

DEPARTMENT OF WATER AND SANITATION

<u>CLOSING DATE</u>	:	27 November 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.

MANAGEMENT ECHELON

<u>POST 26/113</u>	:	<u>CHIEF DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: 271120/01</u> Branch: Finance WTE
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<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 251 183 per annum (Level 14) (All-inclusive package) Pretoria Head Office
<u>DUTIES</u>	:	A relevant Bachelor's Degree in Finance/Supply Chain Management (NQF level 7) or relevant qualification. Five (5) years' experience at a senior management level. A pre-entry certificate obtained from the National School of Government (NSG) is required. Sound knowledge and experience in Supply Chain Management, Financial Management, Accounting and Financial analysis. A valid driver's licence (A copy must be attached. Understanding of Public Finance Management Act, Treasury Regulations and PPPFA. Practical knowledge of BAS and Logistics financial management systems. Good people management, empowerment, and problem solving analysis, change management interventions and knowledge management skills. Service delivery analysis, client orientation and customer focus skills. Good communication skills both verbal and written. Conflict management, accountability and good ethic conduct. Honesty and integrity is pivotal. Lead the development of supply chain and policies and procedures. Guide review of policies. Create and maintain awareness on internal control measures to ensure effective procurement management. Facilitate the development and implementation of internal control measures. Oversee the management of electronic procurement and contract management systems. Facilitate meetings with key stakeholders e.g. IT (review and maintenance of system). Ensure implementation of centralisation of Chief buyers. Ensure payments are conducted timeously to suppliers. Facilitate

departmental asset management. Facilitate implementation of reform as prescribed by National Treasury. Management of the bidding process. Ensure bid compliance to procurement policy and PFMA. Review and evaluate statistics on bids awarded. Application of demand and acquisition management. Monitor the development of the procurement plan. Ensure invitation, evaluation and adjudication of bids in accordance with relevant prescripts. Development of adequate risk management measures. Review the risk management framework and policy. Monitor the facilitation of risk assessment process. Develop project plan to mitigate risks.

ENQUIRIES : Mr. F Moatshe Tel No: (012) 336 7647
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
FOR ATTENTION : Ms. L Mabile

POST 26/114 : **DIRECTOR: SECURITY MANAGEMENT REF NO 271120/02**
 Branch: Corporate Services Directorate Security Management

SALARY : R1 057 326 per annum (Level 13) (All-inclusive package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Degree (NQF 7) in Safety and Security Management/Security Risk Management/Policing/Military/Correctional services. Five (5) years middle management experience in safety and security management. A pre-entry certificate obtained from the National School of Government (NSG) is required. A valid driver's licence (Attach a copy). Exposure and experience in the implementation of OHS, policing and military. Knowledge and experience in security related legislations and regulations. Knowledge and experience in Investigation methodology and asset protection operations. Knowledge and understanding of government legislation and policies and ISO standards, legal background will be regarded as an advantage. Security competency is required. Good computer skills. Knowledge of Public Service Regulations Act. Understanding of departmental legislation as well as human resources legislation and prescripts. Knowledge of Control of Access to public premises and vehicle Act, 1985 (53 of 1985). Knowledge of National Key points Act. 1980 (102 of 1980). Knowledge of Firearms control Act, 2000. Knowledge of OHS Acts, 1993 (85 of 1993) Knowledge of Protection of Information Act, 1982 (Act 84 of 1982). Knowledge of ISO 7799. Knowledge of BS 17799. Knowledge of Promotion of Access to Information Act, 2000 (Act 2 of 2000). Knowledge of National Archives of South Africa Act, 1996 (Act 43 of 1996). Knowledge of Criminal Procedure Act, 1977 (Act 51 of 1977). Knowledge of the Trespass Act, 1959 (Act 6 of 1959). Knowledge of Minimum Physical Security standard (MPSS). Knowledge of Minimum Information Security standard (MISS) as approved by cabinet in 1996. Knowledge of the Constitution of the Republic of South Africa 108 of 1996. Strategic capability and leadership skills. Programme and project management. Financial; Change and Knowledge management skills Service Delivery Innovation (SDI). Problem solving and analysis. Good people management and empowerment. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct.

DUTIES : The implementation of Security, Safety and Vetting Services in regard to Security and OHS standards. Ensure and Manage administration of safety compliance with regard to Occupational, Health and Safety standards (OHS) Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures with the directorate. The assurance of compliance with security prescripts. Develop, manage and implement strategies, policies and procedures within Safety and Security management. Ensure operational efficiency and service delivery improvement within Safety, Security and Vetting Services. Develop, manage and implement strategies, policies and procedures within Safety, Security and Vetting Services. Management Develop and implement of

governance processes, frameworks and procedures within the Directorate.

ENQUIRIES : Mr. KM Govender Tel No: (012) 336 7765
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
FOR ATTENTION : Ms. L Mabile

OTHER POSTS

POST 26/115 : **CHIEF ENGINEER GRADE A REF NO: 271120/03**
Branch: Chief Operations Office: Mpumalanga Infrastructure Development & Maintenance

SALARY : R1 042 827 per annum (All-inclusive package)
CENTRE : Mbombela
REQUIREMENTS : An Engineering degree (Civil) (B Eng / BSc (Eng) or relevant qualification. Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (Attach proof of registration). A valid driver's Licence (copy must be attached). Knowledge and understanding of Government Legislations relevant to the Sector. Knowledge and understanding of Government Procurement for the Infrastructure projects. Programme and project management skills. Knowledge of Engineering, legal and operational compliance. Mobile equipment operating skills. Engineering design and analysis. Knowledge and skills in Maintenance. Knowledge of Engineering Code of Conduct; risk management; technical report writing; Knowledge of financial management. Research and development skills. Computer-aided engineering applications. Creation of high performance culture. Technical consulting. Engineering and professional judgement. Communication skills both verbal and written. Computer skills; people management skills, planning and organising, conflict management, negotiation skills and change management. Strategic capability and leadership. Problem solving and analysis. Decision making; team leadership, creativity, financial management, customer focus and responsiveness.

DUTIES : Render technical advices and support to WSAs Project Managers. Ability to monitor the development and assessment of technical reports, feasibility studies of all infrastructure projects implemented by the Department. Approval / Acceptance of all technical designs for projects implementation under the Department. Provide technical and professional advice on the development needs and conceptualize possible solutions to meet water demands. Carry out monitoring of feasibility studies. Monitor refurbishment projects of bulk water infrastructures. Manage administrative, financial and personnel related matters. Conduct field inspections on implementing projects to ensure compliance towards norms and standards of Water Sector Support. Engineering principles are to be applied to ensure water service infrastructure development and maintenance programme and project management, legal and operational compliance. Assists in developing annual business plans and budget for the Directorate. Revise plans quarterly. Provide verbal and written reports to manager. Manage Professional Service Providers (PSPs) contracts. Oversee and manage all work conducted by PSPs. Delegate work to PSPs. Oversee and monitor all PSP contracts.

ENQUIRIES : Ms Matiso M Tel No: (013)759 7330
APPLICATIONS : Mpumalanga (Mbombela): Please email your application quoting the relevant reference number to MPRRecruitment@dws.gov.za
FOR ATTENTION : Ms. Mkhwanazi F.M

POST 26/116 : **CHIEF ENGINEER GRADE A REF NO: 271120/04**
Branch: NWRI Head Office

SALARY : R1 042 827 per annum (All-inclusive package)
CENTRE : Pretoria Head Office

