

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 13 November 2020

NOTE : 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

POST 25/112 : **CONTROL ENVIRONMENTAL OFFICER REF NO: 131120/01**
Branch: Chief Operations Office: Free State
Div: Regulation: Water Services

SALARY CENTRE REQUIREMENTS : R495 219 per annum, (OSD)
Bloemfontein

DUTIES : A four (4) year degree or equivalent qualification in Natural or Environmental Sciences. Six (6) years year's post-qualification relevant experience. Computer literate in MS Word, Excel, PowerPoint and Outlook with Management and Financial experience as well as good presentation skills within the Government sector. Knowledge on water and wastewater effluent analyses and interpretation of results. Technical expertise and knowledge of the operation of different technologies employed in the treatment of both water and wastewater will be an added advantage.

Support 19 Water Services Authorities in the Free State Province with the regulation of the Blue and Green Drop Program, taking the lead in Mangaung Metro Municipality and support other environmental officers. Serve on the Blue and Green Drop Task team meetings within Water Services Authorities and advice on Water Safety Plans, Risk Abatement Plans, Risk Based Monitoring Programs and incident management. Monitoring Drinking water and Waste water quality within the Free State Province and investigation of failures and pollution incidents and issuing relevant non-compliances and initiating of incident management protocol when necessary and providing rectification support. Inspections of water and waste water treatment facilities and compilation of reports with recommendations. Compilation of monthly water and waste water quality reports, presentations for catchment management forums and management. Evaluate and comment on Environmental Impact Assessments, Basic Assessment Reports, and other proposed developments. Financial and asset management of the Sub-Directorate and supervising and development of sub-ordinates. Provide general management support to the Deputy Director and Director.

ENQUIRIES APPLICATIONS : Mr G Janse van Noordwyk Tel No: (051) 405 9000
Free State (Bloemfontein): Please email your applications quoting the relevant reference number to FSrecruitment@dws.gov.za

FOR ATTENTION : Ms. L Wymers

POST 25/113 : **CONTROL ENVIRONMENTAL OFFICER: GRADE A REF NO: 131120/02**
Branch: Chief Operations Office Western Cape
SD: Water Sector Planning and Support Management

SALARY CENTRE REQUIREMENTS : R495 219 per annum (OSD)
: Bellville
: A four (4) year degree or equivalent qualification in Natural or Environmental Sciences. Six (6) year's post-qualification experience in the field of natural science, water and environmental management. A valid car driver's license. (Attach a copy). Knowledge of the National Water Act, 36 of 1998 and water related and environmental management legislations and policies. Sound knowledge of Integrated Water Resource Management and river health to assess the ecological state of aquatic ecosystems. Good ability and experience to write and interpret technical and scientific reports and documents. Assist with the management of projects. Good management and negotiation skills. Ability to work productively in an environment consisting of multi-disciplinary internal and external DWS staff and stakeholders. Computer literacy skills. Good written and verbal communication, presentation and report writing skills. Able to provide technical and scientific support to other DWS functions. Ability to capacitate and act as a mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups. It will be expected of the incumbent to travel frequently.

DUTIES : Implementation of the National Water Act 36 of 1998 with focus on Protection of water resources. Implement and coordination of Adopt-a-River Initiatives (ARI), Resource Quality Objective Initiatives and Reserve Determination in four water management areas in the Western Cape Region. Implement Adopt-A-River Programme and any other related programme as introduced by the department from time to time. Liaise with internal and external stakeholders regarding RDM Initiatives, RQO's Initiatives and AaR Initiatives. Represent the Department on various inter-governmental forums and structures. Liaise with National Office on various fresh water quality related issues. Provide specialist inputs on applications made in terms of Water, Environmental, Mining and Agricultural legislation. Liaise with internal and external stakeholders regarding the management of fresh water quality issues. Facilitate and coordinate the training, capacity building and career development of staff. Supervise and mentor Environmental Officers and other subordinates. Reporting, enforcement, procurement, financial management and implementation of policies and procedures pertaining to fresh water quality. Manage programmes and mentorship programmes for staff. Prepare monthly and quarterly reports. Manage staff. Participate in capacity building programmes and mentorship programmes for junior staff. Prepare monthly and quarterly reports. Manage and ensure effective financial planning for water resource management.

