DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 10 May 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 exceed 10mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants 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 pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on http://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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.

OTHER POSTS

POST 14/129 : SCIENTIFIC MANAGER GRADE A: REF NO: 100521/01
Branch: Planning and Information Integrated Water Resources Information Systems

SALARY : R898 569 per annum (All-Inclusive Salary Osd Package)
CENTRE : Pretoria Head Office
REQUIREMENTS : An MSc Degree or relevant qualification. Six (6) years post qualification natural scientific experience. Compulsory registration with SACNASP as a professional Natural Scientist. Appropriate experience in business analysis, systems analysis, systems design, systems development. Good problem solving skills. Good technical report writing skills. Information systems project management skills. A valid driver’s licence (Attach a copy). A proven ability to manage a multidisciplinary group of scientists and other professionals. Good conceptual thinking skills are essential. Knowledge of geographical information systems (GIS).

DUTIES : Head the Sub-directorate: Integrated Water Resources Information Systems. Coordinate the maintenance and enhancement of the National Integrated Water Information System (NIWIS). Coordinate and conduct business analysis for integrated water information systems. Coordinate acquisition and management of data streams for integrated water information systems. Coordinate systems analysis and design of integrated water information
systems. Mentor and develop personnel. Lead and manage information systems projects.

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

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

POST 14/130
ENGINEER PRODUCTION GRADE A-C (CIVIL) REF NO: 100521/02
Branch: NWRI Southern Operations

SALARY
R718 059 – R1 090 458 per annum (All-Inclusive Osd Salary Package) (Offer Will Be Based on Proven Years of Experience)

CENTRE
Port Elizabeth

REQUIREMENTS
An Engineering degree (B Eng / BSC (Eng) or relevant qualification. Three (3) years post qualification engineering experience required. A valid driver’s licence (Attach a copy). Compulsory registration with ECSA as a Professional Engineer. (Attach a copy) Knowledge of the following fields will be an added advantage: Water infrastructure maintenance management, Flood Hydrology, Engineering Economics, Project Management, Water resources system operation, Environmental management, General Conditions of Contract for Construction Works, the National Water Act and the Public Finance Management Act.

DUTIES

ENQUIRIES
Mr G Daniell Tel No: (041) 508 9706

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

FOR ATTENTION
Ms. B Gqokoma

POST 14/131
ENGINEER PRODUCTION GRADE A-C REF NO: 100521/03
Branch: Chief Operations Office: Free State: Water Sector Planning and Support

SALARY
R718 059 – R1 090 458 per annum (All-Inclusive Osd Salary Package) (Offer Will Be Based on Proven Years of Experience)

CENTRE
Bloemfontein

REQUIREMENTS
An Engineering degree (B Eng/Bsc (Eng) or relevant qualification. Three (3) years post qualification engineering experience required. Compulsory registration with ECSA as Professional Engineer (Proof of registration must be attached). A valid driver’s licence (Attach a copy). Sound knowledge of integrated water resource management and water services. Knowledge and understanding of the water sector. Knowledge of relevant legislation such as NWA, WSA, NEMA, etc and related policies, regulations, principles, guidelines, tools and procedures. Implementation and monitoring. Excellent communication skills including verbal, technical report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multidisciplinary team. Willingness to work abnormal hours and under pressure as well as travel comprehensively within the Province and nationally as and when required. Project and programme management. Financial management skills.

DUTIES
Evaluation of existing technical manuals, standard drawings and procedures to guide and inform the necessary interventions by the WSIs. Ensure that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering manuals according to prescribed norms and standards. Develop and prepare tender specifications for departmental planning projects. Review
and assist WSI with infrastructure master plans, reliability plans for water and sanitation, operations and maintenance plans. Ensure water services and resources projects comply with the departmental planning pre-requisites such as feasibility studies and implementation readiness studies. Provide technical guidance during the review and assessment of project business plans, technical reports, etc. Water resource planning to ensure equitable water allocation to the various sectors including participation in development or review of dam operating rules. Ensure training and development of technicians, engineers to promote skills and knowledge transfer including adherence to sound engineering principles and code of practice. Administer performance management and development. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Continuous professional development to keep up with new technology and procedures.

