS knowledge and skills will be an added advantage. Good communication skills (verbal and written) and negotiation skills.</td>
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<tr>
<td>DUTIES</td>
<td>Responsible for Water Resource Management (WRM) within the Pongola to UMzimkulu Water Management Area (WMA) with particular emphasis on: Registration and Identification of unregistered water users. The Validation and Verification of water use, for individual users as well as Irrigation Boards and Water User Associations. Assessment of water use licensing taking cognizance of hydrological, environmental, social and other factors. Attend to water resource related queries. Produce monthly reports on the WRM within the KZN region. Travel extensively as and when required.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr N Chinsamy Tel No: (031) 336 2700</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Durban: Please email your application quoting the relevant reference number to <a href="mailto:KZNRecruitment@dws.gov.za">KZNRecruitment@dws.gov.za</a></td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Ms. S Mbongwa</td>
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| POST 01/40     | CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 290121/19 (X2 POSTS) |
| Branch: Chief Operations Office: Limpopo |
| Dir: RBIG     |
| SALARY         | R446 202 per annum (OSD)                         |
| CENTRE         | Polokwane                                       |
| DUTIES         | Planning, designing, and overseeing construction and maintenance and management of water infrastructure projects. Assist and support Water Services Authorities (WSAs) in the planning and rendering technical engineering support. Co-ordinate refurbishment and infrastructure support*. Attend Water Services sector meetings. Liaison with other sector Departments on the infrastructure development programme. Monitor project quality management, scheduling and cost risk determination and evaluate the implementation performance of water service projects. Produce analytical project progress reports. Evaluate water services sector technical reports. |
| ENQUIRIES      | Mr. TH Mapengo Tel No: (015) 290 1359            |
| APPLICATIONS   | Limpopo (Polokwane): Please e-mail your application, quoting the post reference number, to: LPRecruitment@dws.gov.za |
| FOR ATTENTION  | Mr. HH Khosa                                    |

| POST 01/41     | ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION REF NO: 290121/20 (X2 POSTS) |
| Branch: Chief Operations Office-Kwazulu-Natal |
| SALARY         | R402 045 per annum (OSD)                         |
CENTRE : Durban
REQUIREMENTS : A relevant Honours Degree in Environmental studies or related fields. Experience in the field of Water Quality Management will serve as an advantage. A good understanding of Integrated Water Resources Management will be an added advantage. A valid driver’s license. (Attach a copy). Knowledge of and experience in project management and research. Interpersonal relations/conflict management, negotiation and facilitation skills. Excellent communication skills, including verbal, report writing and presentation skills. Computer literacy.

DUTIES : Provide support and input in the development of policies and strategies to manage sector water use impacts in accordance with the National Water Act 36 of 1998 and other departmental policies and strategies. Assist with the supervision of staff. Undertake both routine and special investigations and work irregular hours. Prepare reports and interpret analytical results. Assist in the evaluation of water use license application, reports and other documents submitted in accordance with policy, procedures and guidelines relevant to Water Quality Management. Make recommendations regarding the issuing of licenses. Promote water conservation and efficient water utilisation through the authorisation process. Give inputs in the projects relevant to the management of water resources initiated by the Department. Assist in the management of the water management systems.

ENQUERIES : Mr S Buthelezi Tel No: (031) 336 2700
APPLICATIONS : Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
FOR ATTENTION : Ms. S Mbongwa

POST 01/42 : ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: INSTREAM WATER USES AUTHORIZATION ADMINISTRATION REF NO: 290121/21 (X2 POSTS)
Branch: Chief Operations Office: Gauteng
SD: Water Use Licensing
Re-advertisement and candidates who previously applied are encouraged to reapply

REQUIREMENTS : A relevant Honours Degree in Environmental Management or related fields. Experience in integrated water resource management and water resource protection will serve as an added advantage. A valid driver’s licence (Attach a copy). Ability to work flexibly on a range of assignments, and adjust to and prioritize a variety of complex evolving tasks. Strong interpersonal skills and ability to develop effective relations within and outside the DWS. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

DUTIES : Assess the costs and benefits of various activities, policies, or regulations that affect the environment or natural resource stocks to balance the politics of environmental rights with economics needs. Collect and analyze data to compare the environmental implications of economic policy or practice alternatives. Conduct research on economic and environmental topics, such as alternative fuel use, public and private land use, soil conservation, air and water pollution control, and endangered species protection to inform water use authorization and communicate outcomes of such research. Develop economic models, forecasts, or scenarios to predict future economic and environmental outcomes. Develop programs or policy recommendations to promote sustainability and sustainable development, and to achieve environmental goals in cost-effective ways. Develop systems for collecting, analysing, and interpreting environmental and economic data. Examine the...
exhaustibility of natural resources or the long-term costs of environmental rehabilitation specifically on mining and industrial facilities in as so as it affects water use. Perform complex, dynamic, and integrated mathematical modelling of ecological, environmental, or economic systems and write social, legal, or economic impact statements to inform decision-makers for natural resource policies, standards, or programs. Demonstrate or promote the economic benefits of sound environmental regulations. Interpret indicators to ascertain the overall health of an environment. Prepare and present presentations to communicate economic and environmental study results, to present policy recommendations or to raise awareness of environmental consequences.

ENQUIRIES: Mrs Florah Mamabolo Tel No: (012) 392 1361
APPLICATIONS: Gauteng; Please e-mail your application, quoting the post reference number, to: GPRRecruitment@dws.gov.za
FOR ATTENTION: Mr. D Masoga

POST 01/43:
ASSISTANT DIRECTOR: REVENUE REF NO: 290121/22
Branch: Chief Operations Office: Free State
Div: Revenue Management

SALARY: R376 596 per annum (Level 09)
CENTRE: Bloemfontein
REQUIREMENTS:

DUTIES:
Implement and monitor billing and debt management policies, strategies and procedures. Manage the billing process for the Free State office and ensure that all billable water users are billed regularly and accurately. Manage the collection of revenue in the region. Manage the accounts of strategic users and ensure that these customers are billed accurately (in line with contractual agreements) and on time. Attend monthly and ad hoc meetings with strategic customers as part of managing Revenue Management contracts. Manage the customer relations office and ensure that all customer issues raised are resolved speedily and that invoices and statements are sent to customers on time. Assist with the tariff determination process in the region. Provide monthly age analysis reports on debtor’s accounts. Be able to provide all Revenue Management reports that are required on ad hoc basis and perform account reconciliations and adjustments. Attend to audit queries from internal and external auditors. Facilitate training and career development of staff. Supervision of staff.

ENQUIRIES: MS B Keele Tel No: (051) 405 9000
APPLICATIONS: Free State (Bloemfontein): Please email your applications quoting the relevant reference number to FSRecruitment@dws.gov.za
FOR ATTENTION: Ms. L Wymers

POST 01/44:
IT TECHNICIAN REF NO: 290121/23
Branch: Chief Operations Office: Free State
Div: Corporate Services

SALARY: R376 596 per annum (Level 09)
CENTRE: Bloemfontein
**REQUIREMENTS**: A National Diploma or Degree in Information Technology. Certification in the following will be advantageous: Certificated Microsoft Engineer, Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE). A+ and Network+ certification is required. Three (3) years appropriate experience in IT. Knowledge of Windows 7; Windows 8; Windows 10; MS Office 2010, 2013 and Office 365; Symantec Anti-virus; Microsoft SMS; Transversal systems (Persal; BAS; SAP; LOGIS) and ITIL will serve as an advantage. Applicants must have a valid driver’s license (Attach a copy) and be willing to travel to various remote sites and offices. Competencies: An in-depth knowledge of client-server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word; Excel and Power Point), Ability to work under pressure. Good communication skills (verbal and written). Exposure to different business application platforms.

