

DEPARTMENT OF WATER AND SANITATION

<u>CLOSING DATE</u>	:	27 March 2020
<u>NOTE</u>	:	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 copies of qualifications and Identity document. No late, 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 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). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" 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 Finance Clerk: Debt Management with Ref No: 070220/14 advertised in Public Service Vacancy Circular 03 dated 24 January 2020, the educational requirements of the post should read as: A Senior/Grade 12 Certificate. The closing date has been extended to 27 March 2020 and also the posts of Scientist production with Ref No: 060320/08 and 060320/09 advertised in Public Service Vacancy Circular 07 dated 21 February 2020 has been withdrawn.

MANAGEMENT ECHELON

<u>POST 10/86</u>	:	<u>DIRECTOR: INSTITUTIONAL ESTABLISHMENT REF NO: 270320/01</u> Branch: Chief Operations Office: Free State Re-advertisement, applicants who have previously applied need to re-apply
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<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (all inclusive salary package)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or NQF level 7 qualification in Science (BSc) or Social Science. Five (5) to ten (10) years' experience in Water Resource Management and Water Services. Knowledge of the National Water Act (Act 36 of 1998) and the Water Services Act (Act 108 of 1997). Knowledge and understanding of the Management of State Owned Enterprises will be an added advantage. Five (5) years' experience at a middle/senior managerial level. Understanding of governance and related principles. A valid drivers license (Certified copy must be attached). Project management is desirable. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Project Management. Problem solving and analytical skills. Strategic capability and leadership. Programme and Project Management. Financial Management, change management, knowledge management. Service delivery Innovation on (SDI). People Management and Empowerment. Client orientation and customer focus. Good communication skills, accountability and ethical conduct.

DUTIES : Provide strategic direction by participating in the establishment of institutions focusing on water Resource Management. Develop and implement a performance improvement suggestion scheme. Advise top management and the legislature, as well as relevant sector bodies, on policies and strategies relevant to the section. Manage Water Resource Management functions through Proto-CMA. Investigate and make recommendations for license applications. Manage river control systems. Coordinate SFRA and sustainable utility planning. Monitor the environmental flows, eco-systems and habitat integrity. Coordinate the establishment, administration of integrated catchment forums. Provide effective platform for stakeholder engagement and partnership. Coordinate the Proto-CMA meetings and Forums. Provide oversight and create accountability at a local level for Water Resource Management. Perform monitoring and evaluation dashboard.

ENQUIRIES : Dr T Ntili Tel No: (051) 405 9000
APPLICATIONS : Free State (Bloemfontein). For purposes of response handling, 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

OTHER POSTS

POST 10/87 : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: 270320/02**
Branch: IBOM Central Operations
SD: Revenue Management
Re-advertisement, applicants who have previously applied need to re-apply

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) to five (5) years' supervisory experience in Revenue Management. A valid driver's license (Attached a copy). Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines, knowledge and application of International Financial Reporting Standards applicable to revenue, Generally Recognised Accounting Practice (GRAP) Division of Revenue Act (DORA). 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. Knowledge of departmental policies and procedures. Knowledge of any ERP system, with preference for SAP. Framework for managing performance information. Problem solving and analysis. Excellent communication skills. Client orientation and Customer focus. And the incumbent must be willing to travel extensively.

DUTIES : Implement and monitor billing and debt management policies, strategies and procedures. Manage the billing process and ensure that all billable water users are billed regularly and accurately. Manage the collection of revenue in the Cluster. Manage the accounts of strategic users in the Vaal River System (VRS) and ensure that these customers are billed accurately (in line with contractual agreements) and on time. Attend monthly and ad hoc meetings with strategic customers as part of managing Revenue Management contracts. Manage the customer relations office and ensure that all customer issues raised are resolved speedily and that invoices and statements are sent to customers on time. Assist with the tariff determination process in the Cluster. Be able to provide all Revenue Management reports that are required on ad hoc basis and perform account reconciliations and adjustments. Attend to

audit queries from internal and external auditors. Facilitate training and career development of staff. Supervision of staff.

ENQUIRIES : Mr ME Lidzhade Tel No: (012) 741 7327

APPLICATIONS : IBOM: Central Operations (Pretoria) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, IBOM Central Operations, Private Bag X273, Pretoria, 0001, or hand deliver to 1st Floor, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria.

FOR ATTENTION : Mr KL Manganyi

POST 10/88 : **CHIEF SECURITY OFFICER REF NO: 270320/04**
Branch: Chief Operations Office: Western Cape
Div: Auxiliary Services

SALARY : R257 508 per annum (Level 07)

CENTRE : Bellville

REQUIREMENTS : A Senior/Grade 12 certificate and Security Grade B Certificate (newly issued PSIRA registration ((Attach copy). Three (3) to five (5) year's supervisory experience in a security environment. A valid driver's license (Attach copy). Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge and experience of emergency procedures. Riot control and first aid competencies. Knowledge of Health and Safety. Computer literacy and skills in MS Office Software package. Sound knowledge, interpretation and application of security code of conduct, security legislations and directives. Good listening, good communication, interpersonal skills, ability to interact with people at all levels and work in a team environment. Analytical thinking, problem-solving, ability to handle conflict and excellent report writing skills. Accountability and ability to multi-task investigation skills. Work under pressure, willingness to travel throughout the region and work extended hours. Must be prepared to work overtime when there is a need.

