

DEPARTMENT OF WATER AND SANITATION

- CLOSING DATE** : 17 September 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, identity document and a valid driver's license (where applicable) which need not to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All documents must be submitted in one email in a PDF format. The attachment/s, may not exceeding 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. A SAQA evaluation certificate must accompany foreign qualification/s. 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.
- ERRATUM:** The post of Finance Clerk Production with Ref No: Post 28/101 with Ref 270821/16 advertised in the Public Service Vacancy Circular 28 dated 13 August 2021 has been withdrawn.

OTHER POSTS

- POST 31/53** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 170921/01**
Branch: Provincial Coordination and International Cooperation: Infrastructure Management: Eastern Operation
Re-advertisement. All those who previously applied must reapply.
- SALARY** : R869 007 per annum (Level 12), (All-inclusive salary package)
- CENTRE** : Midmar Dam
- REQUIREMENTS** : A National Diploma or Degree in Administration or relevant qualification. Three (3) to five (5) years management experience in Corporate Services at supervisory (ASD) level. A valid driver's license (attach copy). Knowledge and experience of Administration processes. Knowledge of policy development and implementation. Disciplinary knowledge of HR information. Understanding of government legislation, Financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Understanding of programme and project management. Knowledge of

- analytical procedures. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good Communication skills both (verbal and written). Accountability and ethical conduct.
- DUTIES** : Manage and provide support in human resource, information technology, administration, communication, OHS including safety and security. Assist with the development and implementation of the Strategic Plan. Analyse current policies and departmental strategic objectives. Implement administration policies and various disciplines. Analyse human resource information trends. Recommend policy amendments. Develop implementation plan. Hold road shows advising department on key policy issues. Brief managers on policy requirements. Monitor policy implementation. Assist with the development and implementation of strategic plan. Develop corporate services implementation plan. Ensure that the line managers execute their business plan within the objectives of human resource plan. Ensure that strategic objectives are implemented accordingly. Ensure that corporate services forms business partners with line management. Ensure compilation of corporate services budget. Ensure that budget is implemented according to plan. Do early warning where necessary. Provide monthly reports to managers. Management of human resources process. Provide expert advice on human resource information implementation to managers.
- ENQUIRIES APPLICATIONS** : Mr. T Mkhize Tel No: (033) 239 1200
- FOR ATTENTION** : Midmar Dam: Please email your application quoting the relevant reference number to the subject line to Recruitment@dws.gov.za
- FOR ATTENTION** : Ms. LI Mabile
- POST 31/54** : **ENGINEER PRODUCTION GRADE A-C (CIVIL) REF NO: 170921/02**
Branch: Infrastructure Management
Dir: Civil Engineering – Open Channel Systems
- SALARY** : R718 059 per annum, (All-Inclusive OSD salary package), (offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Pretoria Head Office
- CENTRE REQUIREMENTS** : An Engineering degree (B Eng. / BSc Eng.) or relevant qualification. Three (3) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (Proof of registration must be attached). A valid drivers' License (Attach a copy). Knowledge and experience of Open Channel design. Computer-aided engineering applications. Knowledge of construction techniques, environmental and legal aspects. The incumbent must be willing to travel extensively nationally and willingness to work irregular hours.
- DUTIES** : Plan and design engineering projects; develop tender specifications; Perform review and approvals or audits on new engineering designs according to design principles or theory. Supervise engineering work and processes. Optimising appropriate design and cost-effectiveness of new Open Channel projects including risk management. Evaluating, editing and authorising all designs, reports, engineering drawings and specifications; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Managing consulting engineers, and the accompanying contract administration and resolution of claims. Mentoring and training Candidate Engineers and Technicians. Managing administrative, financial and personnel-related functions.
- ENQUIRIES APPLICATIONS** : Mr. HH Luttig Tel No: 012 336 8099 / 076 299 5615
- ENQUIRIES APPLICATIONS** : Pretoria (Head Office): Please email your application quoting the relevant reference number to the subject line to Recruitment@dws.gov.za
- FOR ATTENTION** : Ms. LI Mabile
- POST 31/55** : **OPERATIONS MANAGER (PRINCIPLE ENGINEER) REF NO: 170921/03**
(18 Months Contract)The successful candidate will be appointed on Standard Contract in terms of section 76 of the National Water Act, Act 36 of 1998.
Branch: Infrastructure Management
- SALARY** : R470 040 - R553 677 (Level 10), (All-inclusive salary package)
- CENTRE** : Pretoria (Construction Equipment)
- REQUIREMENTS** : The candidate must be in possession of at least a relevant NQF level 8 qualification. Must be in possession of a valid Driver's license. The candidate must have extensive experience of at least 8 years in the field of fleet utilisation and availability. Must have extensive experience in interpreting fleet data and