- REQUIREMENTS** : An Engineering degree (B Eng / BSc (Eng) or relevant qualification. Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (Attach proof of registration). A valid driver's Licence (copy must be attached). Knowledge of programme and project management. Experience in water use licence and waste facilities designs assessments. Good working knowledge of National Environment Management Act (NEMA), National Water Week Act (NWA), Water Resources Infrastructure Development, ECSA Board notice, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA). Knowledge of Engineering, legal and operational compliance. Risk management; technical report writing; Research and development skills; Engineering and professional judgement; Communication skills both verbal and written; Computer skills; people management skills; planning and organising; conflict management; negotiation skills and change management; Strategic capability and leadership; Problem solving and analysis; Decision making; team leadership; creativity; financial management; customer focus and responsiveness.
- DUTIES** : Integration of environmental requirements in designs; evaluate water use license applications designs including those of waste management facilities; advise other chief directorates on civil design specifications to ensure compliance with environmental statutes and other relevant legislation. Evaluating, editing and authorising all designs, reports, engineering drawings and specifications. Providing professional and technical advice on support services within the Directorate as well as to other directorates and organizations; Keeping abreast with the latest developments in the fields of Integrated Environmental Engineering and formulating new guidelines and standards to reflect the latest trends; Mentoring and training Graduate Trainees, Candidate Engineers and Technicians; Managing administrative, financial and personnel-related functions.
- ENQUIRIES** : MR J Maluleke Tel No: (012) 336 8875
- APPLICATIONS** : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
- FOR ATTENTION** : Ms. L Mabole
- POST 26/117** : **SCIENTIFIC MANAGER GRADE A: REF NO 271120/05**
Branch: Planning and Information Resource Quality Information
- SALARY** : R854 154 per annum (all-inclusive OSD salary package)
- CENTRE** : Pretoria, Roodeplaat Dam
- REQUIREMENTS** : MSc degree or relevant qualification in numerical, earth or natural science. Six (6) years post BSc natural scientific experience. Compulsory registration with SACNASP as a professional natural scientist (copy of registration must be attached), with continuous professional development to keep up with new technologies and procedures. A valid driver's license (copy must be attached). The following competencies are essential: planning, organising, conflict and people management, problem solving and change management, scientific, co-ordination and organisational skills; understanding and knowledge of the National Water Act and related legislation; understanding and knowledge of water quality monitoring, data analysis and reporting; Scientific leadership abilities and skills in mentoring Scientists; programme and project management, scientific methodologies and models, scientific presentation, creativity, initiative and well-developed skills in strategic and innovative thinking; Written and verbal communication skills, demonstrated by a publication record and technical report writing; Experience in information systems including applications in Geographical Information Systems (GIS), statistical or modelling environment; Advanced computer literacy with programming skills, for example in C++, Python or R. A post-graduate qualification in Hydro-informatics and supported by experience will be an added advantage.

DUTIES : The incumbent will lead the Sub-directorate: Resources Quality Information, whose primary responsibility is amongst others development and maintenance of information systems for water quality and ecosystem monitoring. He/she will be responsible for the following: provision of water quality information from the national monitoring programmes to all identified clients and stakeholders; working with a multidisciplinary scientific team that develops systems to acquire, store, assess and disseminate water resource information in support of water resource quality assessment; guiding the development of strategies, procedures and guidelines for information systems related to national water quality monitoring and assessment; providing assessment information and knowledge for water quality applications in a GIS environment; provide strategic leadership and direction in aligning projects to organizational strategies, provide support and advice to the industry and stakeholders; develop and maintain relationships/collaborations and review scientific documents. Lead, coordinate and develop scientific methodologies and models and regulatory frameworks by designing scientific methodology for the analysis of scientific data/models, ratify the evaluation, monitoring and dissemination of data, design and development appropriate scientific models to generate information and knowledge, formulate and evaluate proposals and compile reports. Have knowledge on financial management: able to allocate, monitor, and control expenditure according to the allocated budget to ensure efficient cash flow management. People management; staff development, motivation, manage staff key performance areas and monitor and implement Performance Management Development System (PMDS). Governance on risk management. Managing the Directorate's outsourced information technology services; Providing water resources expertise to all stakeholders including the Resource Quality Information Services directorate, the water sector and any other interested parties; Supporting or leading technical reporting and publication of water quality information, via internal reports, publications and the directorate web page; Reviewing internal and external scientific documents and publications.

ENQUIRIES : Ms T Masilela Tel No: (012) 808 9619
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabole

POST 26/118 : **SCIENTIFIC MANAGER GRADE A REF NO: 271120/06**
Branch: Planning and Information Industrial Mining and Power Sector

SALARY : R854 154 per annum (all-inclusive OSD salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : MSc Degree or relevant qualification. Six (6) years post qualification natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist (proof of registration must be attached). A valid Driver's licence (Attached a copy). Programme and project management experience. Scientific methodologies and models; research and development; ability to effectively liaise with a wide range of sector role players and Understanding of the National Water related legislation and policies.

DUTIES : Implementation of various environmental management techniques with significant bearings in the improvement of water use efficiency such as appropriate water efficient technology, life cycle assessment techniques, pinch technologies, water management systems and practices; Water Use Efficiency aspect of self-regulatory processes such as ISO 14001 environmental management systems and targets set for continuous improvement; Assessment, analysis, interpretation and reporting of water loss data; Raise the strategic importance of water use efficiency at corporate level in the IMP sector; Monitor and evaluate performance of the IMP sector to facilitate input of IMP sector as part of the WC/WDM component of the NWRS; Engage industry representative bodies to

develop joint regulatory measures such as water use efficiency benchmarks, management practices, targets and key performances indicators for various industrial process operation and overall measures to improve productive use of water in the sector; Promote Conservation and efficient utilisation of water through authorization processes; Facilitate the roll out of WC/WDM improvement systems such as closed loop water management systems, treatment of effluent with objectives to enhance recycling, reuse and compliance with sectorial determined benchmarks and water use efficiency management practices through the water use authorization process; Drive the implementation of business plans developed for the IMP sector as part of the potential assessment for WC/WDM in the Water Management Areas in the regions and Effective management and performance in the implementation of the IMP units projects.

ENQUIRIES : Mr. X Hadebe Tel No: (012) 336 7886
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
FOR ATTENTION : Ms. L Mabile

POST 26/119 : **SCIENTIFIC MANAGER GRADE A: REF NO 271120/07**
 Branch: Planning and Information Water Management Institution and Local Government

SALARY : R854 154 per annum (all-inclusive OSD salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : MSc Degree or relevant qualification. Six (6) years post qualification natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist (proof of registration must be attached). A valid Driver's licence (copy must be attached). Programme and project management experience. Scientific methodologies and models; research and development; ability to effectively liaise with a wide range of sector role players and Understanding of the National Water Resources and Water Services related legislation and policies.

DUTIES : Identify water demand/conservation opportunities within the sector; Design and implement various management/engineering techniques with significant bearing in the improvement of water use efficiency; Assessment, analysis, interpretation and reporting of water loss data; Design, monitoring and evaluation performance systems for the WMI&LG sector to facilitate and track sector performance in terms of water efficiency; Engage sector representative bodies to jointly develop regulatory mechanisms and measures to improve the efficient use of water; Ensure incorporation of Water Conservation and Water Demand Management (WCWDM) conditions into water use authorizations processes; Guide regional support programs for the effective implementation and enforcement of WC/WDM strategies, business plans and implementation plans through the development of WC/WDM potential assessment studies in water management areas; Facilitate the roll out of WCWDM improvement systems/measures/procedures and compliance with sectorial determined targets/ benchmarks and water use efficiency management practices; Effective management and performance in the implementation of WMI&LG sub-directorates projects.

