

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 13 May 2019
NOTE : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

OTHER POSTS

POST 15/58 : **ASSISTANT DIRECTOR: WATER SKILLS DEVELOPMENT REF NO: 130519/01**
 Branch: Chief Operations Office

SALARY : R376 595 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma or Degree in Human Science or Natural Science. Three (3) year's supervisory experience in Water Skills Development. Knowledge and experience in policy development and implementation. Knowledge of Human Resource Development. Disciplinary knowledge and experience in water related functions. Good understanding of Government legislation. Financial management skills. Knowledge of the PFMA. Knowledge of techniques and procedures for the planning and execution of operations in the water and sanitation sector. Knowledge and experience in programme, project management and stakeholder management. People and diversity management. Good communication skills both verbal and written. Accurate business and report writing skills. Accountability and ethical conduct. Knowledge of analytical procedures.

DUTIES : Coordinate and provide analytic input in the development of water skills policy and strategy. Co-ordinate the development and implementation of water and sanitation sector workplace skills plan at National and Provincial level. Accurate data analysis and reporting of the water resource and water services skills. Co-ordinate the implementation and reporting of the water and sanitation sector skills development programmes. Give expert advice to managers on the implementation of water and sanitation skills development interventions/programmes. Conduct research on the latest development on water skills development issues. Co-ordinate, monitor, evaluate and report the implementation of water and sanitation sector skills development programmes.

ENQUIRIES : Mrs K Mathiba Tel No: 012 336 6875
APPLICATIONS : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms LI Mabile

POST 15/59 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 130519/02**
 Branch: Chief Operations Office Gauteng

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria Gauteng Office
REQUIREMENTS : A Bachelor's Degree (NQF 7) qualification in Finance / Supply Chain Management. Three (3) to five (5) years relevant experience. Supervisory experience required.

Knowledge of policy development and implementation. Knowledge of organizational and government structures. Knowledge of Government legislation. Knowledge of Supply Chain Management Regulations, practice notes, circulars and policy frameworks. Knowledge of Broad Based Black Economic Empowerment Act of 2003. Practical experience in contract management. Knowledge of strategic sourcing. Practical knowledge of Public sector Supply Chain Management models and processes. Delegation authority. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Practical knowledge of Programme and Project Management. Knowledge of relationship management. Problem solving and analytical skills. Client Orientation and Customer Focus. Good communication skills, both written and verbal. Accountability and Ethical Conduct. A valid Driver's license (certified copy must be attached). The incumbent must be willing to travel.

DUTIES : Acquisition of goods and services. Sourcing of quotations. Evaluation of quotations. Processing of documents to Logistics for creation of purchase briefing. Provide regular feedback to data base management on the performance of suppliers. Disposal management of redundant and unserviceable goods. Manage stock and non-fixed stock items. Maintain the database of redundant goods. Administrate the sales according to tender. Demand management. Specification analysis. Market and commodity research. Contract management. Maintain PSP database. Management of contract appointment processes. Ensure compliance to the PFMA. Attend to audit queries related to SCM. Be able to provide all SCM reports that are required on ad hoc basis. Facilitate training and career development of staff.

ENQUIRIES : Ms G Skosana Tel No: 012 392 1324
APPLICATIONS : COO Gauteng (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor ,Pretoria, 0001.

POST 15/60 : **CHIEF DEVELOPMENT EXPERT REF NO: 130519/03**
 Branch: Chief Operations Office Mpumalanga
 Dir: Water Sector Support
 SD: Capacity Building
 (This is a re-advertisement; applicants who have previously applied are encouraged to re-apply)

SALARY : R376 596 per annum (Level 09)
CENTRE : Mbombela
REQUIREMENTS : A National Diploma or Degree in Social Sciences or similar. Three (3) to five (5) years' experience in partnerships, corporate social investment and / or stakeholder relations. Knowledge and experience in stakeholder relations, partnerships and / or corporate social investment. Fundraising experience is an added advantage. Working experience in inter-governmental relations. Knowledge of relationship management. Framework for managing performance information. Problem solving and analysis skills, people and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. An understanding of and commitment to government objectives, policies and programmes. Ability to work under pressure and meet deadlines.

DUTIES : Advocacy and communication of activities and programmes of the department to sector partners. Develop integrated Water Sector M & E system and maintenance thereof. Develop policies and water sector frame work that will guide implementation of WSDP. Attend to personnel matters and their PMDS. Monitor and evaluate the implementation of WSP nationally and in the regions. Develop and conceptualise community engagement programme and inter-governmental relations. Conduct research on spatial and non-spatial data from clients. Develop meaningful partnerships with private sector, NGO and community based organisations. Participate in the development of IDP for various municipalities. Support partnership strategy of the department. Conduct research where a need arises on re-evaluation of policies. Facilitate workshops on the implementation of the DWS agenda with partners. Handle project management and conduct research

in support of partnership strategy. Identify projects to be executed according to develop WSDP and IDP's. Liaise with municipalities on the implementation of projects. Support DWS Provincial Offices on the implementation of partnerships projects. Management of finance and human resources. Assist in budget compilation for the Directorate. Compile monthly projects and do PMDS projects for staff.