be able to plan and execute replacement strategies. Must be able to plan, execute, monitor, and readjust project plans to achieve outcomes. A Project Management qualification will be an added advantage. Excellent written & verbal communication and interpersonal skills. Must be Computer literate. Must have the following skills: operations, fleet, project management, process re-engineering, contract management, excellent communication, research, complex problem solving and critical thinking skills. Ability to build group commitments through stakeholder engagements to achieve goals and objectives. The candidate must have Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Government procurement procedures and related legislative prescripts.

DUTIES : The incumbent will be responsible for the management of availability and utilisation outputs to ensure that the fleet operations of Construction Equipment are managed according to sector best practice. Evaluate, plan, implement and monitoring these best practices to achieve high fleet availability and equipment reliability. The incumbent will be required to travel country wide to construction sites and regional sites.

ENQUIRIES : Mr JM Bezuidenhout Tel No. (053) 456 0508
APPLICATIONS : Please forward your application, quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 6, Jan Kempdorp, 8550, email address OtukileK@dws.gov.za

FOR ATTENTION : Ms KD Otukile
NOTE : NB: All shortlisted candidates will be required to complete a technical skills assessment prior to be called for an interview. The results of the technical assessment will form part of the selection criteria.

POST 31/56 : **CHIEF ARTISAN GRADE A: MECHANICAL REF NO: 170921/04**
 Branch: Infrastructure Management, Northern Operation

SALARY : R386 487 per annum, (OSD)
CENTRE : Groblersdal Area Office
REQUIREMENTS : Appropriate Trade Test Certificate in mechanical engineering. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's license (attach copy). Supervisory, planning and analytical skills. Project management and technical report writing skills. Knowledge of Occupational Health and Safety Act and maintenance management systems. Knowledge of PMDS and PFMA. Ability to work independently as well as in a team. Computer literacy. Good communication skills and ability to work long hours and perform well under pressure. Technical analysis and problem solving skills. Willingness to travel. Candidates may be required to complete a practical and theoretical test. Knowledge and experience on maintenance of mechanical equipment at dams and maintenance of yellow fleet and trucks would be an advantage.

DUTIES : Maintenance of bulk raw water infrastructure (dams, reservoirs, pump stations and pipelines) and machinery. Condition monitoring of equipment and interpretation of data and reports. Manage maintenance backlogs, planned maintenance and breakdowns. Ensure compliance with Occupational Health and Safety Act and PFMA. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into budgeting process compile and submit reports as required. Manage and supervise artisans and related personnel. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Do mechanical dam safety inspections and complete log books. Submit meter readings of hour meters of equipment to Transport Officer monthly.

ENQUIRIES : Mr. IJ Pretorius, Tel No: (013)262 6839
APPLICATIONS : Please email your application quoting the relevant reference number to GDRecruitment@dws.gov.za

FOR ATTENTION : Mr S Murunzi

POST 31/57 : **CHIEF ARTISAN GRADE A (CIVIL) REF NO: 170921/05**
 Branch: Infrastructure Management, Northern Operation

SALARY : R386 487 per annum, (OSD)

CENTRE REQUIREMENTS : Groblersdal Area Office
 : Appropriate Trade Test Certificate in mechanical engineering. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's license (attach copy). Computer literacy (Word, Excel, Outlook).

DUTIES : Manage plumbers, carpenters, painters, building and construction workers. Planning and organizing of work according to the budget implementation. Construction and maintenance of civil structures on the scheme. Standby and after hours' services. Ensure compliance with Occupational Health and Safety Act. Manage civil maintenance teams and workshop. Ensure compliance with prescribed specifications and standards to ensure safe and serviceable infrastructure through planned maintenance, scheduled and unscheduled repairs and refurbishment projects. Manufacture items from own planning and drawings. Source, liaise and obtain quotations from suppliers and ensure product compliance to specifications and standards. Manage and evaluate staff performance on an on-going basis. Manage administrative and related functions. Ensure compliance with Occupational health and safety. Conduct inspections, dam safety inspections and asset verifications.

