

## DEPARTMENT OF WATER AND SANITATION

- CLOSING DATE** : 15 October 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 DPSSA 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 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. 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.

## MANAGEMENT ECHELON

- POST 34/122** : **DIRECTOR: PROTO-CATCHMENT MANAGEMENT AREA REF NO. 151021/02**  
Branch: Provincial Coordination and International Cooperation: Free State
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum (Level 13), (All-inclusive salary package)  
: Bloemfontein  
: A B-Degree or NQF level 7 qualification in Science (BSc) or Social Science. Five (5) to ten (10) years' experience in Water Resource Management. Five (5) years' experience at a middle/ senior managerial level. Programme and Project management experience. Knowledge of business and management principles, Knowledge of strategic planning, resource allocation and human resource, Knowledge of Public Service Act and Regulations, Knowledge of Public Financial Management Act. Knowledge of project management and problem solving and analysis
- DUTIES** : Provide leadership within the directorate. Advise top management and legislature as well as relevant sector bodies on policies and strategies relevant to the Department. Communicate effectively with various stakeholders in relevant sectors about departmental programmes as well as promote involvement and participation. Ensure facilitation of the establishment of

Catchment Management Agencies (CMAs) and other Water Management Institutions (WMI's). Ensure the strategic planning coordination and management of water resource activities in CMA's, Proto-CMA's and WMI's. Ensure and oversee promotion of inter-government relations and good governance principles. Liaise and ensure effective participation with external stakeholders. Manage and provide implementation plans for all water resource activities with relevant WMA's. Promote and oversee water use efficiency and Water Resource Management programmes. Coordinate and ensure the development of Catchment Management Strategy for each Management Area.

**ENQUIRIES** : Dr TP Ntuli Tel No: (051) 405 2246  
**APPLICATIONS** : Free State (Bloemfontein) Please email your application quoting the relevant reference number on the subject line to [FSRecruitment@dws.gov.za](mailto:FSRecruitment@dws.gov.za)  
**FOR ATTENTION** : Ms L Wymers

**OTHER POSTS**

**POST 34/123** : **SPECIALIST SCIENTIST: CLIMATE CHANGE ANALYSIS REF NO: 151021/01**  
 Branch: Water Resource Management

**SALARY** : R1 246 842 per annum, (All-inclusive OSD salary package)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : PhD in Science or relevant qualification. Ten (10) years relevant scientific experience after BSc. Compulsory registration with SACNASP as a professional scientist. A valid driver's license (Attach copies). Must have worked on climate change related studies or research. e.g. Environmental Sciences, Meteorology, Climatology and Climate modelling. Knowledge on and a clear understanding of integrated water resource management and/or water related sciences will be an added advantage. A thorough understanding of climate science. International and national climate change policies, water resources and the water sector as a whole. Excellent interpersonal and communication skills (verbal and written). Good liaison and organizational skills. Financial management skills, understanding of the relevant acts of parliament (climate change and water resources). Office administration and project management. Knowledge and experience of using electronic communication platforms and internet. Applicants must be willing to travel nationally and internationally as required.

**DUTIES** : Conduct research on future climate projections and trends, including downscaling of models and detection of trends on systems / water resources (Regionally and nationally). Provide scientific information on water and climate change impacts to the Department and the water sector in general. Liaise with relevant research institutions and centres of knowledge on climate change and water. Be willing to write and present scientific papers for national and international forums. Represent the Department in all national and international forums related to climate change and water. Develop and update through applicable climate modelling a national and regional status quo analysis of climate change and water resources. Give guidance in the development of climate change risk and vulnerability assessments for the various systems. Develop information and knowledge base on climate change and water and encourage the collection of relevant data to support such development. Supervise, manage and mentor all scientific managers in the directorate.

**ENQUIRIES** : Mr L Mabuda Tel No: 012 336 8477  
**APPLICATIONS** : Pretoria (Head Office) Please email your application quoting the relevant reference number on the subject line to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)  
**FOR ATTENTION** : Ms. L Mabile

**POST 34/124** : **VETTING SUPERVISOR REF NO: 151021/03**  
 Branch: Corporate Support Services  
 Dir: Security Management

**SALARY** : R869 007 per annum (Level 12)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A National Diploma or Degree in Policing, Security Management or Social Sciences. State Security Agency (SSA) security advisor's course will be an added advantage. Three (3) to five (5) years management and (Vetting investigation experience). Certificate in vetting course from State Security Agency (SSA), South African Police Service (SAPS) or South African Defence

Intelligence (DI) is required. Qualified Candidate must be able to obtain a Top Secret Security Clearance within a reasonable time. Short course in the following areas is required: analysis, conflict management, listening and interviewing skills. Knowledge and understanding of public service regulation and policies. Knowledge of National Strategic Intelligence Act and MISS. Knowledge of policy development and implementation. Knowledge of security screening process and administration thereof. Knowledge of contract management. Knowledge of PFMA, PSA etc. Planning, organising and execution. Diplomacy. Report writing. Strategic capability and leadership. Programme and project management. Financial management. Knowledge management. Service delivery and Innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication skills (verbal and written). Presentation and analytical skills. Accountability and ethical conduct.

**DUTIES** : Manage the execution of vetting fieldwork investigations as well as management of screening/ Personnel suitability checks process within the department. Develop, manage and implement policies, guidelines, norms and standards in vetting and investigations for security clearance levels. Manage resources, projects and files.