**DUTIES**: Manage calls logged on the call management system. Provision of end-user support with regards to hardware; software, network connectivity and Telephony (Voice Over IP). Ensure that all IT policies, norms and standards are enforced. Perform quality control for the Local Area Network (LAN). Perform installations; maintenance and upgrading of computer hardware and second-line fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up-to-date. Initiate and co-ordinate the change control procedures. Provide users with training of computer end-user skills and on new technologies relevant to their needs. Perform routine back-up for all the available servers. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary as well as assist the Deputy Director: Information Technology with all IT related tasks.

**ENQUIRIES**: Mr T Diradingwe Tel No: (051) 405 9000

**APPLICATIONS**: Free State (Bloemfontein): Please email your applications quoting the relevant reference number to FSRecruitment@dws.gov.za

**FOR ATTENTION**: Ms. L Wymers

**POST 01/45**: IT TECHNICIAN REF NO: 290121/24
Branch: Chief Operations Office: Eastern Cape

**SALARY**: R376 596 per annum, (Level 09)

**CENTRE**: King Williams Town
fall within this category. Providing clients with advice regarding future use of or replacement of equipment/software. Investigate equipment/software capabilities. Decommissioning of hardware and software. Receive equipment that is to be removed from the system. In case of equipment with memory capabilities - ensure all data is permanently removed from devices. Executing client installations of Transversal systems (PERSAL, SAP, BAS, LOGIS) and ensure software connectivity. Perform quality control for the Local Area Network (LAN). Perform installations, maintenance and upgrading of computer hardware and second-line fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up-to-date. Initiate and co-ordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine back-up for all the available servers. Knowledge of DWS Asset and Supply Chain Management will be an added advantage. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary as well as assist the Deputy Director: Regional Information Services Support with all IT related tasks.

ENQUIRIES: Mr B Bharat Tel No: (043) 604 5440
APPLICATIONS: Eastern Cape: Please email your applications quoting the reference number to ECRecruitment@dws.gov.za
FOR ATTENTION: Ms. LT Malangabi
POST 01/46: ASSISTANT DIRECTOR: BILLING OPERATIONS REF NO: 290121/25 (X2 POSTS)
Branch: Finance WTE
SD: Billing Operations
Re-advertisement, applicants who have previously applied are encouraged to reapply)
SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria (Head office)
DUTIES: Implement and monitor billing management policies, strategies and procedures to ensure the completeness and accuracy of billing. Implementation of GRAP and all relevant financial reporting prescripts to ensure the complete and accurate of revenue reporting. Ensure timeous resolution of billing adjustments and customer queries. Staff management and training. Manage and Co-ordinate Internal and External Auditors.
ENQUIRIES: Ms. LM Serepong Tel No: (012) 336 8456
APPLICATIONS: Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
FOR ATTENTION: Ms. L Mabole
POST 01/47: ASSISTANT DIRECTOR: REGIONAL INFRASTRUCTURE PROGRAMME REF NO: 290121/26
Branch: Chief Operations Office Limpopo
Dir: RBIG

SALARY: R376 596 per annum, (Level 09)
CENTRE: Polokwane, Provincial Office

DUTIES: Implement policies of integrated Water Bulk Infrastructure programmes for the component. Compile monthly technical reports on water infrastructure programmes. Assist with the implementation of Regional Bulk Water Supply programmes. Assist with the inputs into strategic and business planning. Provide technical information and support to WMI's. Monitor the environmental flows, ecosystems and habitat integrity. Assist with the appraisal of Municipal Infrastructure grants. Manage relationships with stakeholders. Monitor progress on the implementation of projects related to integrated WRM. Conduct, monitoring and evaluate Water Bulk Infrastructure programmes. Administer tender procurement processes in accordance with generally recognized financial practices in order to ensure the achievement of strategic component objectives. Institute risk management. Assist in conservation of water demand management issues. Effectively manage relationships in order to achieve the Directorate's goals. Manage diversity in teams.

ENQUIRIES: Mrs. MN Mothemi Tel No: (015) 290 1207
APPLICATIONS: Limpopo (Polokwane): Please e-mail your application, quoting the post reference number, to: LPRecruitment@dws.gov.za
FOR ATTENTION: Mr. HH Khosa

POST 01/48: ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 290121/27
Branch: NWRI: Head Office
SD: Land Matters

SALARY: R376 596 per annum (Level 09)
CENTRE: Head Office (Pretoria)
REQUIREMENT: A National Diploma or Degree in Public Management or relevant qualification. Three (3) to five (5) years appropriate experience in land use management. A valid drivers license (Attach a copy). Excellent verbal and written communication skills, report writing skills, organisational skills, management skills, computer literacy. Ability to negotiate and manage and lead public meetings. Knowledge of the regulations, procedures and extensive knowledge of the relevant land legislation and interpretation of legislation. Knowledge of Law and Court cases. Attendance with Departmental Legal Services, State Attorneys, Council and Senior Council.

DUTIES: Manage correspondence with regard to land use functions. Draft lease and caretaker agreements as well as MOU's and MOA's. Develop database for management of signed lease. Caretaker and wayleave agreements within the government waterworks; Manage servitude applications, draft servitude agreements and develop database for servitudes. Develop MOU/MOA's for the management of government waterworks. Provide assistance on dams identified for resource management plans and provide assistance in relation to the land use management. Manage site inspections, land use, lease meetings and public meetings. Develop and implement policies, regulations, directives and procedures
of the Department. Management of human resources and manage administrative processes within the sub-directorate. Manage subordinates.

ENQUIRIES : Ms. P Mangotlo Tel No: (012) 336 8704  
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za  
FOR ATTENTION : Ms. L Mabole

POST 01/49 : CHIEF COMMUNITY DEVELOPMENT OFFICER REF NO: 290121/28  
Branch: Chief Operations Office-Kwazulu-Natal

SALARY : R376 596 per annum, (Level 09)  
CENTRE : Durban  
DUTIES : Advocate communication of activities of the water sector through existing sector partners. Develop and maintain conceptualize and visual publications. Develop integrated water sector monitoring and evaluation system and maintenance thereof. Develop policies and water sector framework that will guide implementation of WSDP. Handle project management and conduct research on the recent technology that can be applied. Supervision of staff. Assist in budget compilation for the Sub-Directorate.

ENQUIRIES : Mr. V Naidoo Tel No: (031) 336 2700  
APPLICATIONS : Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za  
FOR ATTENTION : Ms. S Mbongwa

POST 01/50 : SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 290121/29  
Branch: NWRI Central Operation

SALARY : R316 791 per annum (Level 08)  
CENTRE : Central Operations, (Pretoria)  
DUTIES : Supervise subordinates. Administer the procurement of goods and services. Perform Demand, Acquisition and Logistics Management function. Ensure compliance to SCM policies, processes and procedures including providing similar support to Site/Area Offices under the NWRI: Central Operations Cluster. Provide training to the internal clients regarding SCM processes and procedures. Attend to enquiries related to SCM. Release purchase orders and purchase requisitions on SAP. Check purchase requisitions for correctness, completeness and sign the requisition documents. Administer contracts. Maintain and update contract register to ensure transparency and record keeping. Compile audit reports. Check documentation for correctness and sign order document. Conduct quarterly reviews for subordinates and submit them within the provided timelines. Implement control to ensure that purchase orders are placed for items on approved contracts.
Implement control to ensure that where contract does not exist, the price quotation or bidding process of ordering are applied. Check and maintain goods register. Identify redundant and obsolete stock. Control stock levels and conduct stock taking. Check, place and verify orders and deliveries for goods receipting. Perform stock taking. Perform goods receipts (GRV) on SAP. Attend to audit queries.