DUTIES : Render a safety and security management service for the whole Western Cape Regional Office in terms of all relevant security legislations. Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS/MPSS. Maintain and implement physical security measures to minimize risks. Monitor and inspect security control registers. Research on new security equipment. Inspections on all installations of all buildings and advice management of all risks. Investigate all incidents that have occurred in the offices and liaise with police. Develop and implement the contingency and disaster recovery plan in terms of the relevant legislation. Liaise with other security agencies and DWS National Security Manager. Conduct security awareness. Manage private security service provider's contracts. Ensure compliance and implementation of security policies. Provide operational and administrative assistance with regard to security activities, forums, trainings, vetting, risk assessments and security reports.

ENQUIRIES : Mr K Petersen Tel No: (021) 941 6015

APPLICATIONS : Western Cape: Please forward your applications quoting the relevant reference number to the Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Ms K Melelo

NOTE : Persons with disabilities, Females, African Males, White Males and Indian Males are encouraged to apply.

POST 10/89 : **ASSISTANT TECHNICAL OFFICER: DAM CONTROL REF NO: 270320/05**
IBOM Central Operations, Dam Operations
Re-advertisement, applicants who have previously applied need to re-apply

SALARY : R173 703 per annum (Level 05)

CENTRE REQUIREMENTS : Vanderkloof Dam
: A Senior/Grade 12 certificate (with mathematics/Mathematics Literacy). One (1) to two (2) years' experience in Dam Safety will be an added advantage. Computer literacy (Microsoft Word and Excel). A valid driver's license. (Attach a copy). Good interpersonal and communication skills. Self-motivated and willingness to work in a team. Must be able to work overtime when necessary. Knowledge of the Occupational Health and Safety Act. (OHS).

DUTIES : Provide a support service to the Control Water Control Officer. Maintain monitoring of dam safety instrumentation e.g. pendulums and three dimensional crack meters. Responsible for inspections of the dam wall (bridge, spillway and pipes). Take water samples, meter readings and do calibrations when needed. Assist with dam wall tours. Responsible for the general cleaning and maintenance of the dam wall area. Compile daily/weekly and quarterly reports and send them to Head Office and Regional Office. Adhere to Occupational Health and Safety regulations and ensure that protective equipment is used appropriately.

ENQUIRIES APPLICATIONS : Ms E Oosthuizen Tel No: (053) 664 9400
: IBOM Central Operations (Vanderkloof Dam): Please forward your applications to the Acting Scheme Manager Central Operations IBOM, Department of Water and Sanitation, Private Bag X01, Vanderkloof Dam, 8771.

FOR ATTENTION NOTE : Mr J Wilson
: The candidate must be medically fit.

POST 10/90 : **ACCOUNTING CLERK REF NO: 270320/06**
Branch: Chief Operations Office: Western Cape
SD: Financial Management

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Bellville
: A Senior/Grade 12 certificate with Accounting as a passed subject. Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS). Knowledge Management. Problem solving and analysis. Client orientation and customer focus. Good communication skills. Be computer literate. Accountability and ethical conduct.

DUTIES : Receive invoices and record on invoice register, check and capture transactions on Persal; Check and capture Sundry Payments, receipts, Journals on BAS. Request reports on Persal and BAS. Be responsible for cashier functions. Safekeeping of cash and checking of Petty cash issued. Replenish Petty Cash when required. Be responsible for Payroll administration. Distribution of salary and supplementary payslips to officials, update registers, compile sundry payments for big creditors; assist with clearing and monthly reporting of suspense accounts. Ensure monthly statements for creditors are reconciled. Compile monthly reports. Monitor the Internal Debt Register on weekly basis.

ENQUIRIES APPLICATIONS : Ms. S Kapela Tel No: (021) 941 6318
: Western Cape: Please forward your applications quoting the relevant reference number to the Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION NOTE : Ms K Melelo
: Persons with disabilities, Females, African Males and Indian Males are encouraged to apply.

POST 10/91 : **GENERAL FOREMAN (CIVIL) REF NO: 270320/07**
Branch: IBOM Central Operations: Vanderkloof Canals
Re-advertisement, applicants who have previously applied need to re-apply

SALARY : R145 281 per annum (Level 04)
CENTRE : IBOM Vanderkloof Dam
REQUIREMENTS : A Grade 8 qualification. One (1) to two (2) years' experience in Civil maintenance. A valid driver's license. (Attach a copy). Good written and verbal communication skills. One year supervision experience will be an added advantage. Work independently and in a team. The ability to do routine tasks, which require using variety of equipment, tools and machinery. Knowledge of the basic safety procedures of the Health and Safety OHS Act.

DUTIES : Assist Artisan in Civil Workshop. Supervision of maintenance team. Ensure that official houses, office buildings, dam wall areas and workshops are and maintained. General maintenance to plants, structures and canal pipe lines. Concrete work, plastering, tiling, painting, cleaning, roof structures, and gutters and down pipes. Building manholes and structures.

ENQUIRIES : Mr LI Radebe Tel No: (053) 664 9400
APPLICATIONS : IBOM Central Operations (Vanderkloof Dam): Please forward your applications to the Acting Scheme Manager Central Operations IBOM, Department of Water and Sanitation, Private Bag X01, Vanderkloof Dam, 8771.

FOR ATTENTION : Mr J Wilson