**ENQUIRIES APPLICATIONS** : Mr. M Buys Tel No: 012 336 8321  
: Pretoria (Head Office) Please email your application quoting the relevant reference number on the subject line to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)

**FOR ATTENTION** : Ms. L Mabole

**POST 34/125** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 151021/04**  
Branch: Finance Main Account

**SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11)  
: Pretoria Head Office  
: A relevant tertiary qualification at NQF level 7. Three (3) years relevant experience in Financial Accounting / Financial Management / Financial Administration / Public Finance at supervisory / management (ASD) level. Three (3) to (5) five years relevant working experience in Accounts Payable / Financial Accounting / Financial Administration environment. Computer literate spreadsheets (MS Excel), word-processing (MS Word) and presentation packages (PowerPoint). Knowledge and understanding of legislations, policies, practices and procedures: Public Finance Management Act (PFMA), Treasury Regulations and guidelines. In depth knowledge of processing invoices on LOGIS and BAS. Well-developed presentation and report writing skills. Good communication skills both (verbal and written). Good reasoning, attention to details, innovative, strong mathematical, problem solving and statistical analyzing ability.

**DUTIES** : Manage the payment of suppliers effectively and efficiently: Ensure that all invoices received are settled within 30 days of receipts. Ensure that all invoices are approved as per departmental financial delegations. Investigate all invoices older than 30 days and ensure appropriate action taken. Ensure timely provision of reports to the preparation of Interim/Annual Financial Statements such as accruals and payables for disclosure purpose. Manage and report on a monthly basis to National Treasury on 30 days' payment compliance. Liaise with the Auditor General on the audit of the Department and respond to audit queries. Analyse and interpret legislation and all the existing frameworks. Ensure the review and development of effective policies and procedure manuals. Provide advice and guidance regarding the interpretation and application of policies. Monthly consolidation of reports including reports coming from Regional Offices. Provide in house training to sub ordinate were required. Clearing of the suspense accounts on a monthly basis and report any uncleared balances with reasons. Attend to internal and external auditors. Implement all recommendation from the internal and external audit. Develop and implement audit action plan to address all audit finding raised within the Sub directorate. Supervising and managing the performance of employees in accordance with the Departmental policies. Ensure that all policies and procedures are adhered to at all times. Report any fruitless and wasteful, unauthorized and irregular expenditure identified when executing duties.

**ENQUIRIES APPLICATIONS** : Ms. FM Monyeki Tel No: 012 336 7742  
: Pretoria (Head Office) Please email your application quoting the relevant reference number on the subject line to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)

**FOR ATTENTION** : Ms. L Mabole

**POST 34/126** : **ADMINISTRATION CLERK PRODUCTION REF NO: 151021/05**  
Branch: Provincial Coordination and International Cooperation: Mpumalanga

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Bronkhorstspuit  
**REQUIREMENTS** : A Senior/Grade 12 Certificate. A valid driver's license (attach a copy) will serve as an added advantage. Computer literacy (MS Word, MS Excel, MS Power Point, MS Outlook), with good understand of database systems. Knowledge and understanding of the legislative framework governing the public service, financial management and PFMA. Knowledge of administrative procedures. Knowledge of basic financial operating systems PERSAL, BAS, LOGIS. People and diversity management. Interpersonal relations, flexibility and team work. Client orientation and customer focus. Good communication skills both (verbal and written) Accountability and ethical conduct.

**DUTIES** : Provide an effective administrative support to the entire sub-directorate. Management of personnel matters. Assist with financial management and provisioning matters. Managing the correspondence register by receiving and distributing documents. Compiling and submitting claims for approval. Liaise with stakeholders with regards to queries (i.e. administration and procurement) and dissemination of information. Making logistical arrangements for meetings and workshops. Taking and typing of minutes. Assist in the budget for the sub directorate, procurement of goods (i.e. processing S&T, petty cash claims / VA2's/ verify Invoices and payment certificates. Maintain asset register (i.e. pool equipment) and services for the sub-directorate. Make travel arrangements and performing any other office administration related activities. Manage filing system of the sub-directorate. Log sheets verification prior to submission for approval. Responsible for records management in respect of expenditures. Inventory lists for sub-directorate. Manage stationery for the sub-directorate.

**ENQUIRIES** : Mr. M Lubambo, Tel No: 013 932 2061 / 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 (Bronkhorstspuit) Please email your application quoting the relevant reference number on the subject line to [MPRecruitE@dws.gov.za](mailto:MPRecruitE@dws.gov.za)  
**FOR ATTENTION** : Ms FM Mkhwanazi

**POST 34/127** : **HUMAN RESOURCE CLERK REF NO: 151021/06**  
Branch: Corporate Support Services  
Dir: Planning, Recruitment and Selection

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A Senior / Grade 12 certificate. Basic knowledge and insight of Human Resource prescripts. Knowledge of practices as well as ability to capture data, and operate computer. Working knowledge and understanding of legislative framework governing the Public Service. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. Good communication skills both (verbal and written).

**DUTIES** : Response handling relating to the receiving of applications. Capturing / scheduling of applications. Maintain registry pertaining to applications. Provide secretarial support to recruitment and selection processes. Updating of recruitment database. Provide support to HR Practitioners and Managers.

**ENQUIRIES** : Mr. M Ramsing Tel No: 012 336 6788  
**APPLICATIONS** : Pretoria (Head Office) Please email your application quoting the relevant reference number on the subject line to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)  
**FOR ATTENTION** : Ms. L Mabile  
**NOTE** : Preference will be given to Coloured Females or Males, Indian Females or Males, White Females and Persons with Disabilities.