

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 13 September 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 or faxed 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 disadvantage 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 for the posts. 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.

ERRATUM: Kindly note that the post of Scientist Production Grade A post with Ref No: 120819/04 that was advertised in Public Service Vacancy Circular 27 dated 26 August 2019 has been withdrawn.

OTHER POSTS

POST 31/77 : **ASSISTANT DIRECTOR: HRM REF NO: 130919/01**
Branch: IBOM: Eastern Operation

SALARY : R470 040 per annum (Level 10)

CENTRE : Midmar Dam, Howick

REQUIREMENTS : A National Diploma or Bachelor's Degree in Human Resource Management / Public Management/Administration. Three (3) to five (5) years supervisory experience in Human Resources Administration. Knowledge and experience in policy development and HR administration (service conditions, recruitment & selection, PMDS, Employee Relations, HR policies etc). Disciplinary knowledge in HR transactions. Knowledge of Public Service Act (PSA), Public Service Regulation (PSR) and all HR related legislations. Understanding of Government legislation. Financial management and knowledge of PFMA.

DUTIES : Implement HR strategies aligned with the overall business plan of the department. Coordinate and manage service conditions benefits and HR Transactions for the cluster office. Implement general Human Resources provisions as per HR delegations including Performance Management and Development System (PMDS) and training, Recruitment and Selection processes. Monitor and evaluate the implementation of all HR policies. Implement effective personnel records management for the cluster office.

ENQUIRIES : Mr T Mkhize Tel No: (033) 239 1900

APPLICATIONS : Midmar Dam (Howick): Please forward your application quoting the reference number to: The Director: Eastern Operations, Department of Water and Sanitation, Private Bag X24, Howick, 3290. Hand deliver at Department of Water and Sanitation, R103 Prospect Road, Midmar Dam, Howick, 3290.

FOR ATTENTION : The Human Resource Manager

POST 31/78 : **ASSISTANT DIRECTOR: ICT FINANCIAL MANAGEMENT REF NO: 130919/02**
Branch: Corporate Service
Div: Information Systems Financial Management

SALARY : R376 596 per annum (Level 09)

CENTRE : Pretoria Head Office

REQUIREMENTS : A relevant tertiary qualification in Finance at NQF level 7. Three (3) year relevant finance management experience in an Information and Communication Technology (ICT) environment at supervisory level. (IT related certification will be an added advantage). Knowledge and experience on Government financial systems, policies and procedures. Knowledge and understanding of regulatory framework for the Public Service, such as the PMFA, Treasury Regulations and IT frameworks for financial management. Principles practice and application of financial accounting. Knowledge and

understanding of Total Cost of Ownership, Return on Investment and business value modelling. Negotiation and report writing skills. Problem solving, analysis, people diversity management skills. Client orientation and customer focus. Excellent communication skills. Strategic capability and leadership skills. Attention to detail and assertive.

DUTIES : Implement policies and procedures related to ICT financial management. Manage and report on ICT finances to account for ICT related costs, Investments and depreciation, allocate costs and analyse variances. Implement a process to prioritise resource allocation based on buy, develop or lease options. Prepare and manage budget reflecting the ICT investment priorities and services. Develop and manage an ICT costing model for cost allocations and shared services and charge backs. Ensure appropriate records are in place as prescribed by PFMA. Manage the ICT contract management processes. Manage invoices and monitor payments based on performance against the contract. Ensure payments are in line with contractual agreements and regulations. Cash flow projections. Configuration and maintenance of relevant financial database. Ensure financial risk management. Perform reconciliation on all contractual agreements

ENQUIRIES APPLICATIONS : Mr Arthur Kekana Tel No: (012) 336 8701
: 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 L Mabile

POST 31/79 : **ENGINEERING TECHNICIAN GRADE A REF NO: 130919/03**
Branch: Chief Operations Office Northern Cape
SD: Water Sector Planning
Re-advertisement, applicants who have previously applied are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS : R311 859 per annum (OSD)
: Kimberley
: A National Diploma in Civil Engineering or relevant qualification. Three years post qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician (certified copy must be attached). A valid driver's license (Attach certified copy). Project management, Technical design and analytical skills. Research and development. Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Problem solving, decision making, team work, creativity, customer focus, good communication skills, computer skills and people management skills.

