

## DEPARTMENT OF WATER AND SANITATION

- CLOSING DATE** : 9 July 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 Sanitation's 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 5mb) 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.

## MANAGEMENT ECHELON

- POST 23/51** : **PROJECT MANAGER: WATER SERVICES REGIONAL BULK INFRASTRUCTURE PROGRAMME REF NO: 090721/01**  
Branch: Chief Operations Office: Eastern Cape
- SALARY** : R1 057 326 per annum (Level 13) (All-Inclusive Salary Package)
- CENTRE** : King Williams Town
- REQUIREMENTS** : A Degree in Civil Engineering (NQF 7) or equivalent. Five (5) years middle/senior managerial experience. At least 10 years Programme and Project management experience within the Water Sector environment with specific reference to the infrastructure development of bulk water and sanitation projects for domestic supply. A valid driver's license (Attach a copy). A pre-entry certificate obtained from the National School of Government is required prior to the appointment (\*Refer to SMS note above). Registration as a Professional Engineer /Technologist with Engineering Council of South Africa (ECSA) will be an added advantage. Knowledge and understanding of process facilitation or stakeholder engagement. Must appreciate the value of collaborative decision making e.g. drawing agreements. Understand how government functions. Knowledge networking. Understanding of e-collaboration and networking with sound written and verbal communication skills. Strategic capacity and leadership. Programme and project management. Financial management. People Management and Empowerment Knowledge Management. Change management.
- DUTIES** : Develop policies on Regional Bulk Water Infrastructure Programme for the component. Ensure that policies bulk infrastructure programme is aligned to strategic plan. Ensure that plan is available for Water Bulk Infrastructure programme. Implement Water policies for regional bulk supply of water. Compile monthly. Water Bulk Infrastructure Programme implemented. Policies are developed and implemented. Monthly reports

compiled. Facilitate and support implementation of Regional Bulk Infrastructure Programme for the Region. Regional bulk infrastructure programme implemented in the regions. Various Water Sectors consulted on water issues. Needs of business sectors catered for on Water Bulk Infrastructure programme. Implement Water policies for regional bulk supply of water. Compile monthly reports. Bulk infrastructure programme implemented in the Region. Business sector needs analysed for proper implementation. Integrated water polices implemented promote partnerships between government, public entities, private sector and civil society in order to meet WS targets. Support development of provincial sector plans and their alignment to bulk Infrastructure Programme. Regional bulk infrastructure programme implemented in the regions. Various Water sectors consulted on water issues. Needs business sectors consulted on Water Bulk Infrastructure programme. Implement Water policies for regional bulk supply of water. Compile monthly reports. Regional bulk infrastructure programme implemented in the regions. Various Water Sectors consulted on water issues. Needs analysis of Regional bulk infrastructure programme implemented in the regions. Various Water Sectors consulted on water issues. Promote partnerships between government, public entities, private sector and Civil Society regarding Bulk Infrastructure Programme in the Region. Ensure that Water Supply is available for all business sectors. Avail raw water supply for all municipalities. Ensure that all other Water key stakeholders are communicated with regarding water issues. Various key stakeholders consulted on water issues. Assure that Water Supply Regional Infrastructure Programme is budgeted for on Medium Term Expenditure Frame Work. Compile budget for building Water Regional Infrastructure programme. Do monthly reporting. Do early warning systems. Ensure that budgeted funds are used properly MTEF Budget compiled for the region. Ensure that Monitoring and Evaluation for Bulk Infrastructure Programme is conducted properly in the Regions. Compile reports on monitoring and evaluation. Ensure that projects of projects of Water Bulk supply carried out as planned. Ensure that plan is available for Water Bulk Infrastructure Programme are utilized as in accordance with a plan. Implement Water policies for regional bulk supply of water. Compile monthly reports. Polices on regional bulk infrastructure programme are implemented. Monitoring and Evaluation implemented on Bulk Infrastructure programmes.

