

DEPARTMENT OF WATER AND SANITATION

<u>CLOSING DATE</u>	:	30 October 2020
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the e-mail address specified to each post. 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, applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants. Candidates will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holders must provide the 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.

OTHER POSTS

<u>POST 24/165</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: 301020/01</u> Branch: NWRI Southern Operations
<u>SALARY</u>	:	R733 257 per annum (Level 11)
<u>CENTRE</u>	:	Port Elizabeth
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Labour Relations/Human Resource Management / LLB. A post graduate diploma in Labour Law will be an added advantage. Four (4) to six (6) years' management experience in Labour Relations. A valid driver's license. (Attach a copy). Knowledge and experience in policy development and implementation. Knowledge and experience in Human Resource Information. Understanding of government legislation, financial management and PFMA. Knowledge of negotiation skills. Knowledge of techniques and procedures for the planning and execution of operations. Knowledge and experience of programme and project management. Knowledge of relationship management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both verbal written. Accountability and ethical conduct. Knowledge of analytical procedures.
<u>DUTIES</u>	:	Provide input into Employee Relations policies. Analyse current policies and Labour Relations trends. Recommend policy amendments. Implement employee relations policies. Hold road shows advising the department on key Labour Relations policy issue and new development. Advice management and Employees on all employee relations matters. Manage dispute resolution, collective bargaining matters, facilitation of grievance resolution and disciplinary processes. Management of human resources. Investigate complex cases. Register and maintain a database of all cases including grievance. Maintain compliance in all labour

relations matters, dissemination of information and conducting of training. Liaise with internal and external stakeholders. Represent the Department at Conciliation and Arbitration proceedings. Ensure that approved resolutions are implemented. Manage conflict resolution.

ENQUIRIES : Ms. EN Ngele Tel No: (041) 508 9754
APPLICATIONS : Please e-mail your application quoting the post reference number to: SORcruitment@dws.gov.za
FOR ATTENTION : Ms. B Gqokoma

POST 24/166 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: 301020/02**
Branch: Corporate Services
Dir: Legal and Legislative Support

SALARY : R473 820 per annum (OSD)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : An LLB Degree or equivalent legal qualification on NQF7. At least 8 years' appropriate post qualification legal experience. Ability to draft legal documents that provide clear motivation/justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations, the Public Service Act and Regulations, Promotion of Administrative Justice Act and Promotion of Access to Information Act. Knowledge of Public Finance Management Act (PFMA), Constitutional Law, Promotion of Access to Information Act and Administrative Law. An ability to interpret legislation, good analytical and research skills, good verbal and written communication skills in English, good drafting skills, computer literacy, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to deadlines are essential.

DUTIES : Render legal advisory services on diverse legal issues to the Minister, the Director-General and officials of the Department. Conduct research that will provide information and case law relevant to the legal matter at hand and present motivation/ proposals on how the specific case should be approached to obtain a desirable/justifiable outcome/result. Manage litigation instituted by and against the Department, including water tribunal appeals. Conduct Legislative review, drafting of Bills, subordinate legislation and regulations. Provide legal support, advice, drafting and vetting of contracts.

ENQUIRIES : Ms M Khuduga, Tel No: (012) 336 7835
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

POST 24/167 : **ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT REF NO: 301020/03**
Branch: Chief Operations Office: Limpopo
Dir: WSS

SALARY : R376 596 per annum (Level 09)
CENTRE : Waterberg District Office
REQUIREMENTS : An appropriate Degree in Social Sciences majoring in Community Development. Three (3) to five (5) years' experience in Community Development Practice. A valid driver's license. (Attach copy). Knowledge of strategic and operational plan management. Knowledge of policy implementation. Knowledge of monitoring and evaluation principles knowledge of Inter-governmental relations and sector collaboration within the water sector. Experience of professional development and project management. Good communication skills both verbal and written. Conflict management, creativity and awareness. Cultural awareness, flexibility, initiative skills. Computer literacy skills.

DUTIES : Develop and shares a vision and mission for the section. Develop policies to ensure that water programmes are implemented in the community.