ENQUIRIES APPLICATIONS : Mr Z Simawo Tel No: (021) 941 6251
: Western Cape (Bellville): Please email your applications quoting the relevant reference number to WCrecruitment@dws.gov.za

FOR ATTENTION : Ms K Melelo

POST 25/114 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 131120/03**
Branch: infrastructure build, operate and maintenance

SALARY CENTRE REQUIREMENTS : R446 202 per annum (OSD)
: Worcester
: A National Diploma in Civil Engineering. Six (6) years post qualification technical Engineering experience required. Compulsory registration with ECSA as a Professional Engineering Technician (Attach proof of registration). A valid driver's license (Attached a copy). Willingness to travel extensively within the region. Proven computer literacy skills. Financial management and verbal and written communication skills. Must be able to work in confined spaces, and on high structures. Work outdoors in remote areas, under severe weather conditions. The following will be a recommendation: Experience in achieving compliance to dam safety requirements. Experience in conveying, storage and distribution of bulk water and maintaining infrastructure. Civil construction and contract management experience. Excellent administrative and organizational skills. General management experience.

DUTIES : Civil maintenance on Government Water Schemes to ensure continued effective bulk water supply. Provide administrative support and functional

training to scheme personnel. Ensure effective liaison with Water Users Institutions. Do dam safety inspections and reporting, including the drawing up, updating and implementation of Operation and Maintenance Manuals and Emergency Preparedness Plans. Manage contracts for civil works, Land use and buildings. Advanced experience in Budgeting Expenditure Control. Revenue and Supply Chain Management. Advanced experience in People Management and General Administration. Manage Occupational Health and Safety in the workplace. Responsible for the financial management of the section. Responsible for human resource management of the section. General office management of the section.

ENQUIRIES : Mr. BF Van Zyl Tel No: (021) 941 6019 / 082 807 3541
APPLICATIONS : Worcester: Please email your application quoting the relevant reference number to SORRecruitment@dws.gov.za
FOR ATTENTION : Ms. B Gqokoma

POST 25/115 : **ASSISTANT DIRECTOR: HR TRANSACTIONS (HR ADMINISTRATION)**
REF NO: 131120/04
 Branch: Chief Operations Office North West

SALARY : R376 596 per annum (Level 09)
CENTRE : Mmabatho
REQUIREMENTS : A National Diploma or Degree in Human Resources or equivalent. Three (3) year's management/supervisory experience in HR Administration at Senior HR Practitioner level. Proof of PERSAL training (Attach copy). A valid driver's license (Attach copy). Extensive knowledge of and ability to operate the PERSAL system. In-depth knowledge of Recruitment and Selection processes. In-depth knowledge of the Public Service Regulatory Framework. Proof of Emerging Management Development Programme/Training. Will save as an added advantage. Excellent communication skills both verbal and written. Supervisory skills. Computer literacy. Good interpersonal skills.

DUTIES : Manage and co-ordinate the Human Resource functions in Region to contribute to the rendering of a professional human resource management service. HR provisioning inclusive of Recruitment and Selection, appointments, transfers, qualifications verification, secretarial functions at interviews, absorptions, probationary periods, etc.). Management of leave of absence annual/vacation leave, sick leave, departmental special leave, PILIR and IOD leave. Terminations of service, transfers and allowances in line with National policies and directives in the Region. Ensure the successful implementation of Departmental/Public Service policies on matters related to human resource management in order to adhere to the relevant prescripts/legislation. Inform, guide and advice line managers or employees on human resource policies and directives. Authorise transactions on PERSAL according to delegations. Hold workshops advising line managers/employees in the Region on key HR policy issues.