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

POST 14/132: ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 100521/05
Branch: NWRI: Project Support

SALARY: R376 596 per annum (Level 9)
CENTRE: Pretoria Head Office
REQUIREMENTS: A National Diploma or Degree in Administration or relevant qualification. Three (3) to five (5) three years relevant experience in administration with two (2) years’ experience in supervisory role. Knowledge of development of business plans and reporting requirements. Knowledge and experience in financial management and budgeting. A valid driver’s licence (Attach a copy). High-level proficiency in relevant computer applications (packages such as Microsoft Excel, PowerPoint, MS Word, and Internet). Ability to work under pressure and deadline oriented. Ability to plan, organise and co-ordinate the allocated activities. Experience in a project management environment would be beneficial. Skills and Competencies: Interpersonal, communication, report writing and presentation skills. Analytical thinking. Honesty and Integrity. Innovative and creative. Problem solving, Report writing and decision making skills.

DUTIES: Managing administrative and co-ordination support to the component. Assist with planning and implementation in respect of business plan of the directorate. Assist with the Strategic planning for the component. Ensuring accurate administration of information data. Respond to general enquiries regarding administration. Ensuring monthly reports available for managers. Expert advice on administration information implementation to managers. Overseeing the utilization of board rooms, equipment’s and liaising with relevant stakeholders. Provide office reception services for the Directorate. Manage cleaning and all telephone administration matters. Supervise staff and oversee the work of subordinates. Handle disciplinary matters as well as ensure training and development of subordinates. Manage all administrative agreements/leases and contract management of accommodation requests under the Trading Account. Handle general administrative support including the arrangement of secretarial services for the Directorate meetings for the effective and efficient functioning of the office. Draft routine correspondence and reports. Arrange workshops/ conferences. Process/check correctness of travel claims. Form part in the budgeting process of the Sub-Directorate.

ENQUIRIES: Ms P Moodley, Tel No: (012) 336 6929 / 7247
APPLICATIONS: Head Office (Pretoria): Please email your applications quoting the relevant reference number to recruitment@dws.gov.za

POST 14/133: SENIOR SAFETY OFFICER (HEALTH AND SAFETY OFFICER) REF NO: 100521/06
Branch: NWRI Northern Operations

SALARY: R316 791 per annum (Level 8)
CENTRE: Hartbeespoort Area Office
**REQUIREMENTS**


**DUTIES**

To manage and co-ordinate implementation of the OHS Act. To develop SHE management systems. Interpret and coordinate recommendations from internal and external auditors report. Manage implementation of the Hazard Identification Risk assessment. Investigate all fatalities and report to the Department of Labour and the person appointed in terms of section 16.2 (Chief Director /Director). Compile Occupational Health and Safety budget. Conduct regular site inspection. Develop monthly and quarterly reports on fatalities, serious injuries and all related issues described on the incident reporting matrix. Assist with implementation of the OHSA system. Manage Compensation for Occupational Injuries and Diseases Act (COIDA). Promote safety awareness in working environment. Ensure adequate support to team members. Ensure a culture of innovation and performance. Develop and implement a performance improvement suggestion scheme. Advise top management, as well as relevant sector bodies, on policies and strategies relevant to the section. Communicate effectively with stakeholders in the sector about the function of the section. Develop strategic plan for the section. Ensure that occupational health and safety rules are observed in a working environment. Distribution of emergency procedures and fire safety programs. Manage Human Resources within the section. Promote awareness safety programs. Liaise with fire Department regarding emergency procedures. Conduct safety inspections. Assist with the promotion of health and safety programs. Assist in the Basic Occupational Health and Safety policy implementation. Assist with the development of appropriate maintenance procedures through Best Practices. Assist in the organization and facilitation of workshops to create awareness on policies and guidelines.

**ENQUIRIES**

Mr JJ Pretorius, Tel No: (087)943 3719

**APPLICATIONS**

Hartbeespoort Area Office: Please email your application quoting the relevant reference number to HBPrecruitment@dws.gov.za

**FOR ATTENTION**

Mr S Murunzi

**POST 14/134**

ENGINEERING TECHNICIAN: GRADE A REF NO: 100521/07

Branch: Chief Operations Office: Free State: Water Sector Planning and Support

**SALARY**

R311 859 per annum (OSD) (Offer Will Be Based on Years of Experience)

**CENTRE**

Bloemfontein

**REQUIREMENTS**

A National Diploma in Engineering. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician (proof of registration must be provided). A valid drivers licence (Attach a copy). Knowledge and understanding of the water sector: relevant legislations (NWA, and NEMA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation, project management and monitoring. 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 provincial/country wide. Proven liaison and networking skills especially as they relate to corporate governance.