Promotes transformation within the section. Ensure a culture of innovation and performance. Develop and implements a performance improvement suggestions scheme. Advice top management and legislature, as well as sector bodies, on policies and strategies relevant to the section. Communicate effectively with the stakeholders in the sector about the functions of the section. Participate as a key player in the sanitation sector strategic plan. Ensure that the delivery of water and sanitation programmes plans is implemented. Compile monthly reports. Promote water advocacy programmes. Assist in Institutional planning support, appraisal and monitoring. Assist in the regulation and support of WSA's in sanitation and implementation and reporting. Assist in the promotion of health and hygienic awareness through the implementation of Wash programme to minimize water borne diseases. Assist in the implementation of Households policy Basic House Hold water policy. Assist in the organization and facilitation of workshop. Assist in the development of sanitation strategy through WSDP's and ensure compliance with the basic households sanitation policies and guidelines. Manage mainstreaming of health and hygiene in the sanitation programme. Manage the facilitation of best practice learning in the country as well as in the SADC Regions.

ENQUIRIES : Mr. Masindi T Tel No: (015) 290 1359.
APPLICATIONS : Limpopo (Waterberg): Please e-mail your application quoting the post reference number to: LPRecruitment@dws.gov.za

FOR ATTENTION : Mr. HH Khosa

POST 24/168 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 301020/04**
 Branch: NWRI Southern Operations

SALARY : R376 596 per annum (Level 09)
CENTRE : Port Elizabeth
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience. A valid Driver's license. (Attach a copy). Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge and application of International Financial Reporting Standards applicable to management accounting, SA Generally Accepted Accounting Practice (GAAP), Treasury Regulations and guidelines and the Public Finance Management Act (PFMA). Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Standard Chart of Accounts (SCOA), Generally Recognized Accounting Practice (GRAP) with full knowledge and understanding of Risk and the risk register. 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. Good verbal and written communication skills. Client orientation and Customer focus. And incumbent must be willing to travel extensively. Accountability and Ethical Conduct.

DUTIES : Management of the Entire budget process for the Western Cape & Eastern Cape province, Compiling and capturing of trading account budget. Fund shifting of budget allocations when required. Management of reporting including accruals and commitments. Render professional advice and guidance to Cluster line functionaries on the interpretation and implementation of financial procedures and policies. Perform internal financial inspections and prepare for audits. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports. Monthly Management Accounting Reporting on budget expenditure as well as the approval of journals. Assist with the tariff determination process in the Cluster and financial functions relating to Infrastructure Assets. Facilitate the risk assessments for each Division and update risk registers quarterly. Obtain evidence for control assessments and progress

on action plans on a quarterly basis. Obtain and collate feedback from senior managers on updates to the risk registers and progress of action plans Update project risk register for all projects. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Supervision of employees and training of subordinates. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and career development opportunities. Ensure timeously development of job description and implementation of Work Plans (Performance Agreements) and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr. NA Khan Tel No: (041) 508 9725
APPLICATIONS : Port Elizabeth: Please e-mail your application quoting the post reference number to: SOREcruitment@dws.gov.za
FOR ATTENTION : Ms. B Gqokoma
NOTE : Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 24/169 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 301020/05**
 Branch: NWRI Southern Operations

SALARY : R376 596 per annum (Level 09)
CENTRE : Port Elizabeth
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience. A valid driver's license (Attached a copy). Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of Public Service Anti-Corruption Strategy and anticorruption and fraud prevention measures and knowledge of Standard Chart of Accounts (SCOA), Generally Recognized Accounting Practice (GRAP) SAP system and Finance Knowledge. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Practical experience in Governmental financial systems; SAP and PERSAL. Principles and practice of financial accounting as well as client orientation and customer focus. Good verbal and written communication skills and incumbent must be willing to travel extensively. Accountability and Ethical Conduct.