**ENQUIRIES** : Ms P Makhanya Tel No: (043) 604 5401  
**APPLICATIONS** : King Williams Town: Please email your application quoting the relevant reference number to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)  
**FOR ATTENTION** : Ms. L Mabile

#### OTHER POSTS

**POST 23/52** : **ENGINEER PRODUCTION GRADE A-C (CIVIL) REF NO: 090721/02**  
 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 license (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** : Condition assessment of bulk raw water infrastructure. Risk based programming of infrastructure maintenance and rehabilitation. Planning of infrastructure projects. Designing rehabilitation solutions to infrastructure failure. Preparing drawings and tender documentation for infrastructure maintenance and rehabilitation projects. Managing procurement of service providers to do rehabilitation and maintenance work. Serving as Client's Agent in construction contracts. Managing maintenance and rehabilitation projects and programmes including planning, cost management and progress reporting. Inputs into the development of annual performance plans and budget for the sub-directorate Technical Support Services. Management of staff under his/her supervision. Capacity building and technical assistance on bulk raw water infrastructure to stake holders. Mentoring of graduates and technicians.

**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](mailto:SORecruitment@dws.gov.za)

**FOR ATTENTION** : Ms. B Gqokoma

**POST 23/53** : **ASSISTANT DIRECTOR: CAPACITY BUILDING REF NO: 090721/04**  
Branch: Chief Operations Office: Free State: Water Sector Support

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

**CENTRE** : Bloemfontein

**REQUIREMENTS** : A National Diploma or Degree in Social Science. Three (3) to five (5) years' experience in the water sector. A valid license (Attach a copy). Knowledge and understanding of policies and guidelines governing the water sector. Knowledge and understanding of local government. People management and financial management skills. Knowledge of PFMA. Project management, presentation and facilitation skills. Good communication skills (verbal and written). Diversity management. Strategic capability and leadership. Computer literacy.

**DUTIES** : The provision of support to the development and implementation of water services delivery programmes. Strategic alignment. Arranging various forums to give inputs in policy formulation. Ensure retain strategies are developed. Determine skills development priorities. Analysis of the skills demand and trends, and supply issues within the sector. Identify a set of water and sanitation sector specific objectives and goals to meet water needs, economic or industrial sector growth strategies and address scarce and critical skills in the sector. Development of Education and Training Implementation framework with clear targets. Promote Water Advocacy programmes. Financial management and formulae for grant funding. Formalize and strengthen existing mechanism and processes for capacity building. Investigate the feasibility of various investments models and make recommendations. Ensure the sector skills plans resonate with the strategic objectives and actions of the MWRS 2 Water Sector Capacity building plans. Promote sector intelligence depending on institutional mandates. Contributing to the identification of needs for capacity-building actions through the needs collection analysis. Agreements with sector partners and define the mandates and roles of each partners. Strategies for improved communication and links between regulations and monitoring, institutional support and skills development. Promote integrated Governance for the Water and Sanitation Sector. Support initiatives to professionalize the water sector training and skills development. Coordinate meeting and steering groups / forums project activity for reporting purposes. Create an integrated approach to education, training and public awareness. Network with internal and external stakeholders in the Water and Sanitation sector. Develop monitoring and evaluation systems for all water and sanitation projects. Establish monitoring the programme indicators (result indicators, output indicators at programme level, performance review information. Contribute to the implementation of the programme evaluation plan. Monitoring and reviewing progress in the implementation of capacity building activities, including design of evaluation frameworks.

**ENQUIRIES** : Ms. P Sobuwa Tel No: (051) 405 2246

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

**FOR ATTENTION** : Ms. L. Wymers.

**POST 23/54** : **CONTROL SCIENTIFIC TECHNICIAN GRADE A REF NO: 090721/05**  
Branch: Chief Operations Office Western Cape

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

**CENTRE** : Bellville

**REQUIREMENTS** : A National Diploma in Science or relevant qualification preferably in the fields of Geotechnology. Compulsory registration with SACNASP as a certificated Natural Scientist. Six (6) years post qualification experience. A valid driver's license (attach a copy). Programme and project management. Scientific methodologies. Research and development. Computer aided scientific applications. Knowledge and legal compliance. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Mentoring. Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Networking. People management. Planning and organizing. Conflict management. Change management. Problem solving and analysis.