ENQUIRIES : Mr X Hadebe Tel No: (013) 336 7886
 : Head Office (Pretoria): Please email your applications quoting the relevant reference number to recruitment@dws.gov.za
FOR ATTENTION : Ms. L Mabile

POST 26/120 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO 271120/08**
 Branch: Chief Operations Office, Eastern Cape

SALARY : R733 257 per annum (Level 11), (All-inclusive package)
CENTRE : Eastern Cape: King Williams Town

<u>REQUIREMENTS</u>	:	A Degree in Financial Management or relevant qualification at NQF level 7. Three (3) to five (5) year's relevant experience in financial accounting at supervisory/management (ASD) level. A valid driver's licence (Attach a copy). Knowledge and understanding on Human Resource Management, legislation, policies, practices, and procedures. Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service anti-corruption strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administration and clerical procedures and systems. Principles and practice of financial accounting. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct Knowledge and understanding of all Financial Transactions as per PFMA, Treasury Regulations, DORA, Public Service Regulations, PPPFA, BBBEE, Departmental Policies, procedures and circulars.
<u>DUTIES</u>	:	Manage the financial revenue, expenditure, management and accounting sub-directorate. Monitor the policy and legislative framework to ensure cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submits reports and plans as required. Effective management of regional budget processes and MPAT reporting. Managing Regional asset register and safeguarding departmental assets. Managing Supply Chain Functions in line with Regional compliance on all Financial Transactions as per PFMA, Treasury Regulations, DORA, Public Service Regulations, PPPFA, BBBEE, Departmental policies, procedures and circulars. Manage Internal Control Unit functionalities. Proper recording of all Accounting transactions on the financial systems. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting work as required. Revenue management will include cashier, banking and debt management, monitoring and reporting services are rendered. Expenditure management will include payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Provide financial administration and accounting services (legal/ journals, accounting and reporting, interim and annual of statements). Manage the sub-directorates revenue, expenditure management and accounting. Management of performance and development. Undertake Human Resource and other related administrative functions. Develop and manage the operational plan of the sub-directorate and report on progress as required. Compile and submit all requires administrative reports, serve on transverse task team as required.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Makhanya Tel No: (043) 604 5401/6
<u>FOR ATTENTION</u>	:	Eastern Cape: Please email your applications quoting the reference number to ECRecruitment@dws.gov.za Ms LT Malangabi
<u>POST 26/121</u>	:	<u>MANAGER: REGIONAL INFORMATION SERVICES SUPPORT REF NO 271120/09</u> Branch: Chief Operation Officer: Gauteng
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11), (All-inclusive package) Gauteng Provincial Office A National Diploma or Degree or in Information Technology (NQF L6) or equivalent. Certification in ITIL and Project Management will serve as an advantage. Six (6) to ten (10) years management experience in Information Technology environment. Knowledge and understanding of government policies. Knowledge of administrative processes and systems. Financial management and knowledge of PFMA. Knowledge in research, design and methodology. Communication skills. Client orientation and customer focus. Problem solving and analysis. People and

diversity management. Programme and project management. A valid driver's licence and willingness to travel.

DUTIES : To render IT strategic leadership, administration, coordination and management. Manage IT procurement, including the establishment of the Regional IT Committee. Perform Regional IT contract and SLA management. Ensure Regional compliance to IT Governance framework. Compile and management IT budget. Ensure proper facility management and implement security policies. Ensure provision of training and support to end-users. Analyse service desk reports and make recommendations. Ensure smooth linkages between operations and technical functions. Manage vendors and 3rd parties. Provision/coordination of technical support and ensure technical stability of application systems. Research on new systems development tools. Align systems to Departmental strategic directions. Ensure availability, integrity, access, storage and security of all data within the Department through the creation of an integrated knowledge management service and a business intelligence function. Manage the maintenance of LAN Communication infrastructure including videoconference/communication infrastructure and solutions. Supervise and render performance management to the Regional IT support team.

ENQUIRIES APPLICATIONS : Mr. PS Nevhorwa Tel No: (012) 392 1324
: Gauteng Provincial Office Please email your applications quoting the relevant reference number to GPRrecruitment@dws.gov.za

FOR ATTENTION : Mr D Masoga

POST 26/122 : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO 271120/10**
Branch: Chief Operation Officer: Gauteng

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11), (All-inclusive package)
: Gauteng Provincial Office
: A National Diploma or Degree in Labour Relations Management / LLB. A postgraduate diploma in Labour Law (NQF L8) will serve as an advantage. Three (3) to five (5) years management experience in Employee Relations field. Advanced analytical and problem solving skills. Knowledge of Employment legislation and Public Service Regulatory Framework. Knowledge of the PFMA. Strong understanding of policy formulation, interpretation, and implementation. Knowledge of Human Resource best practices. Ability to plan, organize and conduct research and analyse policies. Project Management skills. Knowledge of the Department restructuring imperatives. Computer Literacy with knowledge of MS Access and Project will be an added advantage. Dispute resolution and conflict management competencies. Strong investigative and report writing skills. Good communication skills (facilitation, negotiation, presentation, verbal and written). A valid driver's licence and willingness to travel.

DUTIES : Develop departmental strategies and systems relating to dispute resolution mechanisms, including policies, procedures and processes. Create and manage a case management database on all Labour-related matters. Monitor and evaluate implementation and compliance with collective agreements, policies and legislations. Render advisory services to management and employees at all branches and divisions of the Department. Ensure uniform implementation of Employee Relations guidelines, policies and directives within the Department by providing Employee Relations training. Represent the Department conciliation and arbitration proceedings. Facilitate the management of discipline and grievances in the Department. Conduct research and benchmarking initiatives for the best practices and Employee Relations practices accordingly. Manage the finances, resources and the people of the sub-directorate.

ENQUIRIES APPLICATIONS : Mr PS Nevhorwa Tel No: (012) 392 1324
: Gauteng Provincial Office Please email your applications quoting the relevant reference number to GPRrecruitment@dws.gov.za

FOR ATTENTION : Mr D Masoga

POST 26/123 : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: 271120/11**
Branch: NWRI
SD: Project Support (NWRI)

SALARY : R733 257 per annum (Level 11), (All-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma or Degree in Administration or relevant qualification. Three (3) to five (5) years management experience in Administration. A valid driver's licence. (Attach a copy). Knowledge of public sector planning and budgetary processes. Sound knowledge and understanding of PFMA, Treasury Regulations, SCM policies, Constitution of the Republic of South Africa, public sector legislation and Batho-Pele principles. Knowledge and understanding of the challenges facing DWS, policy development processes and project management principles. Good communication, presentation, report writing, interpersonal relations, planning, organising, decision-making, consultation, coordination, conflict resolution and management, problem solving and analytical skills. Honesty, reliable, people and diversity management, client orientation and customer focus, professional, accountable and ethical conducts are highly recommended. Computer literacy skills.

DUTIES : The successful candidate will be reporting to the Director: Strategic Support and perform the following duties: Provide administrative leadership on the finances of the Branch: NWRI through the development of budget. Coordinate requests for information (RFI) and responses to Audit findings. Coordinate the submission of demand management plan to Finance in consultation with the Chief-Directorates. Develop and ensure effective implementation of audit plans for the Branch: NWRI. Coordinate the submission of periodic variance/deviations analysis and expenditure reports (IYM) by drawing data from various financial systems and submit to Finance on behalf of the Branch: NWRI. Coordinate Supply Chain Management (SCM) activities in the Office of the Deputy Director-General: NWRI and across the Branch. Analyze the Departmental and sector strategic plans to ensure proper budget alignment, planning and resource allocations. Assist in the development and implementation of strategic plans of the Branch in line with the Departmental mandate. Develop, review, monitor and implement financial policies, procedures and internal controls in consultation with Finance. Ensure proper management (tracing and filing) of all correspondences and documents related to finance and SCM. Ensure the maintenance of a sound asset management system and conduct periodic asset returns in accordance with the relevant prescripts. Manage resources allocated to the Unit.

ENQUIRIES : Mr. M. J. Lambani Tel No: (012) 336 8620
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabile

POST 26/124 : **GISC PROFESSIONAL PRODUCTION GRADE A-C REF NO: 271120/12**
Branch: Chief Operations Office: Northern Cape
SD: Water Sector Planning & Support

SALARY : R618 732 - R939 621 per annum (All-inclusive OSD salary package) (Offer will be based on proven years of experience)
CENTRE : Kimberley
REQUIREMENTS : A Four (4) year Bachelors Degree in GISc (NQF Level 7) or relevant qualification. Compulsory Registration with South African Geomatic Council (SAGC) as a GISc Professional. Three (3) years post qualification GISc professional experience. A valid driver 's licence(Attach a copy). Experience in GISc, legal and operational compliance, GISc implementation, standard development and policy formulation.

Knowledge of GISc operational communication, Spatial Modelling and research and development. Knowledge of GISc applications and on professional judgement. Strategic Capability and leadership competencies. Knowledge of Programme and Project management, Financial management and HR management. Problem solving and analysis, client orientation and customer focus. Good communication skills, accountability and ethical conduct.