ENQUIRIES: Mr Senthumule Mphateng Tel No: (012) 741 7318
APPLICATIONS: Central Operations (Pretoria): Please email your applications quoting the relevant reference number to SPAO@dws.gov.za
FOR ATTENTION: Mr. KL Manganyi

POST 01/51: ENFORCEMENT OFFICERS REF NO: 290121/30 (X2 POSTS)
Branch: Chief Operations Office-Kwazulu-Natal

SALARY: R316 791 per annum (Level 08)
CENTRE: Durban
REQUIREMENTS: A National Diploma or Degree in Public Administration or relevant qualification in the field of Natural Science or Policing. Three (3) years' experience in relevant field. Knowledge of the National Water Act, 1998, the Water Services Act, 1997, and related policies. A valid driver's license. (Attached a copy). The ability and willingness to travel and work long hours where necessary. Knowledge in water use investigation, inspections, sampling procedures, report writing and relevant legislation. Knowledge and understanding of natural resource management which is technical assessment of action plans. Good communication skills both verbal and written inclusive of report writing.

DUTIES: Ensure compliance of the National Water Act through inspections, investigations, administrative (prepare and issue notices and directives), criminal and civil enforcement action. Prepare necessary information, reports and evidence for court applications.

ENQUIRIES: Ms A Masefield Tel No: (031) 336 2700
APPLICATIONS: Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
FOR ATTENTION: Ms. S Mbongwa

POST 01/52: SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: 290121/31
Branch: Chief Operations Office-Kwazulu-Natal

SALARY: R316 791 per annum (Level 08)
CENTRE: Durban
REQUIREMENTS: A National Diploma or Degree in Financial Management. Two (2) to three (3) years relevant financial experience. A valid driver's license (Attach a copy). Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as Treasury Regulations and PFMA. Knowledge and experience on SAP and Persal systems. Computer literacy in Microsoft Office. Knowledge of Departmental policies and procedures. Knowledge and understanding of the framework for managing performance information. Problem solving and analysis. People and diversity management skills. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct. Good presentation skills. Knowledge of accrual accounting.

DUTIES: Ensure compliance with management of invoices. Manage creditors by ensuring major accounts are reconciled with supplier statements. Monitor compliance with 30 day payments, administration of payroll, authorize PERSAL / SAP payments and journals. Monitor petty cash and supervise bank payments. Oversee safeguarding of state fund. Ensure proper document control pertinent to financial documents. Compliance with monthly reporting on payables/accruals, 30day reports, creditor reconciliation reports, petty cash reconciliation and suspense account reconciliation. Provide assistance to internal and external client regarding general budgeting and financial reporting requirement. Supervise and evaluate personnel.

ENQUIRIES: Mr MI Ndlovu Tel No: (031) 336 2700
APPLICATIONS: Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za.

FOR ATTENTION: Ms. S Mbongwa

POST 01/53: SENIOR STATE ACCOUNTANT REF NO: 290121/32
Branch: Chief Operations Office: Free State
Div: Financial Accounting

SALARY: R316 791 per annum (Level 08)
CENTRE: Bloemfontein
REQUIREMENTS: A National Diploma or in Financial Management. Two (2) to three (3) years practical experience in a government financial environment. Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DOR A and PFMA. Knowledge of financial systems such BAS, Persal, LOGIS. Knowledge of administrative and clerical procedures and systems. Computer literacy.

DUTIES: Ensure reconciliation of major supplier accounts of the Provincial Office. Ensure effective payroll management within the Provincial Office. Check, verify and certify as correct and compliant to all finance related transactions. Approve and authorize transactions for payments, allowances, deductions etc. on the financial systems BAS/Logis and Persal. Ensure clearing of ledger and suspense accounts. Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filling system. Supervising and managing the performance of employees in accordance with the departmental polices.

ENQUIRIES: MR K Segalo Tel No: (051) 405 9000.

APPLICATIONS: Free State (Bloemfontein): Please email your applications quoting the relevant reference number to FSRecruitment@dws.gov.za

FOR ATTENTION: Ms. L Wymers

POST 01/54: SENIOR COMMUNICATION OFFICER REF NO: 290121/33
Branch: Chief Operations Office: North West

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

DUTIES: Implement communication plans. Execute media production, issue publications, organise press conferences and media coverage to the Department. Develop or improve concepts, theories and operational methods. Disseminate knowledge relating to information on work organisation. Organise and implement publicity projects and events. Establish and maintains stakeholder relations with community and media. General administration of the unit.

ENQUIRIES: Mr Willie Francis Tel No: (018) 387 9595

APPLICATIONS: North West (Mmabatho): Please email your application quoting the relevant reference number to NWRecruitment@dws.gov.za

FOR ATTENTION: Mr M.J Ntwe
POST 01/55

SENIOR ADMINISTRATION OFFICER REF NO: 290121/34
Branch: NWRI Central Operations
Re-advertisement, applicants who previously applied are encouraged to reapply.

SALARY : R316 791 per annum (Level 08)
CENTRE : Usutu Vaal (Standerton)

DUTIES : Render high level Administrative services to the Area office. Provide financial administration and procurement of goods and services. Manage and coordinate all HR functions within the area office. Coordinate and implement HR transactions. Coordinate the Recruitment and Selection process. Manage HR and Administration personnel within the Area office. Manage and administer PMDS and training coordination. Render HR advisory services within the office. Ensure compliance with HR policies. Prepare monthly and quarterly HR reports. Coordinate skills development initiatives. Coordinate HR workshops to employees. Render proper records management for the office. Manage, supervise and develop staff within Corporate Services. Manage and administer Corporate Services functions within the Area Office. Manage and administer transport and travel in line with departmental policies. Manage and administer Corporate Services budget and give budget inputs.

ENQUIRIES : Mr. JP Manyaka Tel No: (017) 712 9402
APPLICATIONS : Standerton: Please email your application quoting the relevant reference number to: SAO@dws.gov.za
FOR ATTENTION : Mr. KL Manganyi

POST 01/56

ENGINEERING TECHNICIAN PRODUCTION GRADE A-C WATER USE AUTHORISATION REF NO: 290121/35 (X3 POSTS)
Branch: Chief Operations Office-Kwazulu-Natal

SALARY : R311 859 - R473 574 per annum (OSD) (Offer will be based on proven years of experience)
CENTRE : Durban
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician (Attach proof of registration). A valid driver's license (Attach a copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills relevant to Corporate Governance and stakeholder engagement.

DUTIES : Reviewing integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in connection with water use license applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government
programmes. Ensure legal engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations.

ENQUIRIES: Mr. N Chinsamy Tel No: (031) 336 2700
APPLICATIONS: Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
FOR ATTENTION: Ms. S Mbowoga
POST 01/57: ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (DAM SAFETY) REF NO: 290121/36 (X2 POSTS)
Branch: Chief Operations Office-Kwazulu-Natal

SALARY: R311 859 - R473 574 per annum (OSD) (Offer will be based on proven years of experience)
CENTRE: Durban
REQUIREMENTS: A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician (Attach proof of registration). A valid driver’s license (Attach a copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills relevant to Corporative Governance and stakeholder engagement.


ENQUIRIES: Mr. I Hoareau Tel No: (031) 336 2700
APPLICATIONS: Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
FOR ATTENTION: Ms. S Mbowoga
POST 01/58: ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (HYDROLOGY) REF NO: 290121/37
Branch: Chief Operations Office-Kwazulu-Natal

SALARY: R311 859 - R473 574 per annum (OSD) (Offer will be based on proven years of experience)
CENTRE: Durban
REQUIREMENTS: A National Diploma in Civil Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician (Attach proof of registration). A valid driver’s license (Attach a copy). Knowledge of Hydrology and Project Management. Technical design and analysis knowledge. Excellent communication skills including verbal. Report writing and presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel throughout KwaZulu-Natal. Willingness to work in and around water (rivers, dams, etc.). Computer skills. Experience in using the Caddie Drawing program, Planning and organising skills, People management skills.