DUTIES : Management of the Payroll, Accounts Payables, Petty Cash and cash management for the Western Cape & Eastern Cape province, Conduct creditor's reconciliations and ensure correct and timeous payment of suppliers. Manage sundry payments. Manage the processing of staff related payments e.g. Subsistence and Travel claims, overtime and standby allowances. Management of reporting including accruals and commitments reports etc. Render professional advice and guidance to Cluster line functionaries on the interpretation and implementation of financial procedures and policies. Perform internal financial inspections and prepare for audits. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training

and career development opportunities. Ensure timeously development of job description and implementation of Work Plans (Performance Agreements) and Personal Development Plans (PDP's) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr. NA Khan Tel No: (041) 508 9725
APPLICATIONS : Port Elizabeth: Please e-mail your application quoting the post reference number to: SORrecruitment@dws.gov.za .
FOR ATTENTION : Ms. B Gqokoma
NOTE : NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 24/170 : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: 301020/06**

Branch: NWRI Southern Operations

SALARY : R376 596 per annum (Level 09)
CENTRE : Port Elizabeth
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience. A valid driver's license (Attached a copy). Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge and application of the Water Act. Knowledge and application of International Financial Reporting Standards applicable to revenue, SA Generally Accepted Accounting Practice (GAAP), Treasury Regulations and guidelines and the Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Generally Recognized Accounting Practice (GRAP) Division of Revenue Act (DORA). Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of departmental policies and procedures. Knowledge of any ERP system with preference for SAP. Framework for managing performance information and Problem solving and analysis. Good verbal and written communication skills. Client orientation and Customer focus. The incumbent must be willing to travel extensively. Accountability and Ethical Conduct.

DUTIES : Implement and monitor billing and debt management policies, strategies and procedures. Manage the billing process for the Western Cape and Eastern Cape Province and ensure that all billable water users are billed regularly and accurately. Understanding and knowledge of the revenue value chain and billing processes. Manage the collection of revenue in the Cluster. Manage the accounts of strategic users and ensure that 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. Provide monthly age analysis reports on debtor's accounts. 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. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Supervision of employees and the delegation of functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and career development opportunities. Ensure timeously development of job description and implementation of Work Plans (Performance Agreements) and Personal Development Plans

(PDP's) for all employees in the sub - Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr. N Khan: Tel No: (041) 508 9725
APPLICATIONS : Port Elizabeth: Please e-mail your application quoting the post reference number to: SORrecruitment@dws.gov.za
FOR ATTENTION : Ms. B Gqokoma
NOTE : NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 24/171 : **IT TECHNICIAN REF NO: 301020/07**
Branch: NWRI Southern Operations

SALARY : R376 596 per annum (Level 09)
CENTRE : Port Elizabeth
REQUIREMENTS : An Appropriate Degree/Diploma in Information Technology and Certified Microsoft Engineer; MSCE or MCSA and Comptia Certified A+ or Comptia Certified Network +. Three (3) years appropriate experience or, relevant certified plus six (6) years appropriate experience. A valid driver's license. (Attach a copy). Knowledge of the Access to information Act. Knowledge of information security protocols. Knowledge and experience of information technology developments and enhancements. Knowledge of administrative and clerical procedures and systems. Knowledge of the PFMA Act and departmental policies and procedures.

DUTIES : Installation of new hardware and software acquired. Equipment and software analysis. Physical inspection of equipment for any visible defects. Testing and connection of peripheral on their stations including driver installation. Provision on necessary training in operational use of equipment. Rolling out of new software on computer equipment as prescribed by Office of the CIO. Maintaining of existing hardware and software. Executing Root Cause Analysis with regards to hardware and software incidents and problems. Resolving warranty issues should equipment fall within this category. Providing clients with advice regarding future use or replacement of equipment/software. Support the configuration of hardware and software. Investigate calls for reconfigured hardware software. Investigate equipment/software capabilities. Decommissioning of hardware and software. Receive equipment that is to be removed from the system. In case of equipment with memory capabilities – ensure all data is permanently removed from devices. All hard – and software installations in the DWS domain. Executing client installations of Transversal system (Persal, SAP, BAS, Logis) and ensure software connectivity. Installation of LAN equipment and connectivity (UTP Cabling, Wi-Fi devices etc.). Ensure Server and WAN availability in conjunction with outsourced partner/s. Remote office and end user support within the responsibility area of IBOM: Southern Operations. Ensure that all IT policies, norms and standards are enforced. Compile monthly IT expenditure and performance reports. Knowledge of DWS Asset – and Supply Change Management procedures and functions will be an added advantage. The appointee will be expected to perform overtime and standby duties when necessary, and assist the Manager Information Systems Support with all IT Related tasks.