ENQUIRIES APPLICATIONS : Mr. IJ Pretorius Tel No: (013)262 6839
 : Please email your application quoting the relevant reference number to GDLrecruitment@dws.gov.za

FOR ATTENTION : Mr S Murunzi

POST 31/58 : **SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 170921/06 (X4 POSTS)**
 Branch: Provincial Coordination and International Cooperation: North West Re-advertisement. All those who previously applied must reapply.

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
 : Mmabatho
 : A National Diploma or Degree in Supply Chain Management / Logistics / Purchasing Management or relevant qualification. Three (3) to five (5) years' experience in Supply Chain Management administration environment. Knowledge and experience of procurement administrative procedures. Knowledge and experience of financial legislation. Knowledge of BAS, SAP and LOGIS (Attach copies). Knowledge of procurement administrative procedures and SCM prescripts. Knowledge of labour relations policies. Basic financial management and knowledge of PFMA, PPPFA and Treasury Regulations. Knowledge Management. Problem solving and analytical skills. People and Diversity Management. Client orientation and customer focus. Communication. Accountability and Ethical Conduct.

DUTIES : Coordination of demand plans. Contract Management and commitment and accrual registers maintenance. Managing and monitoring orders and payments. Ensure that all procurement is in line with demand plans. Perform quarterly reviews to ensure procurement purchases are in line with demand. Supervise sourcing of quotations. Ensure that all procurement is in line with prescribed legislation and regulations. Assist with procurement of price quotations, tenders, evaluation and adjudication. Effective Management of controls and respond to audit queries. Analyse procurement trends. Implement policies. Maintenance of supplier data base. Develop action plans for the section. Supervise human resources and ensure that PMDS is effectively implemented within section. Compile monthly, quarterly and year end reports including contractor/ PSP/Supplier reconciliations.

ENQUIRIES APPLICATIONS : Kobue Gomotsegang Tel No: 018 387 9526
 : North West: (Mmabatho) Please email your application quoting the relevant reference number to the subject line to NWRrecruitment@dws.gov.za

FOR ATTENTION : Mr. MJ Ntwe

POST 31/59 : **SENIOR INTERNAL AUDITOR: COMPLIANCE AUDITS REF NO 170921/07**
 Branch: CD: Internal Audit
 Directorate: Compliance and Performance Audit
 Re-advertisement. All those who previously applied must reapply.

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
 : Pretoria Head Office
 : A National Diploma or Degree in Accounting / Auditing. Two (2) to (4) four years' experience in compliance and performance audit. Knowledge and

experience of performance audits. Post Graduate qualifications and professional certificate will serve as an added advantage. Knowledge and understanding on internal standards and procedures. Knowledge and understanding of king code on corporate governance. Knowledge and understanding of fraud and information technology audits. Knowledge and understanding of risk assessment and management. Knowledge of government financial systems GAAP, GRAP, SAP LOGIS and PERSAL. Understanding of government legislations PFMA and Treasury Regulations. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Performing the planning, execution and reporting phases of an audit in accordance with the Institute of Internal Auditors (IIA) standards. Communicate to stakeholders. Compile and submit Weekly Time Sheets. Supervise Interns. Provide secretariat services during the audits.

ENQUIRIES APPLICATIONS : Ms. V Ngoetjane Tel No: 012 336 7134
: Pretoria (Head Office): Please email your application quoting the relevant reference number to the subject line to Recruitment@dws.gov.za

FOR ATTENTION : Ms. LI Mabole

POST 31/60 : **SENIOR SAFETY OFFICER REF NO: 170921/08**
Branch: Infrastructure Management, Central Operation

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
: Pretoria
: A National Diploma or Degree in Occupational Health and Safety / Safety Management. Three (3) to (5) five years' relevant experience. A valid driver's license (attach copy). Computer literacy, MS (Outlook, Excel, PowerPoint and MS Word). Strategic and operational plan in occupational health and safety management. Understanding of policy management, monitoring and evaluation principles. Knowledge and understanding of research procedures and techniques. Disciplinary knowledge in occupational health and safety and public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Understanding of government legislations.