DUTIES: Provide technical advice and support to the management of the Hydrological Monitoring Network; Provide support to the Hydrological Data Collection and Computing Services; Provide technical support to the instrumentation and

ENQUIRIES : Mr. B Pillay Tel No: (031) 336 2700
APPLICATIONS : Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
FOR ATTENTION : Ms. S Mbongwa
POST 01/59 : STATE ACCONTANT: REVENUE MANAGEMENT REF NO: 290121/38 (X2 POSTS)
Branch: NWRI Central Operations
SALARY : R257 508 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENT : A National Diploma or Degree in Financial Management. One (1) year experience in financial matters. Two (2) to Three (3) years’ relevant experience in Revenue Management will serve as an added advantage. Knowledge and understanding of Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA, PFMA, Treasury regulations and Generally Recognized Accounting Practice (GRAP). Knowledge of SAP system and Data Analysis. Computer literacy. Good communication and interpersonal relations skills. Problem solving skills. Client orientation and customer focus. Framework for managing performance information. A valid driver’s license. Ability to work under pressure and have the willingness to travel. A valid Driver’s License (attached a certified copy).

DUTIES : Handle payments in suspense account and do follow up on bad debts. Debt collection, monthly visits to customers. Manage the billing process and ensure that all liable water users are billed regularly and accurately. Creation and billing of manual invoices. Reconciliation of customer accounts on SAP on monthly basis. Review of customer accounts, submissions and perform adjustments on SAP system. Supervise customer relations and ensure that all customer issues raised are resolved speedily and that invoices and statements are sent to customers on time. Attend to audit queries from internal and external auditors. Supervision of staff.

ENQUIRIES : Ms Sejane A Tel No: (012) 741 7362
APPLICATIONS : Central Operations (Pretoria), please email your applications quoting the relevant reference number to STRM@dws.gov.za
FOR ATTENTION : Mr. KL Manganyi
POST 01/60 : STATE ACCOUNTANT (WTE) REF NO: 290121/39
Branch: Chief Operations Office Mpumalanga
SALARY : R257 508 per annum (Level 07)
CENTRE : Mbombela

DUTIES : Monitoring of regional AR SAP system. Controlling of revenue received and provide revenue reports. Monitor the clearing of suspense accounts. Reconciliation of banking and posting to customer accounts. Management of suspense accounts. Authorization of banking, general journal and general ledgers accounts (UNID G/l). Provide financial reports to management. Reconciliation of receipts issued to customers. Re-printing of customer statements and invoices. Management of customer queries and ensure feedback. Monitoring of revenue allocations according to relevant WMA. Ensure the integrity and data transferred to SAP from
WARMS. Collection of revenue from existing debt. Management and development of staff.

ENQUIRIES: Ms. Mogane R.J Tel No: (013) 759 7337
APPLICATIONS: Mpumalanga: Please email your application quoting the relevant reference to MPRRecruitment@dws.gov.za
FOR ATTENTION: Ms. Mkhwanazi F.M

POST 01/61: STATE ACCOUNTANT REF NO: 290121/40
Branch: Chief Operations Office-Kwazulu-Natal

SALARY: R257 508 per annum (Level 07)
CENTRE: Durban


ENQUIRIES: Mr MI Ndlovu Tel No: (031) 336 2700
APPLICATIONS: Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
FOR ATTENTION: Ms. S Mbongwa

POST 01/62: CHIEF ADMINISTRATION CLERK REF NO: 290121/41
Branch: Chief Operations Office Eastern Cape

SALARY: R257 508 per annum (Level 07)
CENTRE: King Williams Town
REQUIREMENTS: A Senior/Grade 12 certificate. Two (2) to four (4) years’ experience required. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Knowledge and insight of Human Resources prescripts. Knowledge of working procedures in terms of the working environment. Knowledge and understanding of the legislative framework governing the Public Service. Interpersonal relations. Flexibility. Team work. Basic knowledge of problem solving and Analysis. People and Diversity Management. Communication. Computer Literacy.

DUTIES: Render general clerical support services. Provide personnel administration clerical support services within the component. Arrange travelling and accommodation. Stock control of office stationery. Supervise and render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Keep and maintain the filing system for the component. Implement administrative processes in the component. Information on the system verified accordingly. Supervise and provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Staff managed accordingly. Obtain quotations for procuring goods and services. Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records of the component. Keep and maintain the attendance register of the component. Arrange travelling and
accommodation. Staff managed accordingly. Leave registers maintained.
Supervise and provide financial administration support services in the component.
Capture and update expenditure in component. Check correctness of subsistence
and travel claims of officials and submit to manager for approval. Handle telephone
accounts and petty cash for the component. Records captured accordingly.
Documents distributed to all officials on time. Perform first line IT support.

ENQUIRIES : Mr B Bharat Tel No: (043) 604 5440
APPLICATIONS : Eastern Cape: Please email your applications quoting the reference number to
ECRecruitment@dws.gov.za
FOR ATTENTION : Ms LT Malangabi
POST 01/63 : CHIEF ASSISTANT TECHNICAL OFFICER WATER QUALITY MANAGEMENT
REF NO: 290121/42
Branch: Chief Operations Office-Kwazulu-Natal

SALARY : R257 508 per annum (Level 07)
CENTRE : Durban
REQUIREMENTS : A Senior/Grade 12 certificate with Mathematic/Mathematics literacy as a passed
subject. Six (6) to ten (10) years’ experience in collecting and processing of water
related data will be an added advantage. A valid driver’s license (Attach a copy).
Knowledge of statistics and mathematics. High level knowledge of relevant
equipment. Ability to operate independently. Good written and verbal
communication skills. High degree of computer literacy and skillful in the usage of
various Window-driven programs such as Excel, Word, PowerPoint etc. General
office administration knowledge. Knowledge of the rivers and dams in KwaZulu-
Natal Province. Knowledge of OHS.

DUTIES : Resource water sampling which includes dams and rivers. Water sampling for point
source discharge project. Providing assistance to Environmental Officers.
Capturing of data on WMS. Ad hoc attendance of meetings and site inspections.
Compile and submit Site Inspection Reports. Verification of receipt of laboratory
certificates in line with samples taken. General Office Administration. Monitor
workflow and collate progress reports. Supervision of subordinates.

ENQUIRIES : Mr S Buthelezi Tel No: (031) 336 2700
APPLICATIONS : Durban: Please email your application quoting the relevant reference number to
KZNRecruitment@dws.gov.za
FOR ATTENTION : Ms. S Mbongwa
POST 01/64 : CHIEF ASSISTANT TECHNICAL OFFICER REF NO: 290121/43
Branch: Chief Operations Office-Kwazulu-Natal

SALARY : R257 508 per annum (Level 07)
CENTRE : Durban
REQUIREMENTS : A Senior/ Grade 12 certificate with Mathematic/Mathematics literacy as a passed
subject. Six (6) to ten (10) years in collecting and processing of water related data
with two (2) years’ experience in real time data. A valid drivers license (Attach a
copy). Proven ability to operate independently. High level of Numerical abilities.
Good written and verbal communication skills. High degree of computer literacy
and skillful in the usage of various Window-driven programs such as Excel, Word,
PowerPoint etc. General office administration knowledge. Knowledge of the rivers
and dams in KwaZulu-Natal region. Knowledge of Public Service Legislation.
Knowledge in handling and installing measuring equipment. Extensive traveling
within KwaZulu-Natal region. Willingness to work in and around rivers and dams.