ENQUIRIES : Ms. EN Ngele Tel No: (041) 508 9744
APPLICATIONS : Port Elizabeth: Please e-mail your applications quoting the post reference number to: SORrecruitment@dws.gov.za
FOR ATTENTION : Ms. B Gqokoma
NOTE : NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 24/172 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR5) REF NO: 301020/08**
Branch: Corporate Services
Dir: Legal Support

SALARY : R373 389 per annum (OSD)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : An LLB Degree or equivalent legal qualification on NQF7. At least 8 years' appropriate post qualification legal experience. Ability to draft legal documents that provide clear motivation/justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations, the Public Service Act and Regulations, Promotion of Administrative Justice Act and Promotion of Access to Information Act. Knowledge of Public Finance Management Act (PFMA), Constitutional Law, Promotion of Access to Information Act and Administrative Law. An ability to interpret legislation, good analytical and research skills, good verbal and written communication skills in English, good drafting skills, computer literacy, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to deadlines are essential.

DUTIES : Render legal advisory services on diverse legal issues to the Minister, the Director-General and officials of the Department. Conduct research that will provide information and case law relevant to the legal matter at hand and present motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome/result. Manage litigation instituted by and against the Department, including water tribunal appeals. Conduct Legislative review, drafting of Bills, subordinate legislation and regulations. Provide legal support, advice, drafting and vetting of contracts.

ENQUIRIES : Ms M Khuduga Tel No: (012) 336 7835
APPLICATIONS : Head Office (Pretoria): Please email your application quoting the relevant reference number to: Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabile

POST 24/173 : **ENGINEERING TECHNOLOGIST (PRODUCTION) GRADE A-C REF NO: 301020/09**
Branch: Chief Operations Office Mpumalanga

SALARY : R363 894 – R557 856 per annum, (OSD) offer will be based on proven years' experience
CENTRE : Bronkhorstspuit
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technologist (proof of registration must be provided). A valid drivers licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement.

DUTIES : Reviewing integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in

connection with water use license applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations.

ENQUIRIES APPLICATIONS : Mr S Nkuna Tel No: (013) 759 7317
 : Mpumalanga: Please post your application or email quoting the relevant reference to MPRecruitment@dws.gov.za the Provincial Head
FOR ATTENTION : Ms. Mkhwanazi F.M

POST 24/174 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A – C**
HYDROLOGICAL FLOW DATA REF NO: 301020/10 (X4 POSTS)
 Branch: Chief Operations Office - Mpumalanga

SALARY : R311 859 – R473 574 per annum (OSD) offer will be based on proven years' experience

CENTRE : Groblersdal
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical engineering experience. Compulsory Registration with ECSA as an Engineering Technician (attach proof of registration). A valid drivers license (Attach a copy). Water resources related experience is a recommendation. Good interpersonal relations. Willingness to travel long distances is essential. Project Management, technical design and analysis will be an added advantage. Research development and computer-aided engineering applications. Knowledge of legal compliance. Technical report writing and technical consulting.

DUTIES : Implement the National Water Act with focus on water resource information acquisition. Collect, analyse and manage hydrological flow data. Calibrate and maintain flow gauging equipment. Conduct current gaugings, surveying of measuring weirs and calibration of weirs. Run hydrological models and other relevant models. Liaise with relevant components to enforce compliance to water management legislation. Organise field trips and assist with preparation of required supportive documents and technical information as well as the writing of technical reports. Participate in capacity building and mentorship programmes for junior staff. Implement operational plans, guidelines, policies and projects.