**DUTIES** : Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation for and participation in research activities groundwater data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical/scientific data, information and advice. Preparation of data and routine interpretation. Groundwater database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical customize operational procedures. Continuous professional development to keep up with new technologies and procedures. Conceptualize and development of scientific equipment. Equipment review. Publish and present technical reports and research findings. Liaise with relevant bodies/councils on technology-related matters. Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the PMDS of staff.

**ENQUIRIES APPLICATIONS** : Mr B Zenzile Tel No: (021) 941 6219  
: Western Cape (Bellville): Please email your application quoting the reference number to [WCRrecruitment@dws.gov.za](mailto:WCRrecruitment@dws.gov.za)  
**FOR ATTENTION** : Ms K Melelo.

**POST 23/55** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 090721/06**  
Branch: NWRI Head Office

**SALARY** : R376 596 per annum (Level 9)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A National Diploma or Degree in Public Administration or relevant qualification. A minimum of three (3) year functional experience in functional experience in financial administration with two (2) years being in a supervisory level. Experience of working in an Engineering environment would be beneficial. Knowledge of the Public finance management Act, Treasury Regulations and guidelines, PMDS, administration procedures required. Knowledge of the principles and practice of financial accounting. Working knowledge of government financial systems (BAS, PERSAL, LOGIS, SAP) is recommended. An understanding of supply chain management policies and procedures. Computer literacy. Sound interpersonal skills and communication skills (verbal and written). Must be able to work under pressure, be self-motivated responsible and reliable.

**DUTIES** : providing advice and support to management regarding to SCM, ICT, Finance, HR and Administration. Responsible for implementation and compilation of the sections operational plans. Collate budget inputs and cash flows from line managers. Prepare budget submissions during the annual budget process. Co-ordinate the shifting of funds as necessary in consultation with the relevant managers. Prepare monthly expenditure reports and submit to management for financial reporting. Manage the processing of paying transactions in line with financial management prescripts. Ensure that all financial records are in compliance with financial policies. Implement internal control measures and attend to the relevant internal and external queries including audit queries. Assist with reports on unauthorized, irregular fruitless and wasteful expenditure. Provide budget and financial support to management.

**ENQUIRIES APPLICATIONS** : Mr. V Monene, Tel No: (012) 336 7842  
: Head Office (Pretoria): Please email your application quoting the relevant reference number to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)  
**FOR ATTENTION** : Ms. L Mabile

**POST 23/56** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 090721/16**  
Branch: Chief Operations Office: Limpopo

**SALARY** : R376 596 per annum (Level 9)  
**CENTRE** : Polokwane  
**REQUIREMENTS** : A Degree in Financial Management / Financial Accounting at NQF 7. Three (3) to Five (5) years' experience in financial administration and supervisory. A valid driver's license (Attach a copy)). Knowledge of Treasury Regulations and guidelines, Public Finance Management Act (PFMA). Compilation of budget and budget control. Knowledge of Governmental financial systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. People and Diversity management. Good communication

skills (written and verbal). Knowledge of BAS and PERSAL. Knowledge of the budgeting process in Government is strongly recommended. Computer literacy. Knowledge of cash accounting. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct.

**DUTIES** : Verify and approve payment transactions. Maintain master file information. Manage liabilities and commitments with budget constraints. Consolidate general ledger reconciliations. Prepare the Quarterly and Annual Financial statements.

**ENQUIRIES** : Mr M Ramaphakela Tel No: (015) 290 1206

**APPLICATIONS** : Limpopo (Polokwane): Please email your applications quoting the relevant reference number: [LPrecruitment@dws.gov.za](mailto:LPrecruitment@dws.gov.za)

**POST 23/57** : **LEGAL ADMINISTRATION OFFICER (MR5) REF NO: 090721/07**

Branch: Corporate Support Services: CD: Legal Services

**SALARY** : R373 389 per annum (OSD)

**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : An LLB Degree or equivalent NQF 7 legal qualification. At least eight (8) years' appropriate post qualification legal experience. Ability to draft legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations, the Public Service Act and Regulations, Promotion of Administrative Justice Act and Promotion of Access to Information Act.