DUTIES : Implement health and safety policies and regulations. Increase health and safety awareness at all levels within the organisations. Investigate and report on all accidents occurring at work place. Conduct the safety audits and inspections. Liaise with fire Department and Emergency Medical Services regarding emergency evacuation procedures. Assist with the promotion of health and safety programmes. Ensure that occupational health and safety rules are observed and complied with. Assist in the Basic Occupational Health and Occupational Health and Safety (OHS) policy implementation. Organise OHS awareness workshops on policies, procedures and guidelines. Attend OHS Committee meetings and fulfil a Secretariat role on OHS Committee for the Central Operations. Coordinate training of personnel in areas of safety including first aid. Conduct risk assessments. Ensure OHS equipment is available to ensure safe work environment. Consolidate OHS quarterly reports and monthly OHS Incident statistics reports for the Central Operations Cluster. Coordinate OHS annual events as per governmental and Departmental calendar in conjunction with Central Operations Communications. Work closely with Risk Manager and Corporate Services.

ENQUIRIES APPLICATIONS : Mr. WT Joxo Tel No: 012 741 7353
: Central Operation (Pretoria) Please email your application quoting the relevant reference number to the subject line to Sso@dws.gov.za

FOR ATTENTION : Mr. KI Manganyi

POST 31/61 : **CONTROL WATER CONTROL OFFICER REF NO: 170921/09**
Branch: Infrastructure Management, Central Operation

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
: Gariiep Dam
: A National Diploma of Degree in Water Quality Management / Production / Operational Management. Three (3) to (5) five years' relevant experience in water control related functions. Dam safety experience will serve as an added advantage. Knowledge in controlling and managing the water distribution for

all government water schemes, state dams, irrigation boards, water use associations, canals and rivers within the provincial management operations and clusters. Knowledge in water related policy implementation. Knowledge in financial management act and human resources. Knowledge and implementation in OHS act. Monitoring and evaluation principles. Knowledge in supporting water utilization and water resource strategy. Knowledge of drought and flood management. Understanding of government legislation. Knowledge in grievance and disciplinary procedures. Knowledge in monitoring and reporting water pollution and alien vegetation. Knowledge in basic civil, mechanical and electrical maintenance.

DUTIES : Manage dam control office. Perform dam safety monitoring and inspections. Update maintenance logbooks. Development of operational roaster / schedule and manage the distribution of water users. Evaluate the distribution of water supply to water users. Manage the water supply and abstraction and investigate problems thereof and initiate remedial steps. Compile and manage the budget of the component with regard to water supply function. Control and monitor the release and distribution of water. Keep records of water balances and meter readings for billing purposes. Collect and keep records of hydrological and water quality data within the scheme. Inspect and report on maintenance of the infrastructure (Dams, valve chambers and tunnels). Collect water meter readings and prepare reports. Apply health and safety regulations to the component.

ENQUIRIES : Mr. SM Segalo Tel No: 051 754 0001
APPLICATIONS : Central Operation (Gariiep Dam) please email your application quoting the relevant reference number to the subject line to Cwco@dws.gov.za
FOR ATTENTION : Ms. N Maloka

POST 31/62 : **ARTISAN FOREMAN GRADE A (MECHANICAL) REF NO: 170921/10**
Branch: Infrastructure Management, Central Operation

SALARY : R304 263 per annum, (OSD)
CENTRE : Gariiep Dam
REQUIREMENTS : An Appropriate Trade Test Certificate. Five (5) years post qualification experience as an Artisan. A valid driver's license (attach copy). Knowledge of team leadership and technical analysis. Computer aided applications. Knowledge of legal compliance. Technical report writing. Knowledge of production process skills. Problem solving and analysis. Decision making, team work and analytical skills. Creativity, self- management, customer focus and responsiveness. Planning, organizing and conflict management. Good communication skills both (verbal and written).