ENQUIRIES APPLICATIONS : Mr. TA Veleko Tel No: (013) 262 6800
 : Mpumalanga: Please post your application or email quoting the relevant reference to MPRecruitment@dws.gov.za the Provincial Head.
FOR ATTENTION : Ms. Mkhwanazi F.M

POST 24/175 : **ARTISAN FOREMAN (GRADE A) CIVIL REF NO: 301020/11**
 Branch: NWRI Southern Operations

SALARY : R304 263 per annum (OSD)
CENTRE : Uitkeer
REQUIREMENTS :

Appropriate Trade Test Certificate in Plumbing, Carpentry and Bricklaying. Five (5) years post qualification experience as an Artisan. A valid drivers license (Attach a copy). Relevant experience will serve as an added advantage. Must be physically fit and willing to work overtime, stay away from home and travel throughout the Eastern Cape Province. Must have experience in all building trades. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Competent with hands-on practical work. Good written and verbal communication.

DUTIES : Manage the civil maintenance teams and carpenter shop and ensure compliance to prescribed standards to ensure safe and serviceable infrastructure on Eastern Cape Government Water Schemes 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 ongoing basis. Work requires traveling to remote areas and to overnight away from home on a regular basis. Standby and occasional overtime work, including weekends and public holidays, will be expected from time to time.

ENQUIRIES : Mr. JM Viljoen Tel No: (041) 508 9703
APPLICATIONS : Uitkeer: Please e-mail your application quoting the post reference number to: SORrecruitment@dws.gov.za
FOR ATTENTION : Ms. B Gqokoma
NOTE : Applicants may be subjected to skills testing as part of the recruitment process, to prove technical competence for the post.

POST 24/176 : **SENIOR STATE ACCOUNTANT REF NO: 301020/12**
Branch: Chief Operations Office: Limpopo
Dir: Financial Management

SALARY : R316 791 per annum (Level 08)
CENTRE : Polokwane
REQUIREMENTS : National Diploma or Degree in Financial Management. Two (2) to three (3) years' experience in financial matters (Accounts Payables, Salary Administration, and general Ledger). Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA and PFMA. Knowledge of Treasury Regulations, Persal, Basic Accounting System (BAS), Logis and Data Analysis. Knowledge and experience in administrative, clerical procedures and systems. Understanding of Departmental policies and procedures. Framework for managing performance information. Computer literacy in (MS Word, Excel, PowerPoint). Framework for managing performance information.

DUTIES : Ensure reconciliation of major supplier accounts of the Provincial Office. Ensure effective payroll management within the Provincial Office. Check, verify and certify as correct and compliant to all finance related transactions. Approve and authorize transactions for payments, allowances, deductions etc. on the financial systems BAS/Logis and Persal. Ensure clearing of ledger and suspense accounts. Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system. Supervising and managing the performance of employees in accordance with the departmental policies.

ENQUIRIES : Mr. M Monyepao Tel No: (015) 290 1202
APPLICATIONS : Polokwane: Please e-mail your application quoting the post reference number to: LPRrecruitment@dws.gov.za
FOR ATTENTION : Mr. HH Khosa

POST 24/177 : **HUMAN RESOURCE DEVELOPMENT OFFICER REF NO: 301020/13**
Branch: NWRI Southern Operations

SALARY : R316 791 per annum (Level 08)
CENTRE : Port Elizabeth
REQUIREMENTS : A National Diploma or Bachelor Degree or in Human Resource Development. One (1) to three (3) years' experience in training. A valid driver's license. (Attach a copy). Knowledge and understanding on HRM Legislations, policies, practices and procedures. Public Finance Management Act (PFMA). Knowledge of education and training quality assurance processes and procedures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Practical knowledge of administrative, clerical procedures and systems including Persal. Departmental policies and procedures. Governmental financial systems. Knowledge of learning and teaching procedures and technique.

Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving, analysis. People and diversity management skills. Client orientation and customer focus. Accountability and Ethical Conduct. Good computer literate and communications skills.