DUTIES : Plan, coordinate and facilitate GISc projects activities. Undertake the system requirements analysis. Conduct the cost benefit analysis. Execute the functional requirement analysis. Manage and supervise Benchmarking. Develop the conceptual database design. Execute high level user requirement analysis. Develop processing model and workflow diagrams. Develop, implement spatial and other standards. Determine capacity requirements. Perform monitor and evaluate. Identify and understanding underlying strategic issues. Identify and analyse relevant strategic information. Oversee the process of advance spatial analysis and modelling for Institutional strategic guidance. Develop and evaluate alternative strategic solutions. Recommend the best possible policy direction. Identify, investigate and evaluate new technologies. Advise on research viability and feasibility. Undertake environmental scanning to understand the problems in the GISc industry and advise accordingly. Develop appropriate plan to respond to the research problem. Compile reports and make relevant proposals. Participate and liaise with relevant bodies and councils on GISc matters. Manage human resource requirements. Draft tender documents and terms of reference. Draft service level agreements. Determine project cost and quality levels. Develop contingency plans and adhere to financial legislations and regulations. Review and monitor budget to ensure that the required financial procedures are adhered to

ENQUIRIES : Mr B Viljoen Tel No: (053) 830 8800

APPLICATIONS : Northern Cape (Kimberley), Please email your application quoting the relevant reference number to: ncrecruitment@dws.gov.za

FOR ATTENTION : Ms C Du Plessis

POST 26/125 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO 271120/13**
Branch: Chief Operations Office: Mpumalanga – Enforcement

SALARY : R495 219 per annum (OSD)

CENTRE : Mbombela

REQUIREMENTS : A four (4) year degree or equivalent qualification in Natural or Environmental Sciences. Six (6) years post qualification experience in the environmental and water management field, waste management, industries, urban development and mining. A valid driver's licence. (Attach a copy). Computer literacy. A clear understanding of the departments role, policies and regulations with respect to water resource management and protection. Knowledge of the National Water Act, 36 of 1998 (NWA), policies and regulations, strategies and relevant environmental legislation. Understanding the principles of Integrated Water Resource Management and Compliance Monitoring and Enforcement (CME) protocols, Innovative thinking, negotiating and networking stakeholder engagement skills. Proven managerial and communication skills. Knowledge of Human Resource Policies. A clear understanding of transformation in the Public Service.

DUTIES : Implement and enforce the National Water Act, 36 of 1998, National Environmental Management Act, and Department of Water and Sanitation policies and regulations. Assist in the development of policies and regulations for the Water Sector Regulation Branch. Conduct routine water use compliance inspections and audits of water use authorization issued in terms of the NWA. Plan and lead routine compliance inspections and audits in line with the CME Standard Operating Procedures to ascertain compliance and non-compliance to NWA and relevant legislations. Compile inspection, audit and investigation reports.

Implement suspension and withdrawal of entitlement to water use authorisation issued in terms of the NWA. Conduct investigations of all unlawful water uses in terms of the NWA in the Region. Manage the database of all authorized water users in the Olifants Catchment in liaison with WARMS and Water Use Authorization sections. Conduct investigations where non-compliance is suspected to verify available information and to gather admissible evidence in support of enforcement action. Initiate and Implement enforcement action through administrative and criminal procedures in line with the provisions of the NWA. Conduct joint compliance inspections and investigations with other government departments for promotion of compliance to specific environmental management Acts. When conducting Compliance Monitoring and Enforcement, ensure compliance to section 33 of the constitution of the Republic of South Africa, PAJA and PAIA. Supervise Environmental Officers and Graduate Trainees.

ENQUIRIES : Ms Nyalunga G.H Tel No: (013) 759 7314
APPLICATIONS : Mpumalanga: Please email your application quoting the relevant reference number to MPRecruitment@dws.gov.za
FOR ATTENTION : Ms. Mkhwanazi F.M

POST 26/126 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO 271120/14**
 Branch: Chief Operations Office: Mpumalanga - Institutional Oversight

SALARY : R495 219 per annum (OSD)
CENTRE : Bronkhorstspuit
REQUIREMENTS : A four (4) year degree or equivalent qualification in Natural or Environmental Sciences. Six years' post-qualification experience in environmental and water management field, waste management, industries, rural and urban development. Understanding of the Department's role and policy with respect to water resource management. Knowledge of National Water Act, 36 of 1998, Water Services Act, 108 of 1997 and related policies and guidelines. Understanding the principles of Integrated Water Resource Management. Innovative thinking and networking skills. Knowledge of Human Resource Policies. Proven management and negotiation skills. Ability to work productively in an environment consisting of multi-disciplinary internal and external DWS staff and stakeholders. Computer literacy. A valid driver's license (certified copy must be attached). Good communication (verbal and written), presentation and report writing skills. Able to provide technical and scientific support to other DWS functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups.

DUTIES : Lead and supervise the development of policies and strategies to manage impacts on water resources in accordance with the National Water Act, 1998 (Act 36 of 1998) and other Departmental policies and strategies. Play a role in the budgeting and expenditure for the Directorate. Provide specialist input and supervise the evaluation of license applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management and make recommendations regarding the issuing of licenses. Be involved in the management of projects relevant to the management of water resources management initiated by the Department. Ensure transparent governance through negotiations, capacity building and liaison with existing and potential users of the water resource, whose use may contribute to the deterioration of water quality and the users affected by or interested in the potentially detrimental water use such as communities, NGO's, local provincial and national government

ENQUIRIES : Mr. Shibambo S Tel No: (013) 759 7326
APPLICATIONS : Bronkhorstspuit Please email your applications quoting the relevant reference number to MPRecruitment@dws.gov.za.
FOR ATTENTION : Ms. Mkhwanazi FM

POST 26/127 : **ASSISTANT DIRECTOR MONITORING, EVALUATION AND REPORTING REF NO: 271120/15**
Branch: Chief Operations Office: Mpumalanga

SALARY CENTRE REQUIREMENTS : R470 040 per annum (Level 10)
: Mbombela
: A National Diploma or Degree in Public Management/Business Management or Project Management. Three (3) to five (5) years management experience in monitoring and evaluation, analytical assessments, project management and report writing. A valid driver's licence (Attach a copy). Good knowledge of Monitoring and Evaluation research methodologies and strategic planning. Good communication and computer skills, with good knowledge of MS Office Suite, data analysis methods and tools. Good understanding of Performance Management System. Knowledge and experience of project management/project monitoring and financial management will be an added advantage. A demonstrated, firm understanding of the Water and Sanitation sector and Water Sector legislation. Knowledge of the Public and Government processes. Be able to work under pressure multiple deadlines.

DUTIES : Report to the Deputy Director: Strategic Support and M&E. Responsible for analyzing monthly and quarterly reports. Facilitate the reporting of infrastructure related programme performance within various departmental management structures. Facilitate knowledge sharing with other sector departments. Take part in project site visits and ensure spot checks on all infrastructure related projects. Assist with the analytical and strategic assessment of progress against sector programme targets. Respond timeously to ad hoc queries from the Region with regards to water sector performance.

ENQUIRIES APPLICATIONS : Ms Matiso M Tel No: (013) 759 7330
: Mbombela: Please email your application quoting the relevant reference number to MPRecruitment@dws.gov.za

FOR ATTENTION : Ms. Mkhwanazi F.M

POST 26/128 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 271120/16**
Branch: Chief Operations Office: North West

SALARY CENTRE REQUIREMENTS : R470 040 per annum (Level 10)
: North West: Mmabatho
: A National Diploma or Degree in Public Administration/Business Management or Project Management. Three (3) to five (5) years management experience in monitoring and evaluation. A valid driver's licence (Attach a copy). Exposure in project management is highly recommended. Knowledge and understanding of Human Resource Management legislations, policies, practices and procedures. Public Finance Management Act (PFMA). Knowledge of Developing tools of monitoring and evaluation. Knowledge and development of procedures for data collection. Knowledge of compiling reports. Knowledge of Equal Opportunities and Affirmative action guidelines and laws. Departmental policies. Government financial systems. Frame for managing performance information. Working under pressure of multiple deadlines. Problem solving and analysis. People and Diversity Management. Client Orientation and Customer Focus. Excellent verbal and written communication, including presentation skills. Computer literacy, preferably in MS Excel, MS Word and MS Power Point.