DUTIES : Management of the various real time systems. Daily monitoring and report on the
status of these systems. Provide real time support to the regional technicians.
Install and calibrate real time field units at dams and rivers. Maintain real time field
units at dams and rivers. Liaise with service providers. Stock control of real time
equipment. Perform site inspection visits. Quality assessment of incoming data.
Power point presentations at meeting. Ensure an effective working environment.
General office administration.

ENQUIRIES : Mr B Pillay Tel No: (031) 336 2700
APPLICATIONS : KwaZulu-Natal (Durban): Please e-mail your application quoting the post reference
number to: KZNRecruitment@dws.gov.za
FOR ATTENTION : Ms. S Mbongwa

POST 01/65 : CHIEF ASSISTANT TECHNICAL OFFICER REF NO: 290121/44
Branch: Planning & Information
SD: Geographical Information & Archiving

SALARY : R257 508 per annum (Level 07)
CENTRE : Pretoria (Head Office)

DUTIES : Provision of effective water and sanitation information and knowledge to clients. Coordinate all spatial data by provisioning internal and external requests, document all spatial data provided for auditing purposes, sourcing of new spatial data and capture of metadata on the metadata geodatabase. To assist with spatial data tasks for ongoing data projects. To provide quality services to departmental map library and shop users and stakeholders. The applicant must be able to attend to client requests and advise the client on information sources. The applicant must ensure that storerooms of the map library are organized and orderly by ordering and collecting map shop stock, ensure labelling and filing is done and to ensure that the map shop is filled correctly according to the existing file system. The applicant must be able to distribute hard copy maps, aerial photographs, orthophotos and other materials to stakeholders. The applicant should be able to manage the map shop finances and ensure that the money is handed to the finance department and the receipt book is signed off.

ENQUIRIES : Ms. RM Kekana Tel No: (012) 336 7832
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabole

POST 01/66 : HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: 290121/45
Branch: Corporate Services
Div: Employee Relations

SALARY : R257 508 per annum (Level 07)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Senior / Grade 12 Certificate or equivalent. A National Diploma or Degree in Human Resources, Labour Relations qualification will be an added advantage. Three (3) to five (5) years' relevant experience in Labour Relations Environment. Good computer skills. Knowledge of human resources functions, practices as well as the ability to capture data and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Working knowledge and understanding of the legislative framework, governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Interpersonal relations. Must be flexible and able to work in a team. Problem solving and analysis skills.

DUTIES : Provide administrative support to all personnel in the component. Implement policies. Facilitate the correct application of disciplinary procedures. Supply statistics regarding labour issues. Implement approved resolutions. Arrange for the appointment of investigating officer. Investigate cases. Compile submission for the appointment of Chairpersons for cases. Register and handle grievances. Keep statistics of all Employee Relations cases lodged with the component. Notify the grieving party of the outcome. Compile monthly reports.

ENQUIRIES : Mr. M P Ngobeni Tel No: (012) 336 7524
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabole
<table>
<thead>
<tr>
<th>POST 01/67</th>
<th>SENIOR WATER CONTROL OFFICER REF NO: 290121/46</th>
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</thead>
<tbody>
<tr>
<td>Branch: NWRI Southern Operations</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>R208 584 per annum (Level 06)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Olifants River: Clanwilliam Dam</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Control and monitor the release and distribution of water. Keep records water balances and meter readings for billing purposes. Collect and keep records of hydrological data. Apply Health and Safety regulations within the water control division. Assist with evaluation of work performance of subordinates. Conduct quarterly dam safety inspections. Conduct routine mechanical maintenance. Conducts administration functions within the section.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Mr M Tom Tel No: (021) 941 6045</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Clanwilliam Dam: Please email your application quoting the relevant reference number to <a href="mailto:SORecruitment@dws.gov.za">SORecruitment@dws.gov.za</a></td>
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<tr>
<td><strong>FOR ATTENTION</strong></td>
<td>Ms. B Gqokoma</td>
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<thead>
<tr>
<th>POST 01/68</th>
<th>SUPPLY CHAIN CLERK: (SCM) REF NO: 290121/47</th>
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<tbody>
<tr>
<td>Branch: Operational Integration, Supply Chain Management</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>R173 703 per annum (Level 05)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Gauteng Provincial Office</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A Senior / Grade 12 Certificate. Basic knowledge of Supply Chain Management duties, practice as well as the ability to capture data and collect statistics. Good computer literacy with MS Office. Basic knowledge of work in terms of the SCM environment. Working knowledge and understanding of PFMA, National Treasury Regulations and PPPFA governing the Public Service. Knowledge of financial systems as LOGIS and BAS. LOGIS certificate will serve as an added advantage. (Attached a copy). Flexibility and ability to work in a team. Basic knowledge of problem solving. Client orientation, customer focus, accountability and ethical conduct. Good communication skills both verbal and written.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms. N.A. Radebe Tel No: (012) 329 1335</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Gauteng: Please e-mail your application, quoting the post reference number, to: <a href="mailto:GPRecruitment@dws.gov.za">GPRecruitment@dws.gov.za</a></td>
</tr>
<tr>
<td><strong>FOR ATTENTION</strong></td>
<td>Mr. D Masoga</td>
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</tbody>
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| NOTE | Preference will be given to African, Indian, Coloureds, White females and persons with disabilities. |

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<thead>
<tr>
<th>POST 01/69</th>
<th>ADMINISTRATION CLERK (TELECOM OPERATOR) REF NO: 290121/48</th>
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</thead>
<tbody>
<tr>
<td>Branch: NWRI: Southern Operations</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>R173 703 per annum (Level 05)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Port Elizabeth</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A Senior / Grade 12 certificate. Knowledge of clerical functions, practices as well as the ability to capture data. Operate computer and collate administrative</td>
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</tbody>
</table>

**DUTIES**
Operating the switchboard by answering the incoming and handling outgoing calls. Handle routine enquiries. Must upkeep the registry and filing system. Ensuring that customers are referred promptly and correctly. Taking down messages and administering the correct distribution thereof. Supplying basic information to customers regarding the Departments services. Keep reception area clean and tidy. Receive guests and/or visitors. Updating the distributing the internal telephone directory and keeping a database of other important contact numbers. Operate the fax machine. Responsible for fault reporting on the telephone system and liaising with service providers in this regard. Utilize the Telephone Management System to monitor telephone accounts, including printing of reports and verifying information. Keeping and completing registers pertaining to their telephone system and fax machine. Monitor access control – ensuring visitors sign in.

**ENQUIRIES**
Ms. P Adonis Tel No: (041) 508 9778

**APPLICATIONS**
Port Elizabeth: Please email you application quoting the relevant reference number to SORecruitment@dws.gov.za

**FOR ATTENTION**
Ms. B Gqokoma

**POST 01/70**
ADMINISTRATION CLERK REF NO: 290121/49
Branch: Chief Operations Office: Eastern Cape

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

**CENTRE**
East London

**REQUIREMENTS**

**DUTIES**
Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Information on the system verified accordingly. Records kept for future reference. Provide Supply Chain management support services within the component. Liaise with the internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of offices stationery. Keep and maintain the asset register of the component. Supply Chain Management processes implemented accordingly. Quotations obtained for procuring goods and services. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Arrange travelling and accommodation. Leave register maintained. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit manager for approval. Handle telephone accounts and petty cash for the component. Budget information captured accordingly. All records verified accordingly. Documents distributed to all officials accordingly.