**DUTIES**

Perform duties in the Free State Region Office in the Directorate: Planning and Information. The incumbent will be required to assist with evaluation of existing technical manual, standard drawings and procedures to guide an inform the necessary interventions by the water services institutions. Ensure planning and design manuals submitted are according to sound engineering principles and
comply with norms and standards and the approval thereof. Develop and prepare tender specifications for departmental planning projects. Provide technical guidance during the review and assessment of project business plans, technical feasibility reports, etc. Assist with the review of water services institutions infrastructure master plan, reliability plans for water and sanitation, etc.

ENQUIRIES: Ms G Venter, 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 14/135: ENGINEERING TECHNICIAN: GRADE A REF NO: 100521/08
Branch: Chief Operations Office; Free State: Infrastructure Development and Maintenance

SALARY: R311 859 per annum (OSD) (Offer Will Be Based on Years of Experience)
CENTRE: Bloemfontein
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 (proof of registration must be provided). A valid driver’s licence (Attach a copy). Knowledge and understanding of the water sector: relevant legislations (NWA, and NEMA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation, project management and monitoring. 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 provincial/country wide. Proven liaison and networking skills especially as they relate to corporate governance and stakeholder.

DUTIES:
Perform duties in the Free State Region Office in the Directorate: Infrastructure Development & Maintenance with a particular emphasis on the management, implementation, supervision and monitoring of the Regional Bulk Infrastructure Grant (RBIG), Water Services Infrastructure Grant (WSIG), Municipal Infrastructure Grant (MIG), Buckets Eradication Programme (BEP) and other civil engineering projects. It will be required from the incumbent to manage and monitor projects contractually, financially and technically. An intimate knowledge of the General Conditions of Contract (GCC) and the Guidelines for Human Settlement, Planning & Design ("Red Book") are a requirement.

ENQUIRIES: MR MJ Manyama, 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 14/136: CHIEF SECURITY OFFICER REF NO: 100521/09
Branch: NWRI Central Operations: National Key Point

SALARY: R257 508 per annum (Level 7)
CENTRE: Vaal Dam
REQUIREMENTS:
A Senior/Grade 12 certificate. Security Grade A Certificate, valid PSIRA registration (Attach copy). A Security related National Diploma or Degree will serve as an added advantage. Three (3) to five (5) years’ experience in a security environment. National Key Point Certificate (NKCP). SAPS Firearm Competency certificate (Rifle, Shotgun and Pistol). A valid driver’s licence (Attach a copy). Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge and experience of emergency procedures. Knowledge of Health and Safety. Computer literacy and skills in MS Office Software package. Sound knowledge, interpretation and application of security code of conduct, security legislations and directives. Good listening, communication, interpersonal skills, ability to interact with people at all levels and work in a team environment. Analytical thinking, problem-solving, ability to handle conflict and excellent report writing skills. Work under pressure, willingness to travel throughout the region and work extended hours. Willing to undergo security clearance.
**DUTIES**

Align and implement security policies and regulations. Ensure firearm regulation is implemented accordingly. Coordination of training on firearms as to ensure competency. Implement emergency contingency and procedures. Conduct site inspections on official residence and offices. Safeguard Departmental assets. Conduct security awareness. Manage the total physical security at the area offices and NKP. Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS/MPSS. Maintain and implement physical security measures to minimize risks. Monitor and inspect security control registers. Inspections of all installations of all buildings and advice management of all risks. Investigate all incidents that have occurred in the offices and liaise with relevant stakeholders. Develop and implement the contingency and disaster recovery plan in terms of the relevant legislation. Liaise with National Intelligence Agency (NIA), South African Police Services (SAPS), other security agencies and DWS National Security Manager. Manage private security service provider’s contracts. Provide operational and administrative assistance with regard to security activities, forums, trainings, vetting, risk assessments and security reports. Manage and evaluate staff performance on an on-going basis. Must be prepared to work overtime when there is a need and be willing to travel. Conduct investigations where necessary.

**ENQUIRIES**

Mr Charles Mokone Tel No: (016) 371 3034

**APPLICATIONS**

Vaal Dam: Please email your applications quoting the relevant reference to CSO@dws.gov.za.