DUTIES : Implement planned maintenance projects, perform preventative maintenance tasks and update maintenance logbooks. Fault findings and troubleshooting on diesel engines, pumps, and pipe systems / pipelines, gearboxes, drives, hydraulic and Pneumatic. Fault finding on valves. Conduct general routine inspections according to set standards. Perform routine maintenance tasks for bulk water supply. Corrosion protection of Dam Wall components. Control over equipment, tools, plant and materials. Compile and submit technical reports. Keep and maintain job records / register and supervise and mentor staff. Comply with the OHS Act. Must be able to work extended hours when required.

ENQUIRIES : Mr. SM Segalo Tel No: 051 754 0001
APPLICATIONS : Central Operation (Gariiep Dam): please email your application quoting the relevant reference number to the subject line to Afm@dws.gov.za
FOR ATTENTION : Ms. N Maloka

POST 31/63 : **ARTISAN FOREMAN GRADE A: MECHANICAL REF NO: 170921/11**
Branch: Infrastructure Management, Northern Operation

SALARY : R304 263 per annum, (OSD)
CENTRE : Groblersdal Area Office
REQUIREMENTS : Appropriate Trade Test Certificate. Five (5) years post qualification experience as an Artisan. Valid driver's license. Planning, organising and analytical skills. Technical report writing skills. Knowledge of Occupational Health and Safety Act. Ability to work independently as well as in a team. Computer literacy. Good communication skills and ability to work long hours and perform well

under pressure. Technical analysis and problem solving skills. Willingness to travel. Candidates may be required to complete a practical and theoretical test.

DUTIES : Maintenance of bulk raw water infrastructure (dams, reservoirs, pump stations and pipelines) and machinery. Maintenance of Yellow Fleet equipment and trucks. Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : Mr. IJ Pretorius Tel No: (013)262 6839

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

FOR ATTENTION : Mr S Murunzi

POST 31/64 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A (ENFORCEMENT)**
REF NO: 170921/12
Branch: Provincial Coordination and International Cooperation: Mpumalanga

SALARY : R272 739 per annum, (OSD) (Offer will be based on proven years of experience)

CENTRE : Mbombela

REQUIREMENTS : A National Diploma in Environmental Management / Natural Sciences or relevant qualification. Two (2) years' experience in the environmental and water management field, waste management, industries, urban and mining would be an added advantage. Computer literacy. A valid driver's license (Attach a copy). A clear understanding of the Department's role, policies and regulations with respect to water resource management. Knowledge of the National Water Act, 36 of 1998, and related policies, strategies and guidelines. Understanding the principles of Integrated Water Resource Management and Compliance Monitoring and Enforcement. Innovative thinking, negotiation and stakeholder engagement skills. Knowledge of Human Resource Policies.

DUTIES : Implement and enforce the National Water Act (NWA), 36 of 1998, National Environmental Management Act and Department of Water and Sanitation policies and regulations. Assist in the development of policies and regulations for the Water Sector Regulation Branch. Implement suspension and withdrawal of entitlement to water use authorisation in terms of the NWA. Conduct proactive and reactive investigations where non-compliance is suspected to verify available information and to gather admissible evidence in support of enforcement action. Conduct adhoc pollution incident investigations. Compile investigation reports and keep database of cases investigated. Initiate and implement enforcement action in line with the CME Standard Operating Procedures within the provisions of the NWA through administrative Initiate criminal enforcement action to enforce notices and directives. Enforce water use efficiency through the issuance notices and directives for unattended water leaks and unmetered raw water abstraction. Ensure co-operation and co-ordination between government institutions involved Compliance Monitoring and Enforcement for promotion of compliance to specific environmental management Acts. When conducting Compliance Monitoring and Enforcement, ensure compliance to section 33 of the constitution of the Republic of South Africa, PAJA and PAIA.

ENQUIRIES : Mr. TE Motshoeni, Tel No: 013 759 7374 / Ms. FM Mkhwanazi, Tel No: 013 759 7515 / Ms. PC Ngwamba, Tel No 013 759 7446 / Mr. SG Nkosi, Tel No: 013 759 7335

APPLICATIONS : Mpumalanga (Mbombela); please email your application quoting the relevant reference number to the subject line to Mprecruitreg@dws.gov.za

FOR ATTENTION : Ms. FM Mkhwanazi

POST 31/65 : **ARTISAN PRODUCTION GRADE A-C: MECHANICAL REF NO: 170921/13**
(X2 POSTS)
Branch: Infrastructure Management, Northern Operation