ENQUIRIES : Mr Ntabeni P.H Tel No: 013 759 7306
APPLICATIONS : COO Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION : Mr MJ Nzima

POST 15/61 : **CHIEF SURVEY OFFICER REF NO: 130519/04**
 Branch: Planning Monitoring and Evaluation
 Sub-Directorate: Surveys

SALARY : R316 791 per annum (Level 08)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Grade 12 Certificate or equivalent. Survey Officer Certificate and skipper Certificate. Six (6) to Ten (10) years experience in survey services. A valid Driver's license. Knowledge of all survey standards and specifications. Experience in field work and survey data processing in Survey (Topo, Aerial, Engineering, Cadastral, Hydrographical and Deformation) Operation of survey software is recommended. Knowledge of Water Resource Management. Technical report writing skills. Computer literacy.

DUTIES : Acquisition, capturing and processing of relevant surveys. Performing Engineering, Cadastral, Hydrographical and Topographical surveys as per Operational plan and Clients request. Processing of measured data. Report formulating and compiling. Supplying quality information to set standards. Capture and acquire survey information from stakeholders. Technical Data Management and Distribution. Filing, archiving and retrieving of information /plans. Database management. Assist in training of Graduate Trainee's and mentoring.

ENQUIRIES : Ms C. Rajah Tel No: 012 336 7831
APPLICATIONS : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms. LI Mabole

POST 15/62 : **SUPPLY CHAIN CLERK – ASSET MANAGEMENT REF NO: 130519/05**
 Branch: Chief Operations Office KZN
 Div: Asset Management

SALARY : R173 703 per annum (Level 05)
CENTRE : Durban
REQUIREMENTS : A Grade 12 Certificate or equivalent. One (1) year experience in Asset Management Environment will be an added advantage. A valid driver's license (Attach certified copy). Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of Basic Accounting System (BAS), GRAP and LOGIS. Computer literacy with sound knowledge of Ms Office Suite, preferably Excel. Good written and verbal communication skills.

DUTIES : Verify the existence of assets. Ensure that all movements of assets are updated. Ensure that the Asset Register is updated regularly. Update inventory list. Assist in the implementation and management of registers for leased assets. Assist in implementing and monitoring acquisitions, disposal and losses of assets. Ensure assets are bar coded and perform other activities as required to achieve the goals of Department of Water and Sanitation.

ENQUIRIES : Mr T Khoza Tel No: 031 336 2700

APPLICATIONS : KwaZulu Natal (Durban): Please forward your applications quoting the relevant reference number to the Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000.

FOR ATTENTION : The Manager (Human Resources)

POST 15/63 : **SUPPLY CHAIN CLERK: SUPPLY CHAIN MANAGEMENT REF NO: 130519/06 (X2 POSTS)**
Branch: IBOM - Eastern Operations

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Midmar Dam
: A Grade 12 Certificate or equivalent. Basic knowledge of Supply Chain functions, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge of work procedures in terms of the working environment. Working knowledge and understating of legislation governing the public service. Flexibility, and ability to work in a Team. Problem solving and analytical skills. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills both verbal and written. Accountability and Ethical Conduct.

DUTIES : Render demand and acquisition clerical support. Update and maintain contracts register. Register suppliers on SAP system. Provide secretariat functions. Render logistical support services. Place orders for goods. Receive requests for goods from end users. Maintain quotations register.

ENQUIRIES APPLICATIONS : Mr N Singh Tel No: 033 239 1216
: IBOM (Midmar Dam) Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X 24, Howick 3290, or hand deliver at R103 Prospect Road, Midmar Dam, 3290.

FOR ATTENTION : Ms T Sindane

POST 15/64 : **SUPPLY CHAIN CLERK: ASSETS MANAGEMENT REF NO: 130519/07**
Branch: IBOM - Eastern Operations

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Midmar Dam
: A Grade 12 Certificate or equivalent. Working experience of Supply Chain Management and Asset Management will be an added advantage. The ability to capture Asset related data. Ability to function on Microsoft Word and Microsoft Excel. Statistical skills. Basic knowledge of work procedures in terms of the asset management working environment. Ability to capture data. Basic understanding of the legislative framework governing the public service. Proven knowledge of Sap asset management module, Team work, Basic knowledge of problem solving and analysis. People and Diversity Management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and Ethical Conduct.

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

ENQUIRIES APPLICATIONS : Mr S. Ngobese Tel No: 033 239 1200
: IBOM (Midmar Dam) Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X 24, Howick 3290, or hand deliver at R103 Prospect Road, Midmar Dam, 3290.

FOR ATTENTION : Ms T Sindane