DUTIES : Oversee the integration of all existing monitoring and reporting systems within the Department. Manage, monitor and evaluate Departmental programmes and align them with wide programme action. Manage and co-ordinate reporting instruments and tools on monitoring and evaluation. Establish early systems on reporting performance of the Department.

Manage Anti-corruption and Audit risk areas in implementing programmes of the Department. People Management.

ENQUIRIES : Mrs. Tsibane P Tel No: (018)387 9636

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

FOR ATTENTION : Mr MJ Ntwe

POST 26/129 : **ASSISTANT DIRECTOR: MONITORING, EVALUATION AND STRATEGIC SUPPORT REF NO: 271120/20**
Branch: Chief Operations Office: Eastern Cape

SALARY : R470 040 per annum (Level 10)

CENTRE : King Williams Town

REQUIREMENTS : A National Diploma or Degree in Social Science or Public Administration. Three (3) to five (5) five years appropriate experience in analytical assessments and report writing. A valid driver's licence (Attach a copy). Good knowledge of monitoring evaluation research methodologies and strategic planning. Excellent communication; analytical, document management and report writing skills. Team work orientation. Good inter- and intra- personal skills. Computer literacy; with good knowledge of Ms Office suite; working knowledge of SPSS and data analysis methods and tools. A demonstrated firm understanding of the water and sanitation sector legislation. Knowledge of the Public Sector and Government processes.

DUTIES : Reporting to the Deputy Director: M & E and Strategic Support; the incumbent will assist in regional business plan development and alignment of the Directorate's operational plans with the Region's BP. Ensuring alignment of the budget; the region's branch and regional business plan. Ensure alignment of projects with Departmental and provincial strategic priorities. Verify projects and physical progress against reported expenditure and report on the physical- financial performance of the Region. Assist in the compilation of the regions annual report. Monitor and report on the performance of the Region. Facilitate reporting of programme performance of the Region to various departmental management structures. Facilitate knowledge sharing with other sector departments; including consolidating quarterly and monthly reports. Assist in the provision of information or compile ministerial or parliamentary questions, imbizo and NCOP reports. Represent the Department at various meeting as may delegated.

ENQUIRIES : Ms. Makhanya Tel No: (043) 604 5401/6

APPLICATIONS : Eastern Cape (King Williams Town): Please email your applications quoting the relevant reference number to ECRecruitment@dws.gov.za

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

NOTE : Short listed candidates will be required to partake in a practical report writing and competency assessment.

POST 26/130 : **CONTROL SURVEY TECHNICIAN GRADE A REF NO: 271120/17**
Branch: Planning & Information

SALARY : R446 202 per annum (OSD)

CENTRE : Pretoria Head Office

REQUIREMENTS : A National Diploma in Survey /Geomatics/ or relevant qualification. Six (6) years post qualification technical experience in Deformation/Deflection/Structural monitoring Surveys and/or Engineering (Topographical & Hydrographical) Surveys. Compulsory registration with SAGC as a Survey Technician/Surveyor. A valid driver's licence (Attach a copy). Programme and project management. Knowledge of Processes and Legislation relating to the Survey environment. Communication skills (Technical consulting, professional judgement). Survey equipment operating skills. Knowledge of Survey design and analysis. Research and development skills in the Survey field. Computer-aided survey applications knowledge and skills. Creating a high performance culture.

Problem solving and analysis. Decision making. Team leadership and staff management. Customer focus and responsiveness. Planning and organising. Conflict management. Negotiation skills. Change management. Financial and Human resource management.

DUTIES : Leading of Deflection Survey Team. Survey design and analysis. Perform surveys, reviews and quality control on new survey requests according to set standards and designs. Maintain survey operational effectiveness. Manage the execution of asset maintenance strategy through the provision of appropriate controls. Allocate, monitor and control resources. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People Management. Training and mentorship of learner interns, graduate trainees.

ENQUIRIES APPLICATIONS : Ms C Rajah; Tel No: (012) 336 8130
: Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabole

POST 26/131 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION GRADE A (WTE) REF NO: 271120/18 (X2 POSTS)**
Branch: Chief Operations Office: Mpumalanga

SALARY CENTRE REQUIREMENTS : R402 045 per annum (OSD)
: Lydenburg and Bronkhorstspruit
: A relevant Honours degree in Environmental or related fields. Experience in integrated water resource management and water resource protection will serve as an added advantage. Ability to work flexibly on a range of assignments, and adjust to and prioritize a variety of complex evolving tasks. Strong interpersonal skills and ability to develop effective relations within and outside the DWS. A valid driver's license (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 : Processing of Water Use License Applications in Water Management Areas. Provide comments on Environmental Impact Assessments, Environmental Program Reports and Development Applications in the Oliphant's Water Management area. Liaise with stakeholders in the Water Sector and other government departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, local authorities etc. Undertake water resource monitoring and special investigations. Manage water quality in designated catchments areas. Prepare reports and interpret water quality monitoring results. Processing of Water Use License Applications in Water Management Areas.

ENQUIRIES APPLICATIONS : Mr. Macevele S, Tel No: (013) 923 2061
: Lydenburg and Bronkhorstspruit: Please email your application quoting the relevant reference number to MPRecruitment@dws.gov.za

FOR ATTENTION : Ms. Mkhwanazi F.M

POST 26/132 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO 271120/19**
Branch: Chief Operations Office: Western Cape
DIV: Asset Management

SALARY : R376 596 per annum (Level 09)

CENTRE REQUIREMENTS : Bellville
: A relevant tertiary qualification at NQF level 7. Three (3) years supervisory experience in asset management. A valid driver's licence. (Attach a copy). Knowledge and understanding of Public Finance Management Act, Treasury Regulations and guidelines. Knowledge and understanding of Human Resource Management policies, procedures and legislations. Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of clerical and administrative procedures and systems. Knowledge of departmental policies and procedures. Knowledge of governmental financial systems. Knowledge of principles and practice of financial accounting. Framework for managing performance information. Experience in business strategy transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication, writing and computer literacy skills. Cultural awareness, flexibility and Initiatives skills. Presentation; leadership and interpretation skills. Willingness to travel extensively.

DUTIES : Monitor and review the capturing of all physical assets in the physical assets management registers. Monitor and review the allocation of assets to assets holders. Oversee and review the monitoring of assets in accordance with the relevant policies and procedures. Promote correct implementation of sound assets management practices. Supervise employees to ensure sound physical assets management. Manage assets strategy, budgeting and planning. Manage asset acquisition and assets operation and maintenance. Manage the assets register and assets disposals. Implement policy on acquisitions, transfer, disposal, amortization and writing off of both fixed and movable assets. Implement guidelines for the implementation of the assets. Ensure compliance with assets maintenance policy. Ensure the optimum security of assets. Ensure sound administration of assets acquisition and monitor assets acquisition in line with budget allocation. Adhere to assets operation in line with assets management policy. Monitor maintenance costs on assets. Manage the tracking and recording of assets movement, categorization of assets into fixed or non-fixed assets, reflection of assets on the register and managing annual asset verification. Dispose of economically obsolete assets according to policy and the recouping of assets or its value in settling employee debt to the department. Manage and coach staff and ensure relevant training and development of staff.