**ENQUIRIES**
Mr. D Erasmus Tel No: (048) 801 1302

**APPLICATIONS**
Eastern Cape: Please email your applications quoting the reference number to ECRecruitment@dws.gov.za

**FOR ATTENTION**
Ms. LT Malangabi

**POST 01/71**
ADMINISTRATION CLERK REF NO: 290121/50 (X2 POSTS)
Branch: Chief Operations Office-Kwazulu-Natal

**SALARY**
R173 703 per annum (Level 05)
<table>
<thead>
<tr>
<th>POST 01/72</th>
<th>SALARY</th>
<th>CENTRE</th>
<th>REQUIREMENTS</th>
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<tbody>
<tr>
<td>ADMINISTRATION CLERK: SANITATION REF NO: 241220/51</td>
<td>R173 703 per annum (Level 05)</td>
<td>Durban</td>
<td>A Senior / Grade 12 certificate. Experience in clerical and administrative duties. A valid drivers license (Attach a copy). Good knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Good planning, organising and reporting skills. Good financial management skills. Ability to have good interpersonal relations, flexibility and teamwork. Good verbal and written communication skills. Computer literacy (Word, Excel and Power Point). Ability to work independently and to work under pressure.</td>
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<tr>
<th>POST 01/73</th>
<th>SALARY</th>
<th>CENTRE</th>
<th>REQUIREMENTS</th>
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</thead>
<tbody>
<tr>
<td>ADMINISTRATION CLERK: WATER QUALITY MANAGEMENT REF NO: 241220/52</td>
<td>R173 703 per annum (Level 05)</td>
<td>Durban</td>
<td>A Senior / Grade 12 Certificate. Experience in clerical and administrative duties will be an added advantage. Good knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Good planning, organising and reporting skills. Good financial management skills. Ability to have good interpersonal relations, flexibility and teamwork. Good verbal and</td>
</tr>
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</table>
written communication skills. Computer literacy (Word, Excel and Power Point).

**DUTIES**

The purpose of this post is to render administrative support services in the Directorate. The incumbent is expected to render general clerical support services by recording, organising, storing, capturing and retrieving correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Keeping record of all files received by and returned from the office of the Director. Provide supply chain clerical support within the component. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component, keeping the leave register for the Directorate and reporting monthly to HR. Keep and maintain personnel records in the component.

**ENQUIRIES**

Mr S Buthelezi Tel No: (031) 336 2700

**APPLICATIONS**

Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za

**FOR ATTENTION**

Ms. S Mbongwa

**POST 01/74**

ADMINISTRATION CLERK INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE REF NO: 290121/53

Branch: Chief Operations Office – Mpumalanga

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Mbombela

**REQUIREMENTS**

A Senior / Grade 12 certificate. Experience in secretarial and general administration matters will serve as an added advantage. Good verbal and communication skills. Computer literacy (MS Word, MS Excel, MS Power Point, MS Outlook), with good understanding of database systems. Basic Financial management and knowledge of PFMA. Basic knowledge and insight of Human Resources prescripts. Knowledge of administrative procedures. Must work independently; be responsible, self-motivated and work under pressure. Knowledge of Public Service Legislation.

**DUTIES**

Providing an effective administrative support to the entire sub-directorate. Management of personnel matters. Assist with financial management and provisioning matters. Managing the correspondence register by receiving and distributing documents, Compiling and submitting claims for approval, liaise with stakeholders with regards to queries (i.e. administration and procurement) and dissemination of information. Making logistical arrangements for meetings and workshops. Taking and typing of minutes. Assist in the budget for the sub-directorate, procurement of goods (i.e. processing S&T, petty cash claims / VA2’s/ verify Invoices and payment certificates and maintaining asset register (i.e. pool equipment) and services for the sub-directorate. Manage diary for the Director. Organize meetings and events for the Director and staff in the unit. Make travel arrangements and performing any other office administration related activities and manage the filing system of the sub-directorate. Log sheets verification prior to submission for approval. Responsible for records management in respect of expenditures. Inventory lists for sub-directorate. Handle the procurement of standard items like stationery, etc. Remains up to date with regard to prescripts / policies and procedures applicable to the Director’s work to ensure efficient and effective support to the Director.

**ENQUIRIES**

Ms Matthias M Tel No: (013) 759 7330

**APPLICATIONS**

Mpumalanga: Please email your application quoting the relevant reference to MPRecruitment@dws.gov.za

**FOR ATTENTION**

Ms. Mkhwanazi F.M

**POST 01/75**

ADMINISTRATION CLERK (HR) REF NO: 290121/54

Branch: NWRI Central Operation

**SALARY**

R173 703 per annum, (Level 05)
CENTRE: Central Operations: Tugela Vaal

REQUIREMENTS:
A Senior/Grade 12 Certificate. A National Diploma in Human Resources Management with one (1) to two (2) years’ experience will serve as an added advantage. A valid drivers license (Attach a 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. Understanding the work in registry.

DUTIES:
Recruitment and selection (Advertisements, appointments, transfers, verification of qualifications, secretariat function at interviews and probationary periods. Implementation of conditions of service (Leave, Housing, and Injury on duty, Long service recognition and relocation) be able to administer the PILIR cases, allowances, performance management and pension cases. Implement the termination of services on the Persal system. Maintain the asset register of the component. Liaise with internal and external stakeholders in relation to recruitment and selection. Keep the filling system of HR personnel updated. Ensure that personal files of employees are issued to relevant managers on request. Implement the appointments on the HR system.

ENQUIRIES:
Mr. FT Botha Tel No: (036) 438 6211

APPLICATIONS:
Central Operations: Tugela Vaal. Please email your applications quoting the relevant reference number to ADHR@dws.gov.za

FOR ATTENTION:
Mr. KL Manganyi

POST 01/76:
HUMAN RESOURCES CLERK REF NO: 290121/55
Branch: NWRI: Southern Operations

SALARY:
R173 703 per annum (Level 05)

CENTRE:
Port Elizabeth

REQUIREMENTS:
A Senior / Grade 12 Certificate. Knowledge of PERSAL system, database and spread sheet application. Knowledge of the PSA, PSR and other relevant Human Resources prescripts and legislation. Good communication skills (written and verbal). Ability to work under pressure. A driver’s license (Attach a copy).

DUTIES:
The successful candidate will be responsible for rendering professional advice to line managers. Ensure effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulations guidelines, resolution and other prescribes. Capturing of transactions on PERSAL. Recruitment and selection. Organizational Development. Employee Relations. Human Resource Development. Drafting of submissions. Handling all Human Resource administration i.e. conditions of service, termination of services and leave management.

ENQUIRIES:
Ms. B Gqokoma Tel No: (041) 508 9754

APPLICATIONS:
Port Elizabeth: Please email your application quoting the relevant reference number to SORecruitment@dws.gov.za

FOR ATTENTION:
Ms. B Gqokoma

POST 01/77:
HUMAN RESOURCE CLERK: RECRUITMENT AND SELECTION REF NO: 290121/56
Branch: Chief Operations Office-Kwazulu-Natal

SALARY:
R173 703 per annum (Level 05)

CENTRE:
Durban

REQUIREMENTS:

DUTIES:
Receiving and sorting of applications according to the advertised posts. Processing of detailed schedules of applications. Establishing and updating a detailed database of applications received. Facilitate the selection processes. Arrange, schedule and facilitate the interview processes. Draft appointment submissions and route it for approval. Verification of qualifications (SAQA, security clearance etc.).
Preparing schedules for interviews. Rendering human resource management support and advice during selection processes.