**DUTIES** : Liaise with the members of the Water Tribunal / Mediation and the parties to any dispute in any matter before the Water Tribunal. Ensure that documents before the Water Tribunal are in compliance with the applicable rules and procedures. Keep records of decisions made by Water Tribunal. Ensure that administration support to the Water Tribunal is carried out efficiently and effectively. Ascertain the appeals that are lodged with Water Tribunal / Mediation comply with the National Water Act and Water Tribunal / Mediation rules.

**ENQUIRIES** : Ms M Khuduga, Tel No: (012) 336 7835

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

**FOR ATTENTION** : Ms. L Mabole

**POST 23/58** : **SENIOR STATE ACCOUNTANT REF NO: 090721/08**

Branch: finance main (management accounting) div: expenditure control and monitoring

**SALARY** : R316 791 per annum (Level 8)

**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : A National Diploma or Degree in Financial Accounting/Financial Management/Management Accounting. Two (2) to three (3) years' experience in financial management (Budgeting and expenditure management, monitoring and reporting (IYM), DoRA and general ledger). Working knowledge of financial management related legislation i.e. Public Finance Management Act 1999 (Act 1 of 1999) (PFMA), Treasury Regulations and DoRA. Knowledge and experience in administrative and clerical procedures and systems. Excellent interpersonal skills and the ability interact with a broad range of users at all levels of authority but also to work independently and unsupervised. Problem solving and lateral thinking skills. Basic knowledge of financial management. Sound understanding of accounting principles (GRAP Standards). Advanced computer literacy (MS Office: Excel and Word). Ability to analyse information and work with figures (Data Analysis). Knowledge of Budget process in Government. Knowledge of In-Year monitoring (IYM). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.) and budgeting process.

**DUTIES** : Assist the Assistant Director in populating credible and reliable inputs into monthly and quarterly Interim Financial Statements (IFS) and Annual Financial Statements (AFS) i.r.o Final Appropriation Statement, Notes to the Appropriation Statement and relevant Annexures as prescribed by departmental internal circular and National Treasury Instruction Note. Check, analyse and capture original budget (ENE), adjustment budget (AENE), approved shifting of budget requests from line functions and year-end final shifting of funds and virements on BAS. Compile monthly expenditure projections, in particular experience with the IYM tool. Assist the Assistant Director with the preparation of the early warning report as prescribed by National Treasury. Apply management accounting techniques to analyse, project and report on expenses. Verify

and capture journals on BAS. Assist in drawing BAS reports (Expenditure Control Commitments and detail reports) as and when required. Produce daily budget and expenditure monitoring report including infrastructure programmes/ grants for the entire Department. Performing budget management (e.g. Budget management instrument) analysis. Performing desktop departmental expenditure trends analysis, monitoring of departmental expenditure to ensure alignment with approved budget and planned expenditure/ drawings/ cash flow projections – expenditure control. Assist in requesting BAS reports to verify that transactions are posted as per Departmental Standard Chart of Account (SCOA). Detect and correct incorrect accounting entries (Expenditure misallocations and misclassifications). Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records by maintaining an effective and efficient filing system. Supervising and managing the performance of employees in accordance with the departmental policies.

**ENQUIRIES APPLICATIONS** : Mr. ML Mukwevho, Tel No: (012) 336 8720  
 : Head Office (Pretoria): Please email your application quoting the relevant reference number to [recruitment@dws.gov.za](mailto:recruitment@dws.gov.za)

**FOR ATTENTION** : Ms. L Mabole

**POST 23/59** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C REF NO: 090721/09 (X 2 POSTS)**  
 Branch: Chief Operations Office Western Cape, Div: Water Quality

**SALARY** : R272 739 – R473 574 per annum (OSD) (Offer Will Be Based on Proven Years of Experience)

**CENTRE REQUIREMENTS** : Bellville  
 : A National Diploma in Environmental Management or Natural Sciences. One year working experience, including internship or experiential learning will be an added advantage. A valid driver's license (copy must be attached). An understanding and knowledge of water quality management and the principles of IWRM. Knowledge of the National Water Act and other Departmental policies, strategies and regulations. Good communication (written and verbal), report writing, project management skills. Willingness to travel extensively and work irregular hours.