SALARY : R190 653 per annum, (OSD)

CENTRE : Groblersdal Area office

- REQUIREMENTS** : An appropriate Trade Test Certificate. (Attach a copy). A Valid Driver's Licence (Attach a copy). Computer Literacy. Knowledge in technical analysis. Ability to work with a team.
- DUTIES** : Records all functions allocated to subordinates. Ensure quality of work undertaken meets the design principle and standards. Repair all water related infrastructure for the component. Ensure that all tools and equipment are maintained. Ensure that all tools are repaired when they are faulty. Ensure that tools are tested and they are in good working conditions. Ensure that tools are serviced as per their schedule. Supervise and mentor staff. Scheduled work according to developed plan. Manage the performance of subordinates. Ensure that produce goods/ services are of good quality.
- ENQUIRIES APPLICATIONS** : r. IJ Pretorius Tel No: (013) 262 6839
- FOR ATTENTION** : Please email your application quoting the relevant reference number to GDLrecruitment@dws.gov.za
Mr S Murunzi
- POST 31/66** : **SUPPLY CHAIN CLERK REF NO: 170921/14**
Branch: Provincial Coordination and International Cooperation: North West
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
Mmabatho
- REQUIREMENTS** : A Senior / Grade 12 certificate. Be computer literate and have sound knowledge of Microsoft Office. Knowledge of asset management functions, practices as well as the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge of asset management practice PFMA, National Treasury Regulations and PPPFA governing the Public Service. 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. Client orientation and customer focus. Good verbal and written communication skills.
- DUTIES** : Barcoding of procured assets. Compile and maintain records (e.g. asset records/database). Maintain and update asset register. Ensure monthly assets and leases Reconciliation. Proper filling of all reconciliation documents. Monthly spot-checks on assets. Conduct asset verification procedures. Maintain and update leased assets register. Monitor lease agreements for compliance. Compile and maintain asset disposal register. Assist with the actual disposal of assets. Maintain and update loss register.
- ENQUIRIES APPLICATIONS** : Mr. L Cwaba Tel No: (018) 011 3711
- FOR ATTENTION** : The Regional Head: North West, Department of Water and Sanitation, Private Bag X5, Mmabatho, 2735 and/or deliver at Mega City Shopping Centre, Corner Dr. James Moroka Drive and Sekame Road, Unit 99Ground Floor.
Mr. MJ Ntwe
- POST 31/67** : **ADMINISTRATION CLERK REF NO: 170921/15**
Branch: Finance: CD: Revenue Management
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
Head Office Pretoria
- REQUIREMENTS** : A Senior / Grade 12 certificate. Experience in general office administration will be an added advantage. Knowledge of administration procedures. Working knowledge and understanding of legislative framework governing the Public Service. Computer literacy (Ms Excel, Ms Word and PowerPoint). Good people skills and sound organizational skills. High level of reliability. Basic Financial management and knowledge of PFMA. People and Diversity Management. Client orientation and customer focus. Accountability and ethical conduct. Ability to work under pressure, independently and handle confidential matters.
- DUTIES** : Provide a secretarial / receptionist support service to the Chief Director. This will inter alia, entail the following: receives telephone calls and refer the calls to the correct role players if not meant for the relevant Manager. Records appointments and events in the Diary of the Chief Director. Type documents for the Chief Director and other staff within the unit. Operate office equipment like fax machines and photocopies. Provide a clerical support to the Chief Director. This will entail, inter alia, the following: Liaise with travel agencies to make travel arrangements. Arrange meetings and events for the Chief Director

and staff in the unit. Process travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Chief Director. Record basic minutes of the meetings of the manager when required. Administers matters like leave registers and telephone accounts. Handle the procurement of standard items like stationery, etc. Remains up to date with regard to prescripts / policies and procedures applicable to the Chief Director's work to ensure efficient and effective support to the Chief Director.