ENQUIRIES : Mr M.J Ntwe Tel No: (018) 387 9531/ 082 657 4685
APPLICATIONS : North West (Mmabatho): Please email your application quoting the relevant reference number to NWRRecruitment@dws.gov.za
FOR ATTENTION : Mr M.J Ntwe

POST 25/116 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 131120/05**
 Branch: Chief Operations Office North West

SALARY : R376 596 per annum (Level 09)
CENTRE : Mmabatho
REQUIREMENTS : A relevant tertiary qualification at NQF level 7. Three (3) years related financial or asset management supervisory experience. Knowledge and understanding on financial legislation, policies, practices and procedures. Knowledge and understanding on Human Resource Management legislation, policies, practices and procedures. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, guidelines relating to Public Service Anti-Corruption Strategy and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity management

skills. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct.

DUTIES : Monitor and review the capturing of all physical i.e. moveable and immovable assets in the physical asset management registers. Monitor and review the monitoring of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound physical asset management practices. Supervise employees to ensure sound physical asset management.

ENQUIRIES APPLICATIONS : Ms G Kobue Tel No: (018) 387 9526
: North West (Mmabatho): Please email your application quoting the relevant reference number to NWRrecruitment@dws.gov.za

FOR ATTENTION : Mr M.J Ntwe

POST 25/117 : **PRINCIPAL DEVELOPMENT EXPERT REF NO: 131120/06**
Branch: Chief Operations Office: Western Cape
SD: Water Sector Planning and Support

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Bellville
: A National Diploma or Degree in Social Sciences. Three (3) – five (5) years' experience in water sector environment. A valid driver's license (Attach a copy). Knowledge of the National Water Act, 1998 (Act No. 36 of 1998) and Water Service Act, 1997 (Act No, 108 of 1997). Knowledge of intergraded water sector matters. Knowledge of the financial management within the framework of the total water value chain and all the sectors involved in and impacting on the water resource management. Knowledge and understanding of drinking water and waste water quality management. Knowledge and understanding of the Departmental Programmes on water quality management. Knowledge and understanding on Human Resource Management legislation, policies, practices and procedures. Public Finance Management Act (PFMA). Departmental policies and procedures. Governmental financial systems. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Problem solving and analysis. People and diversity management, client orientation and customer focus skills. Good communication skills. Accountability and ethical conduct.

DUTIES : Advocate of activities of water sector through existing partners. Develop and maintain conceptualise and visual publications. Manage publication layout. Handle Project Management and conduct research on the recent technologies that can be applied. Conduct research on spatial and non-spatial data from clients. Participate in the development of IDP's and WSDP's for local authorities. Coordinate inputs into Municipal Strategic Self-Assessment (MuSSA). Maintain and continuous update of WSDP/IDP database. Coordinate water balance data, analysis and identification of intervention programmes & projects. Represent the department in water sector multi-stakeholder engagements. Develop and implement capacity building programmes for Water Services Authorities. Attend to all personnel matters and their Performance Management Development System (PMDS). Provide input into monthly and quarterly reports. Support DWA Regional offices on the implementation of projects. Develop guidelines that will assist in the implementation of adopted strategy. Modify existing programmes where applicable. Participate in the development of IDP for various municipalities. Compile budgets.

ENQUIRIES APPLICATIONS : Mr Z. Simawo Tel No: (021) 941 6251
: Western Cape (Bellville): Please email your applications quoting the relevant reference number to WCrecruitment@dws.gov.za

FOR ATTENTION : Ms K Melelo

POST 25/118 : **LEGAL ADMINISTRATION OFFICER (MR5) REF NO: 131120/07**
Branch: Corporate Services
Dir: Legal Support

SALARY CENTRE REQUIREMENTS : R373 389 per annum, (OSD)
: Pretoria (Head Office)
: 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 APPLICATIONS : Ms M Khuduga Tel No: (012) 336 7835
: Head Office (Pretoria): Please email your application quoting the relevant reference number to: Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabole

POST 25/119 : **SENIOR PROVISIONING ADMINISTRATION: SCM REF NO: 131120/09**
Branch: Chief Operations Office North West

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
: Mmabatho
: A National Diploma or Degree in Supply Chain Management/Logistics/ Purchasing Management qualification. Three (3) to five (5) years' experience in Supply Chain administration environment. Knowledge of procurement administrative procedures. Knowledge of financial legislation. Knowledge of BAS. Knowledge of SAP. Knowledge of GAAP. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of social and economic development issues. Basic financial management and knowledge of PFMA. Knowledge Management skills. Computer literacy skills. Knowledge Management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and Ethical Conduct.

DUTIES : Render demand and acquisition support. Provide effective provision of tender services and contract management. Manage asset disposal. Administer the payment process for the goods and services acquired.

ENQUIRIES APPLICATIONS : Ms G.Kobue Tel No: (018) 387 9526
: North West (Mmabatho): Please email your application quoting the relevant reference number to: NWRecruitment@dws.gov.za

FOR ATTENTION : Mr MJ Ntwe

POST 25/120 : **EMPLOYEE WELLNESS PROGRAMME CO-ORDINATOR/PRACTITIONER REF NO: 131120/10**
Branch: Chief Operations Office: Limpopo
Dir: Corporate Services

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
: Polokwane
: Three (3) years qualification relating to Social Science / Social Work. Three (3) to five (5) years' experience in Social / Employee Health and Wellness Services. Knowledge and understanding in wellness policy implementation. Knowledge and understanding in monitoring and evaluation principles. Practical experience in Employee Health and Wellness programmes. Knowledge of programme coordination, facilitation and implementation. Excellent communication skills both verbal and written. Problem solving, creativity, cultural awareness and initiative skills. Good computer skills. Uphold the principle of sense of confidentiality.

DUTIES : Implement wellness programmes, policies and strategies. Align employee health and wellness programmes with the business plan. Marketing of EHWP Services. Initiate the monitoring and evaluation of wellness programmes and

systems. Conduct analysis on the implementation of wellness programmes. Liaise with NGO's on best practices of employee wellness programmes. Create and maintain database of wellness programmes. Follow up on meetings with clients. Execute administrative related duties to the wellness programs. Prepare wellness reports for management information purposes. Serve as secretariat during wellness engagements.

ENQUIRIES : Mr HG Masia Tel No: (015) 290 1202
APPLICATIONS : Limpopo (Polokwane): Please email your application quoting the post reference number to: LPRrecruitment@dws.gov.za
FOR ATTENTION : Mr. HH Khosa

POST 25/121 : **SENIOR COMMUNICATION OFFICER REF NO: 131120/11**
Branch: Chief Operations Office: Limpopo
Dir: Corporate Services

SALARY : R316 791 per annum (Level 08)
CENTRE : Polokwane
REQUIREMENTS : A Degree in Communication or relevant. Three (3) to five (5) years' experience in a communications or newsroom environment. A valid driver's license (Attach a copy). News writing and content development expertise. Proficiency in at least three (3) official languages. Knowledge and practical working experience in content development, news writing, reviewing and proofreading. Knowledge and understanding of media management. Knowledge of techniques and procedures for the planning and execution of media activities. Programme and project management. Problem solving and analytical skills. People, diversity management, client orientation and customer focus skills. Ability to work under pressure, travel nationally and meet deadlines. Accountability and ethical conduct. An understanding of and commitment to government objectives, policies and programmes. Good communication skills both verbal and written.

DUTIES : Implement communication plans. Develop and issue news and media products. Support media relations, internal communications and organize media briefings. Assist with the development and management of the budget for the section. Support the Chief Director: Communication Services with Corporate Communication functions. Co-ordinate the implementation of campaigns/events. Maintain relationship with the stakeholders. Design and manage communication activities. Be responsible for the internal and external communication. Liaise with the media. Assist with the administrative exhibitions.