**FOR ATTENTION**

MR KL Manganyi

**POST 14/137**

ACCOUNTING CLERK REF NO: 100521/10

Branch: Chief Operations Office Western Cape, Div: Financial Management: Main Account

**SALARY**

R173 703 per annum (Level 5)

**CENTRE**

Bellville

**REQUIREMENTS**

A Senior/Grade 12 certificate with Accounting or Financial Accounting as a passed subject qualification. Basic knowledge and understanding of Public Service policies and financial legislations, i.e. Treasury Regulations, PFMA and DORA. Ability to understand and interpret departmental budgeting and financial management processes. Knowledge of BAS or other government financial management systems. Sound reasoning, mathematical, problem solving and analytical ability. Client orientation and customer focus. Good communication skills both (verbal and written). Ability to work effectively under pressure. Be computer literate, i.e. MS Word, MS Excel, MS Outlook, MS PowerPoint and Internet Explorer.

**DUTIES**

Provide assistance in compilation of Medium Term Expenditure Framework (MTEF) and Estimate on National Expenditure (ENE). Assist in arranging expenditure and budget control meetings and attend such meetings on request. Assist in preparing variety of financial budgetary reports, i.e. Cash Flow Report or IYM on a monthly basis. Responsible for capturing budget on Basic Accounting Systems (BAS). Responsible for compilation of journals in order to correct misallocation and misclassification of expenditure. Provide assistance in the facilitation of reallocation of funds and fund shift. Capture decision in respect of reallocation of funds and fund shift on BAS. Assist in providing correct financial item codes, in order of SCOA, to the end-user. Extract variety of reports from BAS as per request and upon instruction by the supervisor. Assist in drafting budget allocation letters and ensure timely submission to budget holders. Assist and give input during the preparation of regional business and operational plans. Render assistance in relation to general administrative functions as required in management accounting section. Responsible for maintaining effective internal filling system of the section.

**ENQUIRIES**

Mr E Mahasela, Tel No: (021) 941 6091

**APPLICATIONS**

Western Cape (Bellville): Please email your applications quoting the relevant reference number to WCrecruitment@dws.gov.za

**FOR ATTENTION**

Ms K Melelo
**POST 14/138** : ADMINISTRATION CLERK REF NO: 100521/11  
Branch: Chief Operations Office Western Cape, Div: Corporate Services  

**SALARY** : R173 703 per annum (Level 5)  
**CENTRE** : Bellville  
**REQUIREMENTS** : A Senior / Grade 12 certificate. Knowledge of clerical functions, practices as well as the ability to perform administrative duties, capture data, operate a computer and collate administrative statistics. Be computer literate and have sound knowledge of Microsoft Office, i.e. MS Word, MS Excel, MS Outlook, MS PowerPoint and Internet Explorer. Basic knowledge of the Public Financial Management prescripts. Knowledge of basic Treasury Regulations. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility. Team work. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct. Planning and organising. Good verbal and written communication skills.  

**DUTIES** : Book flights and accommodation in the Region. Compare quotes from the service provider (travel agency). Ensure that order numbers are allocated to each booking. Issue vouchers or confirmations to the travellers/officials. Handle routine enquiries. Cell phone, labour devices and data lines management. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Type letters or other correspondence when required. Reconcile and preparation of invoices for payment. Keep and maintain the coming and outgoing document register of 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 offices stationary. Keep and maintain the asset register of the component. Assist with any other office administration duties when needed. Assist with switchboard duties and minute taking when needed.  

**ENQUIRIES** : Mr AV Qhina, Tel No: (021) 941 6113.  
**APPLICATIONS** : Western Cape (Bellville): Please email your applications quoting the relevant reference number to WCrecruitment@dws.gov.za  
**FOR ATTENTION** : Ms K Melelo  

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**POST 14/139** : ADMINISTRATION CLERK: WARMS REF NO: 100521/12  
Branch: Chief Operations Office Western Cape, Div: Water Use License Authorization  

**SALARY** : R173 703 per annum (Level 5)  
**CENTRE** : Bellville  

**DUTIES** : Implement administrative procedures for the component. Implement policies. Implement action plan for the section. Adhere to the financial procedures in the section. Compile monthly reports. Advise management on good administrative practices. Provide feedback on identified administrative gaps. Serve as the main interface between the clients and other functions in the national water use registration process including capturing of WULAS and the handling of enquiries from clients. Handle all aspects relating to the filing and retrieval of water use files. General office administration.  