ENQUIRIES : Ms. S D Ndhlovu Tel No: 012 336 7981
APPLICATIONS : Pretoria (Head Office): Please email your application quoting the relevant reference number to the subject line to Recruitment@dws.gov.za
FOR ATTENTION : Ms. LI Mabile

POST 31/68 : **HUMAN RESOURCE CLERK REF NO: 170921/16**
Branch: Provincial Coordination and International Cooperation: Western Cape
Div: Human Resources Administration

SALARY : R173 703 per annum, (Level 05)
CENTRE : Bellville
REQUIREMENTS : Grade 12 / National Senior Certificate or equivalent. Basic knowledge and understanding of PERSAL system. Knowledge of PILIR. Basic knowledge and insight of Human Resource prescripts. Knowledge of registry functions, practices as well as ability to capture high volume data, and operate a computer. Knowledge and understanding of Public Service Regulatory Framework. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. Client orientation and customer focus. Excellent communication skills both written and verbal. Good planning and organising skills. Be computer literate and have sound knowledge of Microsoft Office, i.e. MS Word, MS Excel, MS Outlook, MS PowerPoint and Internet Explorer. Planning and organising.

DUTIES : Recruitment and selection (compiling advertisements, capturing of applications, verification of qualifications, security screening, reference checks, secretariat functions at interviews, translation of Graduate Trainees etc). Implement conditions of services (appointments, promotions, transfers, translations, leave, transfers, housing, medical aid, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR, probation etc). Liaise with internal and external stakeholders in relation to recruitment and selection and service benefits. Implement termination of services. Load pensions on PCM. Implement appointments, transfers and promotions on PERSAL. Folio number documents. Keep and maintain the asset register of the component. Deal with all HRM related queries on a daily basis, in accordance with Batho Pele Principles.

ENQUIRIES : Mr V Mzimba Tel No: 021 941 6051
APPLICATIONS : Western Cape (Bellville): Please email your applications quoting the relevant reference number to WCreruitment@dws.gov.za
FOR ATTENTION : Ms. K Melelo

POST 31/69 : **HUMAN RESOURCE CLERK REF NO: 170921/17**
Branch: Provincial Coordination and International Cooperation: Western Cape
Div: Talent Management

SALARY : R173 703 per annum (Level 05)
CENTRE : Bellville
REQUIREMENTS : Grade 12 / National Senior Certificate or equivalent. Basic knowledge and insight of Human Resource Development prescripts. Knowledge of clerical functions, practices as well as ability to capture high volume data on MS Excel and MS Access. Basic knowledge and understanding of PERSAL system. Knowledge and understanding of legislative framework governing Human Resource Development. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. Client orientation and customer focus. Excellent communication skills both written and verbal. Good planning and organising skills. Be computer literate and have sound knowledge of Microsoft Office, i.e. MS Word, MS Excel, MS Outlook, MS PowerPoint and Internet Explorer.

DUTIES : Render general clerical support services in Human Resource Development. Assist with administration of Performance Management Development System. Ensure the verification and quality checking of PMDS documents. Create and

maintain the PMDS database and populate monthly statistics on the database. Assist with monthly reporting on PMDS statistics. Assist with successful implementation of performance cycle. Assist with administration and the co-ordination of Training and Development. Ensure the capturing of Personal Development Plans (PDP) on the access database. Ensure PDP's are filed in official's files. Assist with the co-ordination and implementation of training interventions. Ensuring all training interventions are aligned to PDP's. Update the training database with training attended. Assist with the monthly reporting on training interventions attended. Assist with special projects as directed by Head Office. Ensure the effective administration of bursary project. Ensure results, statements of accounts and payments are done in line with bursary policy. Liaise with SCM regarding payment of prescribed books, institution and re-imbursements. Assist with all logistics for Compulsory Induction Programme (CIP). Liaise with course attendees and facilitators. Assist with the Internship programme. Take care of logistics for Graduate Trainee (GT) meetings (MODCOM). Deal with all HRD related queries on a daily basis, in accordance with Batho Pele Principles.

ENQUIRIES : Ms M Jansen Tel No: 021 941 6057
APPLICATIONS : Western Cape (Bellville): Please email your applications quoting the relevant reference number to WCrecruitment@dws.gov.za
FOR ATTENTION : Ms. K Melelo

POST 31/70 : **ADMINISTRATION CLERK REF NO: 170921/18**
 Branch: Provincial Coordination and International Cooperation: North West

SALARY : R173 703 per annum (Level 05)
CENTRE : Hartbeespoort
REQUIREMENTS : A Senior / Grade 12 certificate. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems PERSAL, BAS, LOGIS. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Render general administration. Provide supply chain management support services within the component. Provide personnel administration clerical support services within the component. Allocate environmental report tasks to officials according to catchment area. Open files for new tasks. Handle routine enquiries from the clients. Provide water use license administrative support. Provide financial administration support services in the component.