ENQUIRIES : Mrs. RI Mabuela Tel No: (015) 290 1318
APPLICATIONS : Polokwane: Please email your application quoting the post reference number to: LPRrecruitment@dws.gov.za
FOR ATTENTION : Mr. HH Khosa

POST 25/122 : **PROVISIONING ADMINISTRATION OFFICER SCM REF NO: 131120/12**
Branch: Chief Operations Office North West

SALARY : R257 508 per annum (Level 07)
CENTRE : Mmabatho
REQUIREMENTS : A National Diploma or Degree or in Accounting/Financial Management/Economics/Business Economics/Purchasing/Logistics. 0-1 year experience in Supply Chain Management. Knowledge in financial Management. Knowledge in Logistics Management. Knowledge of PFMA. Knowledge of Treasury Regulations. Preferential Procurement Policy Framework (PFMA). Knowledge in government Supply Chain Management Framework. Knowledge of Enterprise Resource Planning System, e.g SAP. Knowledge of MS Office suite preferably Excel. Knowledge of dispute resolution process. Knowledge of labour relations policies. Knowledge of Generally Recognised Accounting Practice (GRAP). Computer literacy skills. Knowledge Management skills. Problem solving and analysis. People and Diversity Management. Client orientation and customer focus. Good Communication skills. Accountability and ethical conduct.

DUTIES : Administration of purchase requisitions for stock. Administration of goods receipt and goods issues. Posting or capturing of goods and services receipts and issues on the SAP system. Compile and submit reports on stock.

ENQUIRIES : Ms G.Kobue Tel No: (018) 387 9526
APPLICATIONS : North West (Mmabatho): Please email your application quoting the relevant reference number to NWRrecruitment@dws.gov.za

FOR ATTENTION : Mr M.J Ntwe

POST 25/123 : **STATE ACCOUNTANT: PAYROLL REF NO: 131120/13**
Branch: Chief Operations Office North West

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
: Mmabatho
: A National Diploma or Degree in financial management or Accounting. 0-1 year experience in finance or similar environment. Knowledge and understanding on financial legislation, policies, practices and procedures. Computer literacy skills. Knowledge of Government Financial System i.e. PERSAL and BAS. Knowledge of administrative and clerical procedures. Knowledge of departmental policies and procedures. Knowledge of PFMA and Delegations. Treasury Regulations and DORA. Good accounting skills. Planning and organisational skills. Ensure compliance with applicable policies and regulations. Problem solving and analysis. Good communication skills, supervisory and interpersonal skills. Ability to work under pressure. Analytical, logical thinker and a team player. Accountability and ethical conduct.

DUTIES : Ensure that advances are recovered timeously. Maintain appropriate filing system and records management. Capture garnishee orders and other payroll deductions. Management of Provincial Payroll. Verify leave gratuity payments, overtime, bonuses and ensure that travel and subsistence claims are correctly calculated on monthly basis. IRP5's reconciliations and capturing of payments including transfers.

ENQUIRIES APPLICATIONS : Ms G Kobue Tel No: (018) 387 9526
: North West (Mmabatho): Please email your application quoting the relevant reference number to NWRrecruitment@dws.gov.za

FOR ATTENTION : Mr M.J. Ntwe

POST 25/124 : **CHIEF ASSISTANT TECHNICAL OFFICER REF NO: 131120/14**
Branch: Chief Operations Office-Kwazulu-Natal

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
: Midmar Dam, Howick
: A Senior/Grade 12 certificate with Mathematic/Mathematics Literacy as a passed subject. A valid driver's license (Code B or higher, certified copy must be attached). Six (6) to ten (10) years in collecting and processing of water related data. Knowledge of statistics and mathematics. High level knowledge of relevant equipment. Ability to operate independently. Good written and verbal communication skills. High degree of computer literacy and skilful in the usage of various Window-driven programs such as Excel, Word, PowerPoint etc. General office administration knowledge. Knowledge of the rivers and dams in KwaZulu-Natal Province. Knowledge of OHS.