**ENQUIRIES** : Ms H Khoza, Tel No: (021) 941 – 6083.  
**APPLICATIONS** : Bellville: Please email your applications quoting the relevant reference number to WCrecruitment@dws.gov.za  
**FOR ATTENTION** : Ms K Melelo
POST 14/140 : ADMINISTRATION CLERK REF NO: 100521/13
Branch: NWRI Northern Operations

SALARY : R173 703 per annum (Level 5)
CENTRE : Hartbeespoort Area Office
REQUIREMENTS : A Senior / Grade 12 certificate. Experience in 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 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. 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 Office. Log sheets verification prior to submission for approval. Responsible for records management in respect of expenditures. 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 : Mr TG Monaisa Tel No: (012) 200 9000
APPLICATIONS : Hartbeespoort: Please email your application quoting the relevant reference number to HBPreruitment1@dws.gov.za
FOR ATTENTION : Mr S Murunzi

POST 14/141 : SUPPLY CHAIN CLERK : ASSETS MANAGEMENT CHECK REF NO: 100521/14
Branch: NWRI Eastern Operations

SALARY : R173 703 per annum (Level 5)
CENTRE : Midmar Dam
REQUIREMENTS : A Senior / Grade 12 certificate. Basic knowledge of supply chain and asset management duties and practices as well as the ability to capture asset related data, operate word and excel computer program and collecting statistics. Basic knowledge of work procedures in terms of the asset management working environment. Working knowledge and understanding of SCM and Asset Management legislation framework governing the public service. Proven knowledge of SAP Asset Management Module, team work, basic knowledge of problem solving and analysis. People and Diversity Management. Client Orientation and Customer focus. Good communication skills (verbal and written). Accountability and Ethical Conduct.

DUTIES : Render asset management clerical support. Compile and maintain asset records. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify all movable and immovable asset and general asset register maintenance. Render demand and acquisition clerical support for movable asset services. Update and maintain lease and losses register. Create asset master-data on SAP System. Provide secretariat functions on various asset committees. Render logistical support services for asset section including receiving, bar-cording and distribution of assts. Receive asset related acquisition requests from end users.

ENQUIRIES : Mr S Ngobese Tel No: (033) 239 1900
APPLICATIONS : Midmar Dam: Please email your application quoting the relevant reference number to EopsRecruitment4@dws.gov.za
FOR ATTENTION : Ms. T Sindane
POST 14/142 : SECURITY OFFICER REF NO. 100521/15 (X4 POSTS)
(Fixed Term Contract: Duration: X 3 Months)
Branch: Chief Operations Office-Kwazulu-Natal

SALARY : R122 595 per annum, (Level 3) Plus 37% In Lieu of Benefits
CENTRE : Durban
REQUIREMENTS : A Grade 10 certificate. Basic security Officer’s course and training. A valid Grade C PSiRA certificate (Attach a copy). Valid firearm competency certificate (Added Advantage). Knowledge of security code of conduct. Applicant must have a good knowledge of access control procedures, measures for the movement of equipment and stores, knowledge of relevant emergency procedures and relevant legislation. Must possess the following skills: report writing skills, investigation, riot control, effective communication, searching and evacuation as well as first aid and fire prevention competencies certificate. Participate in all OHS related matters. Must be willing to work shifts including weekends and public holidays. Must be clear of any or pending criminal records.

DUTIES : Perform security services through protection, safe guarding and access control with regard to Departmental premises and their contents. Ensure safety in the building and the premises through applying emergency procedures and alert emergency services and departmental management according to the prescribed security procedures, rules and regulations. Perform perimeter patrols. Ensure the prohibition of unauthorized removal of equipment, documents and stores from building or premises. Ensure that all incidents are recorded in the occurrence booksregisters and reported to the supervisor.

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

POST 14/143 : DRIVER REF NO: 100521/16
Branch: Chief Operations Office North West

SALARY : R122 595 per annum, (Level 3)
CENTRE : Hartbeespoort
REQUIREMENTS : A Grade 10 certificate. A valid driver’s licence (Attach a copy). Five years’ experience as a driver. Experience in messenger services. Knowledge of driving services. Knowledge of operating equipment. Basic knowledge of organisational policies and procedures. Basic literacy (read and write) and language skills. Basic knowledge of government regulations, practice notes, circulars and policy frameworks. Basic knowledge of financial management and PFMA. Interpersonal relations. Accountability and ethical conduct. Client orientation and Customer focus. Good communication skills. Knowledge of analytical procedures.