ENQUIRIES: Ms. T Cebekhulu Tel No: (031) 336 2700
APPLICATIONS: Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
FOR ATTENTION: Ms. S Mbongwa

POST 01/78: FINANCE CLERK: DEBT MANAGEMENT REF NO: 290121/57
Branch: Finance WTE
Div Financial Accounting
Re-advertisement, applicants who have previously applied are encouraged to reapply
SALARY: R173 703 per annum (Level 05)
CENTRE: Pretoria (Head Office)
REQUIREMENTS: A Senior / Grade 12 certificate. Knowledge of managing debtors and financial systems applicable to government will be an added advantage. Ability to interpret and implement financial management policies, processes and system. Ability to use personal computer and Microsoft Packages such as MS Excel to perform basic arithmetic’s calculations. Basic knowledge of PFMA and Treasury Regulations related to staff debt management. Ability to follow a proactive and creative problem solving approach. Strong interpersonal skills. Ability to work under pressure.
DUTIES: Making follow ups of outstanding debts. Prepare submission for writing off long outstanding untraceable debts as per departmental policy and Treasury regulations. Perform reconciliation and clearing of all debts related control and suspense accounts at all times. Capture transactions relating to staff debts on SAP system. Liaise with Human Resources officials and other departmental officials in relation to staff debts take-on due to terminations, resignations, and breach of employee bursaries contracts, theft or loss and other possible erroneous payments. Compilation of letters to inform debtors of their debts due to the department and perform distribution of statement of accounts to respective debtors. Perform allocations regarding payments made by debtors and Persal deductions to their respective debtors’ accounts. Follow-ups on long outstanding debts and assist to debt write-offs.

ENQUIRIES: Mr. T Toka Tel No: (012) 336 8378
APPLICATIONS: Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
FOR ATTENTION: Ms. L Mabole

POST 01/79: ASSISTANT TECHNICAL OFFICER REF NO: 290121/58 (X3 POSTS)
Branch: Chief Operations Office-Kwazulu-Natal
SALARY: R173 703 per annum (Level 05)
CENTRE: Midmar, Howick
DUTIES: Collection of hydrological data from the various monitoring sites within KwaZulu-Natal. Registering and capturing incoming hydrological data. Collection of water samples. Perform routine maintenance and inspections work at hydrological gauging sites. Assist in the installation of monitoring instruments. Provide assistance to Engineering Technicians in data collection, calibrations and reporting.

ENQUIRIES: Mr. B Pillay Tel No: (031) 336 2700
APPLICATIONS: Midmar: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
FOR ATTENTION: Ms. S Mbongwa
POST 01/80
ASSISTANT TECHNICAL OFFICER (WATER QUALITY MANAGEMENT) REF NO: 290121/59 (X2 POSTS)
Branch: Chief Operations Office-Kwazulu-Natal

SALARY : R173 703 per annum (Level 05)
CENTRE : Durban
REQUIREMENTS : A Senior/ Grade 12 certificate with Mathematics/Mathematics Literacy as a passed subject plus appropriate working experience. A valid driver’s license (Attach a copy). Ability to have good interpersonal relations, flexibility and teamwork. Good verbal and written communication skills. Computer literacy (Word and Excel). Ability to work independently and to work under pressure.

DUTIES : Resource water sampling which includes dams and rivers; water sampling for point source discharge project; providing assistance to Environmental Officers; capturing of data on WMS; ad hoc attendance of meetings and site inspections. Compile and submit Site Inspection Reports. Verification of receipt of laboratory certificates in line with samples taken. General Office Administration.

ENQUIRIES : Mr S Buthelezi Tel No: (031) 336 2700
APPLICATIONS : Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
FOR ATTENTION : Ms. S Mbongwa

POST 01/81
ASSISTANT TECHNICAL OFFICER (WATER USE) REF NO: 290121/60
Branch: Chief Operations Office-Kwazulu-Natal

SALARY : R173 703 per annum (Level 05)
CENTRE : Durban
REQUIREMENTS : A Senior/Grade 12 Certificate with Mathematics/Mathematics Literacy and Geography as passed subjects. A valid driver’s license (Attach a copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team.

DUTIES : Assess completeness of WULAs and conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Requesting of scientific input within the Department using the specified templates. Assist in development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998, with regard to Agricultural, Mining, Industrial and Local Government related water uses. Assist on responding to queries from clients within and outside the department. Assist in the evaluation of license applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management. Assist in the evaluation of Local Government and development license applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to the sector. Quality control and the capturing of data.

ENQUIRIES : Mr. B Mdluli Tel No: (031) 336 2700
APPLICATIONS : Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
FOR ATTENTION : Ms. S Mbongwa

POST 01/82
SENIOR GENERAL FOREMAN REF NO: 290121/61
Branch: NWRI Southern Operations

SALARY : R145 281 per annum (Level 04)
CENTRE : Uitkeer
REQUIREMENTS : A Grade 8 Certificate. One (1) to two (2) years’ experience in general work of mechanical maintenance. A valid code C1 driver’s license (Attach a copy). Good communication, reading and writing skills. Willingness to work shifts, overtime and perform standby duties, including on weekends and public holidays. Must have the

**DUTIES**

Maintenance of mechanical bulk water infrastructure and construction equipment. Do routine maintenance on the equipment. Repair damaged equipment. Refer equipment to other service providers for repairs. Conduct general routine inspection. Supervise subordinates on a regular basis. Keep records of repaired equipment. Keep job cards up to date and repair minor equipment.

**ENQUIRIES**

Mr. JM Viljoen Tel No: (041) 508 9703

**APPLICATIONS**

Uitkeer Please email you application quoting the relevant reference number to SORecruitment@dws.gov.za

**FOR ATTENTION**

Ms. B Gqokoma

**POST 01/83**

SENIOR GENERAL FOREMAN REF NO: 290121/62

Branch: NWRI Southern Operations

**SALARY**

R145 281 per annum (Level 04)

**CENTRE**

Worcester

**REQUIREMENTS**

A Grade 8 Certificate. One (1) to two (2) years’ experience in general work of electrical maintenance. A valid code C1 driver's licence (Attach a copy). Good communication, reading and writing skills. Willingness to work shifts, overtime and perform standby duties, including on weekends and public holidays. Must have the ability to perform under pressure. Work outside in adverse weather conditions, on structures with steep steps and vertical ladders. Work in confined spaces assessable through manholes where poor lighting and little ventilation prevail. Basic knowledge in controlling and managing bulk water supply maintenance on electrical equipment. Basic knowledge in policy implementation. Basic knowledge in routine inspection of equipment. Basic disciplinary knowledge in Occupational Health and Safety. Basic disciplinary knowledge in Public administration. Basic knowledge in supporting water utilization and water resource strategy. Basic understanding of Government legislation.

**DUTIES**

Maintenance of electrical bulk water infrastructure and construction equipment. Do routine maintenance on the electrical equipment. Repair damaged equipment. Refer equipment to other service providers for repairs. Conduct general routine inspection. Supervise subordinates on a regular basis. Keep records of repaired equipment. Keep job cards up to date and repair minor electrical equipment.

**ENQUIRIES**

Mr. MJ Fourie Tel No: (023) 348 5600

**APPLICATIONS**

Uitkeer Please email you application quoting the relevant reference number to SORecruitment@dws.gov.za

**FOR ATTENTION**

Ms. B Gqokoma

**POST 01/84**

TELECOM OPERATOR REF NO: 290121/63

Branch: NWRI Southern Operations

**SALARY**

R145 281 per annum (Level 04)

**CENTRE**

Worcester

**REQUIREMENTS**

A Senior/Grade 12 Certificate. Knowledge of administrative and clerical procedures. Professionalism and strong communication skills as well as interpersonal skills. To operate telecommunication system and report faulty telephone system and other extensions within the organization. Understanding of Public Service Regulations and telephone Etiquette. Basic knowledge of problem solving and analysis. Accountability and ethical conduct. Good verbal and written communication. Ability to communicate in English and Afrikaans.

**DUTIES**

Operating the switchboard by answering the incoming and handling outgoing calls. Transferring calls to relevant extensions. To provide clients with relevant information. Take messages and convey to relevant staff. Keep records of all
outgoing calls. Print and issue telephone database and maintain telephone database. Allocate pin codes when authorized. Handle routine enquiries. Keep reception area clean and tidy. Receive guests and / or visitors. Updating and distributing the internal telephone directory and keeping a database of other important contact numbers. Operate the fax machine. The operator will be responsible for fault reporting on the telephone system and liaising with service providers. Utilize the Telephone Management System to monitor telephone accounts, including printing of reports and verifying information. Keeping and completing registers pertaining to their telephone system and fax machine. Monitor access control – ensuring visitors sign in. Filing of documents, assist with the completion of waybill for courier services. Sign and receive invoices.