DUTIES : Manage the real-time data system. Manage the instrumentation stock and develop and maintain a monitoring database. Withdraw data from various data collection apparatus and make the data available to the data processing team. Provide statistics and feedback for internal reporting and monitoring purposes. Ensure incoming requests are assigned to the appropriate staff. Produce data for technical reports. Liaise with technical staff. Ensure reliable hydrological source documents. Ensure an effective working environment. Coordinate, and control the quality of data and information supporting integrated systems. Maintain technical filing systems and correspondence systems. Arrange workshops, training sessions, and meetings and oversee the printing of technical documents. General office administration. Monitor workflow and collate progress reports. Gauge plate correction investigations and uploading. Supervision of subordinates.

ENQUIRIES APPLICATIONS : Mr B Pillay, Tel No: (031) 336 2700
: KwaZulu-Natal (Midmar Dam): Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za

FOR ATTENTION NOTE : Ms S Mbongwa
: Persons with disability, Females African and Indian are encouraged to apply.

POST 25/125 : **ADMINISTRATION CLERK REF NO: 131120/15**
Branch: Chief Operations Office-Kwazulu-Natal

SALARY CENTRE : R173 703 per annum (Level 05)
: Durban

- REQUIREMENTS** : A Senior/Grade 12 certificate with Mathematics as a passed subject. Two years of experience as an added advantage. A valid driver's license (A certified copy must be attached). Good verbal and communication skills. Computer literacy and a good understanding of database systems. Must work independently, be responsible, self-motivated and work under pressure. Knowledge of Public Service Legislation.
- DUTIES** : Providing administrative support to the entire Directorate. Compile and submit claims for approval. Liaise with stakeholders with regards to queries (i.e. administration and procurement) and dissemination of information. Make logistic arrangements for events and meetings. Taking and typing of minutes. Provide support services to technical staff. Check and process accounts of services rendered by consultants. Filing of documents. Completing overtime claim forms. Answering queries. Making photocopies. Binding documents. Completion of subsistence and travel claims and requests relating to accommodation and flight. Assist with the budget for the Directorate, procurement of goods (i.e. processing of S & T, petty cash claims/VA2's / verify invoices and payment certificates and maintaining asset register (i.e. pool equipment) and services for the Directorate. Perform any other office administration related activities and manage the filing system of the sub-directorate. Responsible for records management in respect of expenditures inventory lists for Directorate. Manage stationery for the Directorate.
- ENQUIRIES** : Ms M Maharaj Tel No: (031) 336 2700
- APPLICATIONS** : KwaZulu-Natal (Durban): Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
- FOR ATTENTION** : Ms S Mbongwa
- NOTE** : Persons with disability, Females - African/Indian/Coloured/White are to encouraged to apply.
- POST 25/126** : **ASSISTANT TECHNICAL OFFICER REF NO: 131120/16 (X2 POSTS)**
Branch: Chief Operations Office Kwazulu-Natal
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Durban
- REQUIREMENTS** : A Senior/Grade 12 certificate with Mathematics/Mathematics Literacy as a passed subject appropriate working experience. Good verbal and written communication skills. Data capturing and interpretation experience. Computer skills (Database applications). General office administration knowledge. Proven ability to operate independently. Knowledge of the rivers and dams in KwaZulu-Natal region. Knowledge of Public Service Legislation. A valid Code EB driver's license (a certified copy must be attached).
- DUTIES** : Administering the collection of data. Register incoming hydrological data. Capturing hydrological data on computer database systems. Rainfall and evaporation returns. Dam returns. Flow data processing. Edit and undertake evaluation of hydrological data. General office administrative duties.
- ENQUIRIES** : Mr B Pillay Tel No: (031) 336 2700
- APPLICATIONS** : KwaZulu-Natal (Durban): Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
- FOR ATTENTION** : Ms S Mbongwa
- NOTE** : Persons with disability, females - African/Indian/Coloured/White are to encourage to apply.
- POST 25/127** : **SUPPLY CHAIN CLERK (PRODUCTION): SCM REF NO: 131120/17**
Branch: Chief Operations Office North West
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Mmabatho
- REQUIREMENTS** : A Senior/Grade 12 certificate. Basic knowledge of supply chain duties, practices as well as the ability to capture data, and operate computer and collecting statistics. Basic knowledge of work procedure in terms of the working environment. Working knowledge and understanding of legislative framework governing public service. Flexibility. Team work. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Communication. Accountability and ethical conduct
- DUTIES** : Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support service.
- ENQUIRIES** : Ms G Kobue Tel No: (018) 387 9526