ENQUIRIES APPLICATIONS : Mr G Leak, Tel No: (021) 941 6007
: Western Cape (Bellville): Please email your applications quoting the relevant reference number to WCrecruitment@dws.gov.za

FOR ATTENTION : Ms K Melelo

POST 26/133 : **OFFICE MANAGER REF NO: 271120/21**
Branch: Chief Operations Office: Eastern Cape

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: King Williams Town
: A National Diploma or Bachelor's Degree in Office Management and Technology / Public Management/ Business Administration. Three (3) to five (5) years' experience in office management field in the public sector. A valid driver's licence (Attach a copy). Understanding and knowledge of public service policies and administrative procedures. Knowledge of the functioning of the national, provincial and local governments and intergovernmental relations. Computer literate (MS Word, Excel and PowerPoint). Proven knowledge and experience in secretarial duties. Sound organizational skills. Good people skills. High level of reliability. Excellent writing skills. Ability to act with tact and discretion. Understanding of dispute resolution process. Financial Management and knowledge of PFMA. Good problem solving and analytical skills. Ability to work under pressure and meet deadlines. An understanding of and

	:	commitment to government objectives, policies and programmes. Ability to ensure a high level of ethical conduct and quality.
<u>DUTIES</u>	:	Ensure screening of all incoming correspondence (Email, letters, reports, submissions and phone messages). Secretarial services, logistics, subsistence and travel arrangements and claims. Provide a clerical support service to the Chief Director. Ensure that Regional Top Management meetings are arranged and assessment sessions are scheduled. Ensure that Annual Leave Plans for all managers are submitted. Typing of Provincial Head's monthly travel schedule and submissions requesting approval of amended schedule. Ensure that financial procedures are observed in the section. Compile monthly reports. Scheduling of appointments/meetings or activities and Coordination of Top Management diaries. Manage procurement. Collation of information and conduct research for presentations. Arrange and organize workshops and meetings. Represent Chief Director at certain meetings and workshops, take notes and give detailed report to the Chief Director following the meeting. Manage queries. Monitoring of deadlines to ensure responses are prompt.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Makhanya Tel No: (043) 604 5401/6
<u>FOR ATTENTION</u>	:	Eastern Cape (King Williams Town): Please email your applications quoting the relevant reference number to ECRecruitment@dws.gov.za Ms LT Malangabi Tel No: (043) 604 5476
<u>POST 26/134</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 271120/22</u> Branch: Chief Operations Office: Limpopo SD: Human Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08) Polokwane A National Diploma or Degree in Human Resources Management or relevant. Three (3) to five (5) years' experience in Personnel Management matters and Planning, Recruitment and Selection. Applicants must be in possession of a PERSAL certificate and working experience on the PERSAL system. (Attached copy). Knowledge and understanding of Public Service Act, Public Service Regulations, Employment Equity Act and PFMA. Knowledge and experience of recruitment, selection and appointment procedures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative, clerical procedures and systems. Knowledge of database and spread sheet applications. Knowledge and experience of drafting submissions. Client orientation and customer focus skills. Good communication skills both verbal and written.
<u>DUTIES</u>	:	Supervision of recruitment and selection unit. Interpretation and implementation of relevant statutory prescripts and policies. Draft adverts for placements. Ensure that posts are advertised as per the specifications matched with the job/role profiles. Response handling of applications. Ensure that processing of detailed schedules of applications are implemented and kept on a database. Keep records of the established detailed database of applications received. Supply statistics regarding employment equity. Facilitate the shortlisting processes. Arrange, schedule and facilitate the interview processes. Draft appointment submissions and route it for approval. Contact relevant businesses who deal with competency assessments and refer selected candidates for competency assessment test. Implementation of appointments. Request reports from Persal. Ensure supervision, training and motivation of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr HH khosa Tel No: (015) 290 1222
<u>FOR ATTENTION</u>	:	Limpopo (Polokwane): Please email your application, quoting the post reference number, to: LPRecruitment@dws.gov.za Mr. HH Khosa

POST 26/135 : **SENIOR TRAINING OFFICER REF NO 271120/23**
Branch: Chief Operations Office: Limpopo
SD: Human Resource Management

SALARY : R316 791 per annum (Level 08)
CENTRE : Polokwane
REQUIREMENTS : A National Diploma or Degree in Human Resource Development or relevant. One (1) to three (3) years' experience in a Human Resource Development/Training environment. Knowledge and understanding of administrative procedures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Government financial systems. Knowledge of learning and facilitation procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and diversity Management. Client Orientation and Customer focus. Communication skills. Accountability and ethical conduct.

DUTIES : The development of training programmes, procedure manuals and guides on course materials. The evaluation of training materials prepared by instructors to assess applicability. Conduct training needs analysis to develop new training programmes. Monitor, assess and record training activities and training program effectiveness for improving existing programmes. Coordination of Bursaries, internship, learnership, ABET, short course, conferences and seminars. The implementation of PMDS

ENQUIRIES : Mr. MJ Mpe Tel No: (015) 290 1351
APPLICATIONS : Limpopo (Polokwane): Please e-mail your application quoting the post reference number to: LPRecruitment@dws.gov.za

FOR ATTENTION : Mr. HH Khosa

POST 26/136 : **PRINCIPAL COMMUNICATIONS OFFICER REF NO: 271120/24**
Branch: corporate services
Dir: internal communication

SALARY : R316 791 per annum (Level 08)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma or Degree in Communication Journalism, Public Relations, Digital Media, Marketing or relevant. At least three (3) years of experience in a communication environment on social media applications. A valid drivers licence (Attach a copy). Passion and proven work experience as a Social Media Manager. Knowledge awareness of current news trends. Excellent writing, editing and proofreading skills. Ability to package content for social media use. Training in social media use will be an added advantage. Knowledge of communications principles, techniques and tools. Problem solving and Analysis. Client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct. Ability to work under pressure and meet deadlines.

DUTIES : Manage all social media platforms of the Department. Design and implement social media strategy to align with Departmental campaigns and programmes. Develop and implement social media content plan to be used on social media platforms by means of audio-visuals and online posters. Perform research on current benchmark trends and audience preferences. Communicate with followers respond to queries in a timely manner.

ENQUIRIES : Ms Lebogang Maseko Tel No: (012) 336 8337
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabile

POST 26/137 : **SENIOR PERSONNEL PRACTITIONER REF NO: 271120/25**
Branch: Chief Operations Office: North West Recruitment And Selection

SALARY : R316 791 per annum (Level 08)

CENTRE REQUIREMENTS : Mmabatho
 : A National Diploma or Degree in Human Resources Management. Three (3) to five (5) years' experience in Human Resources Management matters. In depth knowledge in HR Planning, Recruitment and Selection. Full Persal Training course Certificate. Knowledge of the PSA, PSR and other relevant Human Resource prescripts and legislation. The ability to interpret HR policies and prescripts and to apply them. Organizing and sound interpersonal skills. Good communication skills (written and verbal). Ability to work under pressure. Computer literacy in Ms Office suite. Proven experience and knowledge of PERSAL administration functions.

DUTIES : Facilitate the implementation of Human Resources Policies, strategies, procedures and practices. Assist with advertising of posts. Update the Employment Equity database on a regular basis. HR provisioning (recruitment and selection). Screening and profiling the applications for employment. Serve as a scribe during short listing and interviews process. Compile and prepare employment offer/s and regret letters on appointments and transfers. Verification of qualifications. Implementation of all HR-related transactions on Persal system. Handle HR related queries on a daily basis according to Batho Pele Principles.

ENQUIRIES APPLICATIONS : Mr MJ Ntwe Tel No: (018) 387 9531
 : North West (Mmabatho): Please email your application quoting the relevant reference number to NWRrecruitment@dws.gov.za

FOR ATTENTION : Mr MJ Ntwe

POST 26/138 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A REF NO: REF NO: 271120/27**
 Branch: Chief Operation Office: Eastern Cape

SALARY : R311 859 - R473 574 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE REQUIREMENTS : King Williams Town
 : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician (Certified copy must be attached). A valid driver's license (proof to be attached). Project management. Technical design and analysis knowledge. Research and development. Computer –aided engineering applications. Knowledge of legal compliance. Technical report writing. Problem solving and analysis. Decision making team work. Creativity. Customer focus, communication and computer skills. People management.

DUTIES : Render technical services to the Directorate. Assist Engineers, Technologists and Associates in field, workshops and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Technical designs and specifications. Implementation standards. Research and development. Continuous professional development to keep up with new technologies and procedures. Research / literate studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Improved professional knowledge. Updated methodologies. Budget inputs. Progress reports. Engineering/technical inputs supervised staff.

ENQUIRIES APPLICATIONS : Mr. L Mditshane Tel No: (043) 604 5536
 : Eastern Cape (King Williams Town): Please email your applications quoting the relevant reference number to ECRecruitment@dws.gov.za

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

POST 26/139 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A (HYDROLOGY) REF NO: 271120/28**
Branch: Chief Operations Office-Kwazulu-Natal

SALARY : R311 859 - R473 574 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE : Durban

REQUIREMENTS : A National Diploma in Civil Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician (proof of registration must be provided). Knowledge of Hydrology and Project Management. A valid driver's license (Attach certified copy). Technical design and analysis knowledge. Excellent communication skills including verbal. Report writing and 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 throughout KwaZulu-Natal. Willingness to work in and around water (rivers, dams, etc.). Computer skills. Experience in using the Caddie Drawing program, Planning and organising skills, People management skills.