DUTIES : Render technical services to the Directorate. Assist Engineers, Technologists and Associates in the appraisal of Business Plans and Technical Reports. Monitor the implementation of Regional Bulk Infrastructure Programme (RBIG) and Water Services Infrastructure Grant (WSIG) projects through conducting site inspections; site meetings; compilation and submission of progress reports. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs with specifications and submit for approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit expenditure reports as required. Verify and certify invoices for payment of contractors and Public Service Providers. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the infrastructure development operational plan. Develop, implement and maintain databases. Research and development. Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES APPLICATIONS : Mr K Kgarane Tel No: (053) 830 8800
: Kimberley: Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

FOR ATTENTION : Ms C Du Plessis

POST 31/80 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: 130919/04**
Branch: Chief Operations Office Northern Cape
SD: Lower Vaal Water Management Area

SALARY : R272 739 per annum (OSD)
CENTRE : Kimberley
REQUIREMENTS : A National Diploma or Degree in Environmental Management/Natural Sciences. Practical experience in the field of water quality management / environmental impact assessments (EIA's) / processing of water use licence applications will serve as added advantages. A valid driver's license (attach certified copy). Good computer literacy and writing skills. Understanding of the National Water Act 1998, the Water Services Act 1997, and related environmental legislation (e.g). NEMA. Knowledge and experience of industrial, agricultural, mining processes as well as wastewater treatment process and related technologies will serve as an advantage. Knowledge and experience of Water Quality Management with an understanding of prevailing principles of Integrated Water Resource Management and Catchment Management. Good communication skills (both written and verbal). Willing to travel extensively and work irregular hours.

DUTIES : Processing of water use licence applications in water management areas. Provide comments on environmental impact assessments, environmental management reports and development applications in the Lower Vaal management area. Liaise with stakeholders in the water sector and other government departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, agricultural activities, local authorities, etc. Undertake water resource monitoring and special investigations. Manage water quality in designated catchment areas. Prepare reports and interpret water quality monitoring results. Capturing of water quality results of water management system.

ENQUIRIES : Mrs PL Mokhoantle Tel No: (053) 830 8800
APPLICATIONS : Kimberley: Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

FOR ATTENTION : Ms C Du Plessis

POST 31/81 : **SUPPLY CHAIN CLERK REF NO: 130919/06**
Branch: Chief operations officer northern cape
Div: SCM (Main Account)

SALARY : R173 703 per annum (Level 05)
CENTRE : Upington
REQUIREMENTS : A Senior Certificate with Accounting as a passed subject. Computer literate and have sound knowledge of Microsoft Office. Knowledge of administrative functions, practices as well as the ability to capture data. Operate a computer and collate administrative statistics. Knowledge and understanding of the PFMA, PPPFA, Treasury Regulations and Supply Chain Management procedures. Knowledge of the SAP system. Knowledge of GRAP. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of procurement administrative procedures in terms of the working environment. Interpersonal relations, flexibility and team work skills. Basic knowledge of problem solving. Client orientation and customer focus skills. Good verbal and written communication skills. A valid driver's license (certified copy must be attached).

DUTIES : Compile and maintain records e.g. asset records/database. Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Capture specification on the electronic purchasing system. Request and receive quotations. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion processes. Compile draft documents as required. Receive requests for goods and services from end users. Place orders for goods and services. Receive and verify goods from suppliers. Capture goods and services receipt vouchers. Issue goods to end users.

ENQUIRIES : Mr S J Malan Tel No: (053) 830 8800

APPLICATIONS

: Upington: Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

FOR ATTENTION

: Ms C Du Plessis