ENQUIRIES : Mr. R Botha, Cell: 082 808 9560
APPLICATIONS : North West (Hartbeespoort): Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor.

FOR ATTENTION : Mr. MJ Ntwe

POST 31/71 : **WATER CONTROL AID REF NO 170921/19 (X5 POSTS)**
 Branch: Infrastructure Management, Northern Operation

SALARY : R145 281 per annum (Level 04)
CENTRE : Groblersdal Area Office: Loskop dam (X2 Posts)
 Elands Rivier (Rust De Winter) (X3 Posts)
REQUIREMENTS : Grade 12 / National Senior Certificate or (Adult Education Training) AET, Good verbal, writing and reading skills, Basic knowledge in controlling and managing the water distribution for all Government water works. Basic understanding in occupational Health and safety. Basic knowledge of flood control. Basic understanding of record keeping.

DUTIES : Opening and closing of sluices according to scheme regulations. Handling the water distribution sheet according to scheme regulations. Perform minor maintenance on structures, fencing and sluices. Assist with opening of blocked pipes and canals. Remove of algae and water grass in canals regularly. Conduct daily inspections on section. Report holes on embankments and any

irregularly on canals and earth dam walls to Water Control Officer. Look for cracks in measuring structures and report defects. Stagnant water on the embankments must be reported. Painting of sluices and long weir sluices. Ensure that sluice numbers are clearly marked. Keep canal grids clean. Keep gauge plates clean. Keep structures clean and their surroundings. Keep inlet hole to measuring box always open. Clean and lock always the post boxes. Repair minor wash outs. Repair equipment when necessary. Keep equipment's safe and lock the store room always. Clean the galleries inside a dam wall, clean outlet structures and equipment at dams, Clean terrain at dams.

ENQUIRIES : Mr. IJ Pretorius, Tel No: (013)262 6839
APPLICATIONS : Please email your application quoting the relevant reference number to GDLrecruitment@dws.gov.za
FOR ATTENTION : Mr S Murunzi.

POST 31/72 : **GENERAL WORKER REF NO 170921/20 (X6 POSTS)**
 Branch: Infrastructure Management, Northern Operation

SALARY : R122 595 per annum (Level 03)
CENTRE : Groblersdal Area Office (Bronkhorstspuit dam (X4 Posts)
 Injaka Dam (X1 Post)
 Kwena Dam (X1 Post)

REQUIREMENTS : ABET qualification. 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 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 : Mr. IJ Pretorius Tel No: (013)262 6839
APPLICATIONS : Please email your application quoting the relevant reference number to GDLrecruitment@dws.gov.za
FOR ATTENTION : Mr S Murunzi

POST 31/73 : **CLEANER REF NO: 170921/21**
 Branch: Infrastructure Management Central Operation

SALARY : R102 534 per annum (Level 02)
CENTRE : Gariep Dam
REQUIREMENTS : An ABET Certificate or relevant qualification. One (1) year relevant experience. Must be able to read and write. Basic knowledge of cleaning principles. Basic knowledge of chemical use (dilution / mix). Basic knowledge of cleaning equipment used. Understanding of health and safety requirements. Knowledge of basic record keeping. Basic understanding of applying safety rules. Understanding of applying or using chemicals correctly.

DUTIES

: Responsible for cleaning Gariep Dam DWS office building, guest house, and workshops. Cleaning of office corridors and boardrooms. Dusting, waxing, sweeping, scrubbing and vacuuming of floors, washing of carpets, Cleaning walls, windows and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshen office areas. Clean the general kitchen basins, wash and keep stock of kitchen utensils. Cleaning the restrooms by refilling the hand wash liquid soap, replace toilet papers and empty wash waste bins. Request cleaning materials.

ENQUIRIES

: Mr. SM Segalo Tel No: 051 754 0001

APPLICATIONS

: Central Operation (Gariep Dam): please email your application quoting the relevant reference number to the subject line to Cle@dws.gov.za

FOR ATTENTION

: Ms. N Maloka