DUTIES : The development of training programmes, procedure manuals and guides on course materials. Prepare training manuals, develop training interventions. Skills development. Conduct Departmental training needs assessment. Advise the department and management on WSP. Monitor and evaluate the implementation of WSP. Development of annual, quarterly and monthly training reports. Have consultative meetings with individuals regarding the compilation of WSP and ATR. Prepare training materials such as outlines, text and handouts. Prepare visuals equipment. Modify existing programmes where applicable. Analyse skills development gaps, facilitate Bursaries, AET, Mentoring, Induction, Leadership and short courses. Conduct training sessions. Implementation of PMDS. Issuing of circulars and communications on HRD. Information sessions on best practices for HRD. Attend moderation meetings. Compile minutes and submissions and calculate 1.5% budget limit.

ENQUIRIES APPLICATIONS : Ms. EN Ngele Tel No: (041) 508 9744
: Port Elizabeth: Please e-mail your application quoting the post reference number to: SORecruitment@dws.gov.za

FOR ATTENTION NOTE : Ms. B Gqokoma.
: NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 24/178 : **ADMINISTRATION OFFICER WATER USE AUTHORIZATION REF NO: 301020/14**
Branch: Chief Operation Officer: Eastern Cape
Re-advertisement; applicants' who have previously applied are encouraged to re-apply

SALARY CENTRE : R257 508 per annum (Level 07)
: East London (X1 Post)
: Port Elizabeth (X2 Posts)
: Mthatha (X1 Post)

REQUIREMENTS : A National Diploma or Degree in Public Management / Administration or relevant qualification. One (1) to three (3) years' experience in administration. Experience in working with Water Use Authorisation applications will be an added advantage. A valid driver's license (Attached certified copy). Computer literate and proficiency in programs such as MS 2007 Word, PowerPoint, Access, Outlook and Excel. Knowledge of the National Water Act (Act 36 of 1998). Knowledge of Administration Procedures. Knowledge of Batho Pele Principles. Report writing skills. General knowledge of information systems. Data capturing skills. Office and project management skills.

DUTIES : Coordinate the administrative functions and provide support related to the Water Use Authorisation applications. Manage the handling of queries and ensuring amicable resolution. Respond to internal and external queries or enquiries relating to Water Use Authorisations. Manage the updating of the Electronic Water Use license Application and Authorization System (e-WULAAS) and ensure accurate reporting. Ensure that statistics of all e-WULAAS Use authorisation applications are accurate and updated. Support e-WULAAS user training process. Filing correspondences with clients. Support and provide reports to management.

ENQUIRIES APPLICATIONS : Ms L Fourie Tel No: (043) 701 0248
: East London; Port Elizabeth; Mthatha: Please email your applications quoting the reference number to: ECRecruitment@dws.gov.za

FOR ATTENTION : Ms LT Malangabi Tel No: (043) 604 5476

POST 24/179 : **ADMINISTRATION CLERK REF NO: 301020/15**
Branch: NWRI Southern Operations

SALARY : R173 703 per annum (Level 05)
CENTRE : Port Elizabeth
REQUIREMENTS : A Senior / Grade 12 Certificate. Proven knowledge of MS Office. Proven Advance knowledge of MS Excel would be an advantage. Knowledge of clerical functions, practices as well as the ability to capture data. Operate computer and collate administrative statistics. Basic knowledge of problem solving and analysis. Accountability and ethical conduct. Good verbal and written communication. Telephone etiquette. Must be able to communicate well in English.

DUTIES : Keep and maintain a filing system for all projects. Complete purchase requisitions and follow up on the progress of purchase orders. Register invoices, complete checklists and submit to finance for processing. Attend meetings and compile minutes. Provide personnel administration and clerical support services within the component. Keep and maintain incoming and outgoing documents register of the component. Maintain a time-off and leave register for the component. Assist with general and transport administration.