APPLICATIONS : North West (Mmabatho): Please email your application quoting the relevant reference number to NWRecruitment@dws.gov.za

FOR ATTENTION : Mr W Francis

POST 25/128 : **HR CLERK (PRODUCTION): REGISTRY REF NO: 131120/18**
Branch: Chief Operations Office North West

SALARY : R173 703 per annum (Level 05)
CENTRE : Mmabatho
REQUIREMENTS : A Senior / Grade 12 certificate. Computer skills in Ms Word and Excel. General administration skills coupled with verbal and written skills. Be innovative and initiative. Have an understanding of MISS Act. Knowledge of process flow and tracing retrieving files. Knowledge of internal sorting and distribution matrix. Practical knowledge of organisations record keeping practices/system.

DUTIES : Managing of Auxiliary Services Registry by ensuring that filing is always up to date. Maintenance of the file register by recording all files received and those that are issued out. Opening and closing of file. Ensuring that files are returned on time. Assist with other Auxiliary Services ad-hoc duties.

ENQUIRIES : Mr Ntwe MJ Tel No: (018) 3879531
APPLICATIONS : North West (Mmabatho): Please email your application quoting the relevant reference number to NWRecruitment@dws.gov.za

FOR ATTENTION : Mr M.J. Ntwe

POST 25/129 : **ADMINISTRATIVE CLERK: PRODUCTION REF NO: 131120/19**
Branch: Chief Operations Office North West
Div: Communications

SALARY : R173 703 per annum (Level 05)
CENTRE : Mmabatho
REQUIREMENTS : A Senior/Grade 12 certificate. Good communication skills both verbal and written. Administration, organisational and interpersonal skills. Computer literacy in Ms Word, Excel and Outlook.

DUTIES : The provisioning of effective administration support. The management of personnel matters. Assist with financial management and provisioning matters. Deal with correspondence and client services. Processing of documents as well as rendering support function to supervisory personnel and to assist in the daily operations of the unit. Filing, data capturing, record keeping and reporting. Handling of queries.

ENQUIRIES : Mr Francis W Cell No: 0838541941
APPLICATIONS : North West (Mmabatho): Please email your application quoting the relevant reference number to NWRecruitment@dws.gov.za

FOR ATTENTION : Mr M.J. Ntwe
NOTE : Indian, Coloured, Whites and People with disabilities are encouraged to apply.

POST 25/130 : **PROVISIONING ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (SCM) REF NO: 131120/20**

SALARY : R173 703 per annum (Level 05)
CENTRE : Bloemfontein
REQUIREMENTS : A Senior/Grade 12 certificate. Computer literacy. Knowledge of Supply Chain functions. Working knowledge and understanding of legislation governing the public service. Flexibility and ability to work in a team. Sound communication skills (written and verbal).

DUTIES : Render effective procurement of goods and services. Request quotations from suppliers. Maintain a quotation register. Receive and verify goods from suppliers. Issue goods to end users. Update and maintain contracts register. Provide SCM support services within the component.