DUTIES : Operation of light motor vehicles. Keep record of logbooks, implement best practices of driving services, analyse logistics operations, delivery and collection of passengers, packages, documents and small volume supplies, maintenance of register regarding deliveries and pickups. General maintenance of light motor vehicles. Check records of vehicles to be serviced every months, formulate procedures on issuing of vehicles, function in accordance with applicable transport policy requirements, routine maintenance of vehicles, routine inspection for visible defects around the exterior of the vehicle. Maintenance of light motor vehicles. Recording of fuel and fluid levels and operations of vehicles. Storage of light motor vehicles. Ensure vehicles are kept safe, ensure hazards are cleared where vehicles are parked, ensure that vehicles are parked and issued according to government legislation

ENQUIRIES : Ms MM Phajane Tel No: (018) 387 9500
APPLICATIONS : North West (Mmabatho): Please email your application quoting the relevant reference number to NWRecruitment@dws.gov.za OR Post applications to: Department of Water and Sanitation; Private Bag X5 Mmabatho; 2735
FOR ATTENTION : Mr M.J. Ntwe
POST 14/144  :  CLEANER REF NO: 100521/17 (X7 POSTS)
Branch Chief Operations Office Eastern Cape

SALARY :  R102 534 per annum (Level 2)
CENTRE :  King William’s Town (X6 Post)
           Cradock (X1 Post)

REQUIREMENTS :  An ABET certificate. Experience in cleaning will serve as an added advantage. 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


ENQUIRIES :  Mr. S Dyolisi Tel No: (043) 604 5425
APPLICATIONS :  Eastern Cape King Williams Town and Cradock: Please email your applications quoting the reference number to ECRecruitment@dws.gov.za
FOR ATTENTION NOTE :  Preference will be given to the community residing within or around designated areas

POST 14/145  :  GENERAL WORKERS REF NO: 100521/18 (X50 POSTS)
Branch: NWRI Northern Operations

SALARY :  R102 534 per annum (Level 2)
CENTRES :  Hartbeespoort Area Office: (Mechanical Maintenance(X3 Posts)
           Marico Bosveld (X2 Posts)
           Upper Molopo (X1 Post)
           Klein Maricooport (X1 Post)
           Lindley Spoort (X2 Posts)
           Bospoort Dam (X1 Post)
           Buffelspoort (X2 Posts)
           Electrical Maintenance (X2 Posts)
           Civil Maintenance (X2 Posts)
           Roodplaats Dam(X1 Post)
Tzaneen Area Office: Vondo Dam (X2 Posts)
           Levubu Canals(X7 Posts)
           Tshakhuma (X1post)
           Glen Alphine Dam(X1 Post)
           Damani Dam (X2 Posts)
           Middle Letaba (X4 Posts)
           Nzhelele Dam (X6 Posts)
           Tzaneen Village (X1post)
           Sterk Rivier (X1 Post)
           Electrical Maintenance (X1 Post)
           Mechanical Maintenance (X2 Posts)
           Civil Major Maintenance (X3 Posts)
           Civil Maintenance (X2 Posts)

REQUIREMENTS :  An ABET certificate. One (1) to two (2) years’ experience as a General Worker will be an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of the pruning and trimming process and techniques. Basic knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge daily maintenance procedures for efficient machine/equipment performance. Basic in supporting water utilisation and water resource strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Knowledge of using a bush cutter, Submersible pumps, chain blocks and overhead cranes. Good communication interpersonal relations.
skills. Ability to work under supervision and in a team. Must be punctual, productive and loyal.

**DUTIES**

Load and off load of tools, materials and equipment on a daily basis. Assist with the cleaning and repair of water supply/distribution system (canals, drains, dams, pipelines, structures etc.) during dry periods. Assist with the cutting and removing of grass, brush, trees from all servitude’s as instructed. Assist with the reparation of all fencing as well as installation of new fencing when required. Assist with the mixing of concrete as required. Assist with the construction of concrete canals as well as placing of concrete for buildings and structures when required. Operate brush cutter and slasher as required. Maintain and take care of machinery, equipment, tools and goods. Assist with painting of equipment. Assist with the cleaning and repair of mechanical equipment (valves, generators, gearboxes, pipes etc.). Assist with construction of steel structures. Assist with the cleaning and repair of electrical equipment (electric panels, electric cables, lights, electric starters etc.) which may entail digging of holes and trenches.

**ENQUIRIES**

Hartbeespoort Mr. JJ Pretorius Tel No: (087)943 3719
Tzaneen Area Office Mr. KS Thantsha Tel No: (015)307 8600

**APPLICATIONS**

Hartbeespoort Area Office: Please email your application quoting the relevant reference number to HBPrecruitment@dws.gov.za For attention: Mr. S Murunzi
Tzaneen Area Office: Please email your application quoting the relevant reference number to TZNrecruitment@dws.gov.za For attention: Mr. S Murunzi

**NOTE**

Preference will be given to the community residing within or around designated areas