ENQUIRIES : Mr. SR Abrahams Tel No: (041) 508 9723
APPLICATIONS : Port Elizabeth Please e-mail your application quoting the post reference number to: SORrecruitment@dws.gov.za

FOR ATTENTION : Ms. B Gqokoma
NOTE : NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 24/180 : **ADMINISTRATION CLERK (TRANSPORT) REF NO: 301020/16**
Branch: NWRI Southern Operations

SALARY : R173 703 per annum (Level 05)
CENTRE : Port Elizabeth
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 of problem solving and analysis. Accountability and ethical conduct. Good verbal and written communication. Telephone etiquette. Ability to communicate in English and Afrikaans.

DUTIES : Register invoice and submit to finance. Provide personnel administration and clerical support services within the component. Consolidate weekly itinerary for approval of the component. Assist with the compilation of demand plan and commodity analysis to ensure that required resources fulfill identified needs. Process requests for travel arrangements. Keep and maintain incoming and outgoing documents register of the component. Maintain a leave register. Arrange travelling and accommodation requests. Provide financial administration support service. Consolidate travel submissions for the cluster. Manage telephone accounts and petty cash. Process subsidized applications and ensure compliance with the required documentation. Process monthly fuel claims. Reconcile invoices against bookings of accommodation. Conduct inspections on subsidized vehicles and government vehicles. Assist with general transport administration.

ENQUIRIES : Ms. P Adonis Tel No: (041) 508 9778
APPLICATIONS : Port Elizabeth: Please e-mail your application quoting the post reference number to: SORrecruitment@dws.gov.za

FOR ATTENTION : Ms. B Gqokoma
NOTE : Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 24/181 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: 301020/17**
Branch: NWRI Southern Operations

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Port Elizabeth
: A Senior/Grade 12 Certificate. 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 understanding 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.

DUTIES : The successful candidate will be responsible for rendering demand and acquisition clerical support. Update and maintain contracts register. Capture quotations on the system. Provide secretariat functions. Render logistical support services. Place orders for goods. Receive requests for goods from end users. Maintain quotations register. Receiving delivers from suppliers and capture good receipts on the system.

ENQUIRIES APPLICATIONS : Ms. N Tyobashe Tel No: (041) 508 9747
: Port Elizabeth: Please e-mail your application quoting the post reference number to: SORrecruitment@dws.gov.za

FOR ATTENTION NOTE : Ms. B Gqokoma
: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 24/182 : **ASSISTANT TECHNICAL OFFICER REF NO: 301020/18**
Branch: NWRI southern operations

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Port Elizabeth
: A Senior / Grade 12 Certificate with Mathematics / Mathematics Literacy. Survey related experience is essential and must include leveling and tachometry or GPS- RTK. A valid driver's license (Attach a copy). Ability to swim and no fear of water. Willingness to travel extensively. Physically strong and healthy. Ability to speak and understand English or Afrikaans.

DUTIES : Assist the surveyor with various tasks during field Survey. Perform small survey tasks such as leveling, precise leveling, tachometry (basic operation) and GPS. Supervise Tradesman Aids. Clean boats, vehicles and equipment. Clear bush for survey lines.

ENQUIRIES APPLICATIONS : Mr. HFM Lodewyk Tel No: (041) 508 9769
: Port Elizabeth: Please e-mail your application quoting the post reference number to: SORrecruitment@dws.gov.za

FOR ATTENTION NOTE : Ms. B Gqokoma
: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 24/183 : **ASSISTANT TECHNICAL OFFICERX REF NO: 301020/19 (X2 POSTS)**
Branch: NWRI
Re-advertisement; applicants who have previously applied are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Head Office (Pretoria)
: A Senior/Grade 12 certificate with Mathematics/Mathematics Literacy. One (1) year experience will be added advantage in a construction or maintenance environment will serve as an added advantage. Computer literacy. Good interpersonal and communication skills. Be able to read and write. Self-motivated and willingness to work in a team.

DUTIES : Transport building materials to site; Mixing mortar, building models; Provide a support service to the Artisans, Foreman, Technicians and Engineers in building and testing dam models; General workmanship to

build models which includes but is not limited to mixing concrete, carpentry, pipework, brick-laying etc. Responsible for the general cleaning and maintenance inside and outside the lab, Assist in demolishing models. Complete time sheet and submit to Artisan Foremen. Basic understanding of government legislation. Adhere to Occupational Health and Safety regulations and ensure that protective equipment is used appropriately.