DUTIES : Provide technical advice and support to the management of the Hydrological Monitoring Network; Provide support to the Hydrological Data Collection and Computing Services; Provide technical support to the instrumentation and monitoring equipment; Calibration of flow monitoring sites. Provide inputs into the budgeting process. Perform surveys at flow monitoring sites. Perform drawings of flow monitoring structures. Design and Construction of Flow Monitoring Sites. Provide data evaluation reports and technical inspection reporting. Catchment Assessments; Gauge plate correction.

ENQUIRIES : Mr B Pillay Tel No: (031) 336 2700

APPLICATIONS : KwaZulu Natal (Durban): Please e-mail your application quoting the post reference number to: KZNRecruitment@dws.gov.za

FOR ATTENTION : Ms. S Mbongwa

POST 26/140 : **COMMUNITY DEVELOPMENT OFFICER REF NO: 271120/32**
Branch: Chief Operations Office North West: Capacity Building

SALARY : R257 508 per annum (Level 07)

CENTRE : Mmabatho

REQUIREMENTS : A National Diploma or Degree in Social Sciences or equivalent. One (1) to three (3) years' experience in community development. A valid driver's licence (Attach a copy). Understanding in strategic and operational plan management. Knowledge in policy and legislation implementation. Knowledge in community development. Intergovernmental relations and Sector Collaboration. Monitoring and evaluation principles. Good communication skills. Conflict management. Creativity and awareness. Project Management principles. Cultural awareness. Flexible and initiative.

DUTIES : Facilitate the empowerment of stakeholders in water governance, Engage communities on water issues through the establishment of forums. Provide support to water sector institutions. Participate in awareness creation, capacity building and empowerment. Community participation on the development and management of water sector activities. Support communities and perform administrative support on community development and related activities. Facilitate intergovernmental relations and Sector Collaboration initiatives. Assist with the development of policies and strategies for the Water issues in the community. Planning of water programmes. Implementation of water and sanitation regulatory framework. Monitoring and evaluation of water and sanitation programmes.

ENQUIRIES : Ms M Moreosele Tel No: (018) 387 9517

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

FOR ATTENTION : Mr MJ Ntwe

POST 26/141 : **ADMINISTRATION OFFICER REF NO: 271120/33 (X2 POSTS)**
Branch: Chief Operations Office: Mpumalanga: Ewulaas

SALARY : R257 508 per annum (Level 07)

CENTRE : Bronkhrstspruit and Lydenburg

REQUIREMENTS : A National Diploma or Degree in Public Administration, Social Sciences or relevant qualification. One (1) to three (3) years' experience in administration. A valid drivers licence (Attach a copy). Computer literate and proficiency in programs such as MS 2007 Word, Power point, Access, Outlook and Excel. Knowledge of the National Water Act (Act 36 of 1998). The Public Service Act and Regulations 1994 (Act 103 of 1994). Knowledge of Administration Procedures Knowledge of Batho Pele Principles. Report writing skills. General knowledge of information systems. Data capturing skills. Office management and project management skills.

DUTIES : Coordinate the administrative functions and provide support related to the Water Use Authorisation process. Management of incoming and outgoing 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 Licence Application and Authorization System (E-WULAAS) and ensure accurate Reporting. Ensure that statistics of all Water Use Authorisation applications are accurate and updated. Support E-WULAAS user training process. Filing correspondences with clients. Support and provide reports to management.

ENQUIRIES : Mr Sydney Nkuna Tel No: (013) 759 7317

APPLICATIONS : Mpumalanga: Please email your application quoting the relevant reference to MPRecruitment@dws.gov.za.

FOR ATTENTION : Ms. Mkhwanazi F.M

POST 26/142 : **CHIEF SECURITY OFFICER REF NO: 271120/34**
Branch: Chief Operations Office North West

SALARY : R257 508 per annum (Level 07)

CENTRE : Mmabatho

REQUIREMENTS : A Senior/Grade 12 certificate. An accredited Security Management/Supervisory training certificate. Three (3) years' experience in the security industry. Good communication skills both written and verbal. Strong interpersonal relations. Strong leadership skills. Willingness to undergo security clearance.

DUTIES : Manage the total security function (personnel, documents and computer systems) of the Department. Implement internal security policies, based on Minimum Information Security Standards (MISS). Advise management regarding security risk. Devise all security measure and procedures. Conduct a security awareness programme in the region. Monitor the extent of adherence to and compliance with security policies and measures (including ensuring that officials with access to sensitive information are vetted). Liaise with the National Intelligence Agency (NIA) and other security agencies for advice to ensure effective security.

ENQUIRIES : Mr W Francis Tel No: (018) 387 9595

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

FOR ATTENTION : Mr MJ Ntwe

POST 26/143 : **ADMINISTRATION CLERK REF NO: 271120/35**
Branch: Planning & Information Transport Services

SALARY : R173 703 per annum (Level 05)
CENTRE : Roodeplaat Dam
REQUIREMENTS : A Senior/Grade 12 certificate. Three (3) years or more relevant experience in Government transport management or fleet management environment will serve as an added advantage. Computer literacy in MS word, PowerPoint, Emailing etc is important. A valid Drivers licence (Attach a copy), Public drivers permit (PDP) will be an added advantage, Good verbal and written communication skills, organising, interpersonal skills, ability to work under pressure and working well with People, Knowledge of transport policies and prescripts, General office administration. Knowledge of Public Service legislations, Public Finance Management Act (PFMA).

DUTIES : Perform overall management and maintenance of the available fleet/vehicles. Compile monthly reports, Arrange for service and repairs (maintenance) of vehicles, liaise with Service Providers and maintain record of vehicles allocated to the Directorate. Report on fleet accidents and incidents. Collate total petrol consumption for the Directorate. Manage and prevent fraud, check and calculate subsistence and travel claims, arrange petrol cards. Process log sheets for all vehicles and subsidised vehicles. Verification of kilometres travelled. Administer and reconcile flights and accommodation bookings. Ability to analyse and solve problems and make administrative and procedural decisions and judgements. Have strong organisational skills including ability to manage multiple tasks, ability to create, compose and edit written materials. Supervise the duties and trips of allocated to Drivers

ENQUIRIES : Ms G Gafane Tel No: (012) 336 9500
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

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

POST 26/144 : **ADMINISTRATION CLERK REF NO: 271120/36**
Branch: Planning and Information Registry

SALARY : R173 703 per annum (Level 05)
CENTRE : Roodeplaat Dam
REQUIREMENTS : A Senior/Grade 12 certificate. One (1) to two (2) years' experience in administration field will serve as an added advantage. Proven knowledge, competency and understanding of Record Management and management of confidential records, Knowledge of Public Service legislations, Basic Financial management and Public Finance Management Act (PFMA). Knowledge and experience in general office administration, Computer literacy, Ability to work under pressure and with people, Good verbal and communication skills.

DUTIES : Render secretarial duties to various Directorate meetings. Provide support in overall management and administration of Registry office. Coordinate incoming and outgoing correspondences. Assist with Financial management and provisioning of goods and services, Coordinating filing in terms of departmental filing procedures, document tracing, storage, safekeeping, retrieving, identify reference numbers on documents and disposal of archived documents and material. Personnel management, maintain registers, record keeping, circulation of documents and attending enquiries. Ensure effective and efficient opening of files, Assist with distribution and flow of documentation to and from Head Office. Oversee the administration and management of mail, onsite Library including classification, inter lending of documents, information retrieval and book shelving

ENQUIRIES : Ms G Gafane Tel No: (012) 336 9500

NOTE : NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabile

POST 26/145 : **ASSISTANT TECHNICAL OFFICER REF NO: 271120/38**
Branch: Chief Operations Office Mpumalanga Survey Services

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Mbombela
: A Senior/Grade 12 certificate with Mathematics/Mathematics Literacy. A valid drivers licence (Attach a copy). Microsoft Office (Excel, Word, Access and Outlook) bilingual with English as one of the languages will be an added advantage. Knowledge of one stop shop response. Coordinator functions. Different role players of the water sector. Geographical Information Systems (GIS), maps and map read. Personal Attributes: Self-motivated, extrovert, punctual, reliable. A particular interest in GIS, Cartography and the water sector. Good networking skills. Good reception skills and ability to interact with a diverse range of human personalities.