**DUTIES** : Processing of water use license applications. Provide comments on EIA's, environmental program reports and rezoning applications. Support catchment management forums. Liaise with stakeholders in the water sector and other Government departments. Conduct regular site visits at industries, wineries and local authorities, etc. Water quality monitoring and the investigation of pollution incidents.

**ENQUIRIES APPLICATIONS** : Ms N Ndobeni Tel No: (021) 941 6175  
 : Western Cape (Bellville): Please email your application quoting the reference number to [WCRecruitment@dws.gov.za](mailto:WCRecruitment@dws.gov.za)

**FOR ATTENTION** : Ms K Melelo

**POST 23/60** : **CHIEF ACCOUNTING CLERK: REVENUE MANAGEMENT REF NO: 090721/10**  
 Branch: Chief Operations Office: Western Cape, Div: Revenue Management

**SALARY** : R257 508 per annum (Level 7)  
**CENTRE** : Bellville

**REQUIREMENTS** : A Senior / Grade 12 certificate with Accounting as a passed subject or equivalent qualification with Accounting as a passed subject. Three (3) to five (5) years' experience in Revenue Management. Practical experience and understanding of SAP. A valid driver's license (A copy must be attached). Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge and application of International Financial Reporting Standards applicable to revenue, Generally Recognized Accounting Practice (GRAP). Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Detailed understanding of billing procedures. Knowledge of departmental policies and procedures. Knowledge of any Enterprise resource planning (ERP) system, with preference for SAP. Framework for managing performance information. Problem solving and analysis. Excellent communication skills. Client orientation and Customer focus.

**DUTIES** : Implement billing adjustment on SAP. Attend all missing customer data environment reports. Monthly reports on customer reconciliation and adjustment. Coordinate and control the various internal functions related to billing activities to ensure timely and proper collection of all income due. Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly. Perform human

resources and administrative activities relating to the Revenue Division. Supervision of staff.

**ENQUIRIES** : Ms. B Koli Tel No: (021) 941 6336  
**APPLICATIONS** : Western Cape (Bellville): Please email your applications quoting the relevant reference number to [WCrecruitment@dws.gov.za](mailto:WCrecruitment@dws.gov.za)  
**FOR ATTENTION** : Ms. K Melelo

**POST 23/61** : **SUPPLY CHAIN CLERK (SUPERVISOR) ASSET MANAGEMENT REF NO: 090721/11**  
Branch: Chief Operations Office North West

**SALARY** : R257 508 per annum (Level 7)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : A Senior / Grade 12 certificate. Three (3) to five (5) years relevant SCM at production level (Salary Level 5). A valid driver's license (Attach a copy). Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, PPPFA, Financial Manual). Knowledge of basic financial operating systems (BAS, LOGIS etc.) People and Diversity Management. Client Orientation and Customer Focus.

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

**ENQUIRIES** : Mr. L Cwaba, Tel No. (018) 011 3711  
**APPLICATIONS** : Mmabatho: Please email your application quoting the relevant reference number to the subject line [NWRrecruitment@dws.gov.za](mailto:NWRrecruitment@dws.gov.za)  
**FOR ATTENTION** : Mr MJ Ntwe.

**POST 23/62** : **ACCOUNTING CLERK REF NO: 090721/12 (X2 POSTS)**  
Branch: Chief Operations Office – Mpumalanga

**SALARY** : R173 703 per annum (Level 5)  
**CENTRE** : Mbombela  
**REQUIREMENTS** : A Senior / Grade 12 certificate. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, PPPFA, Financial Manual). Knowledge of basic financial operating systems (BAS, LOGIS etc.) People and Diversity Management. Client Orientation and Customer Focus.

**DUTIES** : Capture information into BAS and LOGIS system. Check all invoices received for correctness. Record all invoices entered into a system. Update Registers and ensure proper filing of all documents (Commitments and Payments). Liaise with Internal and External clients. Prepare payments for processing. Capture all financial transactions. Taking and typing of minutes for the unit.