ENQUIRIES : Ms E Bosch Tel No: (051) 405 9000
APPLICATIONS : Free State (Bloemfontein): Please email your applications quoting the relevant reference number to FSrecruitment@dws.gov.za

FOR ATTENTION : Ms. L Wymers

POST 25/131 : **HANDYMAN (HYDROLOGY) REF NO: 131120/21**
Branch: Chief Operations Office Kwazulu-Natal

SALARY : R122 595 per annum (Level 03)
CENTRE : Midmar Dam, Howick

- REQUIREMENTS** : ABET Level 4. Zero (0) to six (6) months experience in building and maintenance work. Ability to read and write. Be physically fit. Good communication skills and ability to work in a team. Ability to work under supervision and independently. Must have a basic knowledge of using equipment, tools and light machinery. Willingness to travel extensively within KwaZulu-Natal province. Willingness to camp on site for more than a month. Willingness to work in and around water such as rivers, lakes and dams. A valid driver's license (A certified copy must be attached). Knowledge of Occupational Health and Safety procedures.
- DUTIES** : Building and maintenance work in rivers. Camp and site setup. Site clearance and shuttering. Steelwork and concrete laying. Finishing and cleaning. Repair damages and install measuring systems. Clean and maintain upstream pools and access roads. Cutting grass, painting work and remove logs from monitoring sites. Inlet system installations. Repair damaged scour pipes and boxes.
- ENQUIRIES** : Mr B Pillay Tel No: (031) 336 2700
APPLICATIONS : KwaZulu-Natal (Midmar Dam): Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
FOR ATTENTION : Ms S Mbongwa
NOTE : Persons with disability, Males- African and Indian are encouraged to apply
- POST 25/132** : **GENERAL WORKER REF NO: 131120/22 (X5 POSTS)**
Branch: Chief Operations Office Kwazulu-Natal
- SALARY** : R102 534 per annum (Level 02)
CENTRE : Midmar Dam, Howick
REQUIREMENTS : An ABET certificate. Two (2) to three (3) years' experience in building and maintenance work will be an added advantage. Able to read various water meters and gauge plates. Ability to read and write. Be physically fit. Good communication skills and ability to work in a team. Ability to work under supervision and independently. Must have a basic knowledge of using equipment, tools and light machinery. Willingness to travel extensively within KwaZulu-Natal province. Willingness to camp on site for more than a month. Willingness to work in and around water such as rivers, lakes and dams. Knowledge of Occupational Health and Safety procedures.
- DUTIES** : Cutting grass at monitoring sites. Painting work at monitoring sites. Remove logs from monitoring sites. Camp and site setup. Site Clearance. Prepare site identified by the Technician. Steel work, shuttering, concrete laying, finishing and cleaning. Repair damages to structures. Inlet system installation. Clean and maintain upstream pools. Repair damaged scour pipes and boxes.
- ENQUIRIES** : Mr B Pillay Tel No: (031) 336 2700
APPLICATIONS : KwaZulu-Natal (Midmar Dam): Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za
FOR ATTENTION : Ms S Mbongwa
NOTE : Persons with disability, Males – African/Indian/Coloured/White are encouraged to apply.
- POST 25/133** : **CLEANER REF NO: 131120/23**
Branch: Chief Operations Office: North West
Div: Auxiliary Services
- SALARY** : R102 534 per annum (Level 02)
CENTRE : Hartbeespoort Dam
REQUIREMENTS : An ABET certificate. Knowledge of cleaning principles. Knowledge of chemical use (dilution / mix). Knowledge of cleaning equipment to be used. Knowledge of health and safety requirements. Knowledge of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.
- DUTIES** : Provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, scrubbing and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening 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. Request cleaning materials. Assist with other duties as and when required.

ENQUIRIES : Ms R Maloka Tel No: (018) 387 9550
APPLICATIONS : North-West (Hartbeespoort Dam): Please email your application quoting the relevant reference number to NWRecruitment@dws.gov.za
FOR ATTENTION : Mr M.J. Ntwe