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National Water Act (Act no.36 of 1998). Good interpersonal relations (good human relations). Technical skills. Good technical problem solving abilities. Good verbal, written and communication skills as well as the ability and willingness to work as a team.

**DUTIES**: Operate specialized construction equipment; Excavation work at gauging stations using earth moving equipment; Application of safety and precautionary measures (Occupational Health and Safety); Truck driving duties; Transport construction equipment; Load and offload of heavy equipment such as instrumentation enclosures and evaporation tanks (Operate truck mounted crane); Equipment management and maintenance (cleaning and lubrication of machines); Administration (Keep log sheets of vehicles and machines).

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

**APPLICATIONS**: Bloemfontein: Please email your applications quoting the relevant reference number to FSRecruitment@dws.gov.za

**FOR ATTENTION**: Ms. L Wymers

**POST 01/87**: SECURITY OFFICER REF NO: 290121/66
Branch: Operational Integration, Security Health and Safety

**SALARY**: R122 595 per annum (Level 03)

**CENTRE**: Gauteng Provincial Office

**REQUIREMENTS**: NQF level 3 Basic Education and Training qualification. One (1) to two (2) years practical experience will serve as an added advantage. Basic knowledge in security environment. Grade C newly issued PSIRA certificate and registration with PSIRA will serve as an added advantage. (Attach a copy). Sound knowledge, interpretation and application of security code of conduct, security legislations and directives relevant to security operations and management. Good listening, communication, interpersonal skills and ability to interact with people at all levels. Able to work in a team environment. Analytical thinking, problem-solving and excellent report writing skills. Accountability and ability to multitask. Work under pressure, willingness to travel and work extended hours. The incumbent must be prepared to work shifts and overtime when there is a need.

**DUTIES**: Ensure safety and security to the lives, information, property, assets and security interest of the Department. Supervise access control functions. Ensure prohibition of unauthorized persons and dangerous objects from entering the building and premises. Ensure application of emergency procedures. Ensure prohibition of unauthorized removal of equipment’s, information and assets from the building and premises. Handle documents and points of entry in accordance to classification and prescripts of security. Ensure that all incidents, illegal activities and security breaches are recorded and investigated in accordance to prescribed processes and procedures. Provide security related advisory services to management and officials. Ensure efficient record keeping, maintenance and retrieval of documents and reports. Provide operational and administration assistance with regard to security activities, forums, trainings, vetting risk assessments and security reports.

**ENQUIRIES**: Mr. PS Nevhorwa Tel No: (012) 392 1324

**APPLICATIONS**: Gauteng: Please e-mail your application, quoting the post reference number, to: GPRRecruitment@dws.gov.za

**FOR ATTENTION**: Mr. D Masoga

**NOTE**: NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

**POST 01/88**: CLEANER REF NO: 290121/67
Branch: Chief Operations Office-Kwazulu-Natal

**SALARY**: R102 534 per annum (Level 02)

**CENTRE**: Durban

**REQUIREMENTS**: An ABET certificate. Knowledge of cleaning principles. Knowledge of chemical use (dilution / mix). Knowledge of cleaning equipment to be used. Knowledge of health and safety requirements. Knowledge of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.

ENQUIRIES: Ms. T Zungu Tel No: (031) 336 2700
APPLICATIONS: Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
FOR ATTENTION: Ms. S Mbongwa
POST 01/89: GENERAL WORKER REF NO: 290121/68
Branch: NWRI Southern Operations
SALARY: R102 534 per annum (Level 02)
CENTRE: Doornriver
REQUIREMENTS: An ABET certificate. One (1) to two (2) years’ experience. Knowledge of gardening equipment and appliances. Knowledge of lawn care process. Knowledge of the pruning and trimming process and techniques. Willing to work shifts, overtime and perform standby duties including on weekends and public holidays.
DUTIES: The successful candidate will be responsible for the following: Clean and maintain grounds and repair tools and structure such as building, fences using hand and power tools. Mix spray or spread fertilizers using hands or automatic sprayers or spreaders. Provide proper maintenance of sidewalks, driveways, parking lots, fountains, planters and other grounds features. Maintain existing grounds / gardens by caring for sod, plants and trees. Rake and mulch leaves irrigate plants and lawns. Sweep parking lots walkways, ground clean buildings by sweeping washing floors and cleaning windows. Execute minor and major civil oriented maintenance work on terrain, dam, access roads, fence, building and other satellite schemes and dams. Willing to work overtime when required. Willing to undergo formal and informal training. Willing to spend time away from home.

ENQUIRIES: Mr. SP Kanana Tel No: (082) 807 5393
APPLICATIONS: Doornriver: Please email your application quoting the relevant reference number to SORecruitment@dws.gov.za
FOR ATTENTION: Ms. B Gqokoma
POST 01/90: GENERAL WORKER REF NO: 290121/69
Branch: NWRI Southern Operations
SALARY: R102 534 per annum (Level 02)
CENTRE: Breede / Gouritz: Worcester
REQUIREMENTS: An ABET certificate. One (1) to two (2) years’ experience. Knowledge of general work conducted in the civil construction environment. Experience in performing manual work will be an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work projects. Basic knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge of daily maintenance procedures for efficient machine/equipment performance. Basic knowledge in supporting water utilization. Basic knowledge of health and safety procedures. Basic understanding of Government legislation. Communication skills and ability to work in a team. Must be punctual, productive and loyal. Must be able to work away from the office for long periods and stay at camp sites near place of work. Must be able to work in or near rivers and dams.
DUTIES: Repair tools and structures such as buildings, fences and benches using hand and power tools. Site preparation which includes site demolition and clearing of structures and building. Excavation using spades and picks. Correctly assemble reinforcement and shuttering. Mixing and pour of concrete by hand or mechanical equipment. Construct and maintain buildings by painting, hanging of doors, tiling. Remove all construction material from site once construction is completed. Clean site of all rubbish during and after a project. Lubricate all machinery as required.
Inspection of vehicles and machinery. Cleaning of equipment, storage space and work area.

ENQUIRIES  :  Mr. D Mouton Tel No: (023) 348 5600
APPLICATIONS  :  Worcester Please email your application quoting the relevant reference number to SORecruitment@dws.gov.za
FOR ATTENTION  :  Ms. B Gqokoma
NOTE  :  NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 01/91  :  GENERAL WORKER REF NO: 290121/70 (X3 POSTS)
Branch: NWRI Central Operation

SALARY  :  R102 534 per annum (Level 02)
CENTRE  :  Usutu Vaal
REQUIREMENTS  :  An ABET level 4 certificate (Grade 9). 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 DJ Mbokazi Tel No: (017) 712 9429
APPLICATIONS  :  Usutu Vaal: Please email your applications quoting the relevant reference number to GW@dws.gov.za
FOR ATTENTION  :  Mr KL Manganyi

POST 01/92  :  GROUNDSMAN REF NO: 290121/71
Branch: NWRI Central Operation

SALARY  :  R102 534 per annum (Level 02)
CENTRE  :  Central Operations: Usutu Vaal
REQUIREMENTS  :  An ABET level 4 certificate (Grade 9). 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. DJ Mbokazi Tel No: (017) 712 9429
APPLICATIONS  :  Central Operations: Tugela Vaal, Please email your applications quoting the relevant reference number to GR@dws.gov.za
FOR ATTENTION  :  Mr KL Manganyi