**ENQUIRIES** : Mr Mthethwa B Tel No: (013) 759 7405 Ms Mkhwanazi FM, Tel No: (013) 759 7515 / Ms Ngwamba PC, Tel No: (013) 759 7446 / Mr Nkosi SG, Tel No: (013) 759 7335  
**APPLICATIONS** : Mbombela Please email your application quoting the relevant reference number to [MPRecruitFIN@dws.gov.za](mailto:MPRecruitFIN@dws.gov.za)  
**FOR ATTENTION** : Ms. Mkhwanazi FM.

**POST 23/63** : **ASSISTANT TECHNICAL OFFICER REF NO: 090721/13**  
Branch: Planning and Information, SD Resource Quality Information

**SALARY** : R173 703 per annum (Level 5)  
**CENTRE** : Roodeplaar (Pretoria)  
**REQUIREMENTS** : A Senior / Grade 12 Certificate with Mathematics / Mathematical Literacy. Computer literacy. Basic knowledge in handling laboratory equipment and laboratory safety.

Good communication skills (both verbal and written). Good interpersonal, planning and executing skills. Be able to perform administrative duties. Proven knowledge of MS Office. Proven Advance knowledge of MS Excel would be an advantage. Knowledge of clerical functions, practices as well as the ability to capture data. Operate computer and collate administrative statistics. Basic knowledge of problem solving and analysis. Accountability and ethical conduct. Good communication skills both (verbal and written). Telephone etiquette. Willingness to acquire new skills.

**DUTIES** : The receptionist of water quality samples, data capture on the water quality database, the preparation and supply of sampling materials and the maintenance of accreditation and safety in the sample reception laboratory.

**ENQUIRIES** : Ms. MG Gafane Cell No 0605713362

**APPLICATIONS** : Roodeplaat (Pretoria): Please email your application quoting the relevant reference number to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)

**FOR ATTENTION** : Ms. L Mabole

**POST 23/64** : **GENERAL WORKER REF NO: 090721/14 (X2 POSTS)**

Branch: NWRI Southern Operations

**SALARY** : R102 534 per annum (Level 2)

**CENTRE** : Breede / Gouritz

**REQUIREMENTS** : An ABET certificate. Able to read and write. 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) and chemical product knowledge. Basic knowledge of daily maintenance procedures for efficient machine/equipment performance. Basic knowledge in supporting water utilization. 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 around rivers, dams and canals. Must be able to work away from the office for long periods and stay at camping sites for extended periods.

**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 buildings. Excavation using spades and picks. Correctly assemble reinforcement and shuttering. Construct and maintain buildings by painting, hanging of doors and 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 L Janse van Rensburg Cell 082 809 2035

**APPLICATIONS** : Breede / Gouritz: Please email your application quoting the relevant reference number to [SORecruitment2@dws.gov.za](mailto:SORecruitment2@dws.gov.za)

**FOR ATTENTION** : Ms B Gqokoma

**POST 23/65** : **CLEANER REF NO: 090721/15**

Branch: Planning and Information SD Analytical Services

**SALARY** : R102 534 per annum (Level 2)

**CENTRE** : Roodeplaat (Pretoria)

**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. Cleaning experience will be an advantage.

**DUTIES** : Clean laboratories and laboratory equipment and remove all waste according to procedures. Clean glass and plastic ware according to procedures. Remove gas cylinders. Complete relevant forms. Request cleaning materials. Clean store rooms, kitchen, offices, corridors and boardrooms any other environment allocated for cleaning. Emptying dirty bins. Prepare boardrooms for meeting and arrange utensils and cutlery required. Wash and keep stock of utensils and refilling of drinking water. Clean rest rooms and refill hand wash liquid and toilet papers. Report broken machines and equipment.

**ENQUIRIES** : Ms. MG Gafane Cell No 0605713362

**APPLICATIONS** : Roodeplaat (Pretoria): Please email your application quoting the relevant reference number to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)



**FOR ATTENTION** : Ms. L Mabole