ENQUIRIES : Mr. J Matlala Tel No: (012) 336 6731
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
FOR ATTENTION : Ms. L Mabole
NOTE : Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 24/184 : **TRADESMAN AID HYDROMETRY REF NO: 301020/20**
Branch: Chief Operations Office: Limpopo
Dir: Planning and Information

SALARY : R122 595 annum (Level 03)
CENTRE : Tzaneen
REQUIREMENTS : ABET certificate (must be able to read and write). (Attach copy). One (1) to two (2) years' experience. Appropriate knowledge and experience of carpentry, welding and building experience. Applicants that can swim and are willing to work in water will be given preference. It will be expected from the successful candidate to travel and work away from home. Manual labour of a routine nature will be performed which requires a high level of physical exertion and entails the following: digging of holes and trenches, using hand held equipment, cutting of grass with brush cutters using of pavement breakers during construction projects.

DUTIES : Execute maintenance and remedial work at Hydrological gauging stations; this includes cleaning of upstream pools, access roads and inlet systems, painting of crest irons and construction work of new and / or existing gauging stations. Maintenance and cleaning of equipment.

ENQUIRIES : Mr. D Viljoen Tel No: (015) 307 8620.
APPLICATIONS : Tzaneen: Please e-mail your application quoting the post reference number to: LPRecruitment@dws.gov.za
FOR ATTENTION : Mr. HH Khosa

POST 24/185 : **DRIVER REF NO: 301020/21**
Branch: Chief Operations Office: Limpopo
Dir: Planning and Information

SALARY : R122 595 annum (Level 03)
CENTRE : Tzaneen
REQUIREMENTS : A Grade 10 certificate (Attach a copy). One (1) to three (3) years' experience in driver/ messenger services. Valid high up, TLB and Bobcat operating certificates will serve as an added advantage. Appropriate knowledge of and experience in driving up to 16 ton trucks, operating high ups, dumping trucks, excavation equipment (TLB, Bobcat, Dumpers). It will be expected from the successful candidate to travel and work away from home.

DUTIES : Execute maintenance and remedial work at Hydrological gauging stations; this includes cleaning of upstream pools, access roads and inlet systems and equipment (trucks and construction equipment. Operating of construction equipment during construction of new and/or existing gauging stations. Load and off load of equipment on and from trucks. Performing of daily pre-trip safety checks on all relevant equipment.

ENQUIRIES : Mr. D Viljoen Tel No: (015) 307 8620.
APPLICATIONS : Tzaneen: Please e-mail your application quoting the post reference number to: LPRecruitment@dws.gov.za
FOR ATTENTION : Mr. HH Khosa

POST 24/186 : **CLEANER REF NO: 301020/22 (X3 POSTS)**
Branch: Chief Operations Office
Dir: Corporate Services

SALARY : R102 534 per annum (Level 02)
CENTRE : Polokwane
REQUIREMENTS : An ABET certificate. (Attach copy). Knowledge of cleaning principles in chemical use (dilution / mix). Experience in the use of cleaning equipment will be an added advantage. Knowledge of health and safety requirements and basic understanding of applying safety rules. Knowledge of basic record keeping. Basic understanding of applying or using chemicals correctly.

DUTIES : Clean laboratories and laboratory equipment. Clean glass and plastic ware at Analytical Services laboratories according to procedures. Remove and sterilize laboratory hazardous waste. Complete relevant laboratory forms. Removal of gas cylinders. Report broken machines. Request cleaning materials. Cleaning the chemical store rooms and laboratory coats. Cleaning of office corridors and boardrooms. Dusting, waxing, sweeping, scrubbing and vacuuming of floors. 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. Report broken machines.

ENQUIRIES : MM Madiba Tel No: (015) 290 1200
APPLICATIONS : Polokwane: Please e-mail your application quoting the post reference number to: LPRrecruitment@dws.gov.za

FOR ATTENTION : Mr. HH. Khosa