DUTIES : Assist RIC Manager in a day to day operations RIC Front office duty at the Regional Information Centre reception. Typing, logging of request, overseeing of general office arrangement, filing of other administrative procedure. One Stop Shop Response Coordinator. Keep of RIC consumable stock.

ENQUIRIES APPLICATIONS : Mr. Siziba G Tel No: (013)759 7342
: Mpumalanga: Please email your application quoting the relevant reference to MPRecruitment@dws.gov.za

FOR ATTENTION : Ms. Mkhwanazi F.M

POST 26/146 : **ASSISTANT TECHNICAL OFFICER REF NO: 271120/39**
Branch: Chief Operations Office Mpumalanga Compliance Monitoring

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Mbombela
: A Senior/Grade 12 certificate with Mathematics / Mathematics Literacy. Computer literacy. A valid driver's licence (Attach a copy). Willing to travel. Ability to use Microsoft excel and Word, Ability to use GPS, Knowledge of water quality monitoring.

DUTIES : Pollution control. Investigation of pollution incidents. Water Quality compliance to Water Legislation. Inspections of water treatment facilities and sampling of drinking water. Data management. Blue and Green Drop improvement programmes.

ENQUIRIES APPLICATIONS : Ms Mubva K Tel No: (013) 759 7435
: Mpumalanga: Please email your application quoting the relevant reference to MPRecruitment@dws.gov.za.

FOR ATTENTION : Ms. Mkhwanazi F.M

POST 26/147 : **ADMINISTRATION CLERK: REF NO: 271120/40**
Branch: Chief Operations Office: Free State
Div: Auxiliary Services (Registry)

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Bloemfontein
: A Senior/Grade 12 Certificate. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Good communication skills both written and verbal. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of Registry procedures and processes, working knowledge of registered mail and other legislative framework governing records management will be an added advantage.

DUTIES : Provide registry counter services: Attend to clients, handle telephonic and other enquiries received and receive and register hand delivered mail/files. Handle incoming and outgoing correspondence: Receive all mail, Sort, register and dispatch mail and distribute notices on registry issues. Render an effective filing and record management service: Opening of close files according to record classification system, filing/storage, tracing (electronically/manually) and retrieval of documents and files and complete index cards for all files. Operate office machines in relation to the registry function: Open and maintain franking machine register, frank post, record money and update register on a daily basis, undertake spot checks on post to ensure no private post is included, lock post in postbag for messengers to deliver to Post Office, open and maintain remittance register, record all valuable articles as prescribed in the remittance register, hand delivers and signs over remittances to Finance, send wrong remittances back to sender via registered post and record reference number in register and keep daily record of amount of letters franked. Process documents for archiving and/disposal: Electronic scanning of files, sort and package files for archives and distribution, compile list of documents to be archived and submit to the supervisor and keep records for archived documents.

ENQUIRIES APPLICATIONS : Ms ME Maema 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 26/148 : **ACCOUNTING CLERK REF NO: 271120/41 (X2 POSTS)**
Branch: Chief Operations Office Eastern Cape
CD: Financial Accounting

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: King Williams Town
: A Senior/Grade 12 with Accounting as a subject. Experience in Administration/Finance will be an added advantage. A valid driver's license will serve as an added advantage (attach a copy). Basic knowledge of Financial functions. Computer literacy. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PISR, PPPFA, Financial Manual). Knowledge of financial operating systems such as PERSAL, BAS, LOGIS. Knowledge management, Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication skill. Accountability and ethical conduct. Must be able to work under pressure.

DUTIES : Check that documents presented for payments are valid, accurate, and complete and authorised by the delegated authority to ensure that the payment is ready for capturing. Capture payments/ claims on financial operating systems (BAS, LOGIS, PERSAL). Respond to payment/ claims and entity queries. Ensure compliance with the PFMA, financial policies, prescripts and internal policies. Verify record and track invoices on the payment monitoring tool. Receive invoices and update invoice registers. Report on payable/accruals, 30 day payments. Provide clerical support for the team. Assist in performing creditor's reconciliations. Manage Payroll administration and all financial transactions. Distribute pay slips including supplementary pay slips to officials. File all financial documents and claims. Assist internal and external stakeholders with payment and other financial related queries.

ENQUIRIES APPLICATIONS : Ms Y Nogela Tel No: (043) 604 5319
: Eastern Cape: Please email your applications quoting the relevant reference number to ECRecruitment@dws.gov.za

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

POST 26/149 : **PROVISIONING ADMINISTRATION CLERK REF NO: 271120/42**
Branch Chief Operations Office Eastern Cape

SALARY : R173 703 annum (Level 05)
CENTRE : King Williams Town
REQUIREMENTS : A Senior/Grade 12 certificate. One (1) to two (2) years' experience in general office administration will serve as an added advantage. Computer literacy is essential. (Sound knowledge of MS office (Ms Word, Ms Excel, Power point and Internet Explorer & provide proof thereof). Good verbal and written communication skills. Ability to work under pressure. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Knowledge and understanding of the legislative framework governing the public service. Knowledge of working procedures in terms of the working environment. Basic knowledge of problem solving and analysis. Knowledge of handling telephone calls including handling reception and manage incoming and outgoing mail.

DUTIES : Typing office correspondence. Rendering administration support within the section i.e. opening and filing of new files. Doing invoice reconciliations. Preparation and management of telephone account. Management of various departmental contracts and accounts. Manage the mail register. Receiving of documents and disseminate them to the relevant people. Operating the switch board by answering incoming and handling outgoing calls. Ensuring that stakeholders are referred correctly. Manage meetings/workshops arrangement, venues, accommodations, bookings. Provide Supply Chain Management support services within the component.

ENQUIRIES : Mr. MP Zenzile Tel No: (043) 604 5528
APPLICATIONS : Eastern Cape: Please email your applications quoting the relevant reference number to ECRecruitment@dws.gov.za

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

POST 26/150 : **PROVISIONING ADMINISTRATION CLERK REF NO: 271120/43**
Branch: Chief Operations Office Western Cape
Div: Supply Chain Management

SALARY : R173 703 per annum (Level 05)
CENTRE : Bellville
REQUIREMENTS : A Senior/Grade 12 certificate with Accounting as a passed subject. A valid drivers licence (Attached a copy). Basic knowledge of Supply Chain Management duties, practices as well as the ability to capture data and collect statistics. Good computer literacy, with knowledge of MS Office. Basic knowledge of work procedures in terms of SCM environment. Working knowledge and understanding of PFMA, National Treasury Regulations and PPPFA governing the Public Service. Knowledge and understanding of financial systems such as LOGIS and BAS. Flexibility and team work ability. Basic knowledge of problem solving and analysis. Client orientation, customer focus, accountability and ethical conduct skills. Good communication skills.

DUTIES : Compile and maintain records, according to the financial prescripts (e.g. procurement batches). Assist with demand management duties. Request and receive quotations. Capture quotations on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers database. Receive requests for goods from end users. Issue goods to end users. Maintain commitment and acquisitions register. Maintain inventory store.

ENQUIRIES : Ms. M. Mouton Tel No: (021) 941 6205
APPLICATIONS : Western Cape (Bellville): Please email your applications quoting the relevant reference number to WCrecruitment@dws.gov.za

POST 26/151 : **ACCOUNTING CLERK REF NO: 271120/44**
Branch: Chief Operations Office Mpumalanga

SALARY : R173 703 per annum (Level 05)
CENTRE : Mbombela
REQUIREMENTS : A Senior/Grade 12 certificate with Accounting as a passed subject. Twelve (12) months working experience will be an added advantage. Knowledge of financial management related legislation i.e. PFMA, Treasury regulations. Skills: verbal and written communication, computer literacy (MS-excel, outlook, Word). Knowledge of the SAP system. Confidentiality, integrity, honesty and time management.

DUTIES : Perform debts collection functions. Attending to customer queries. Performing reconciliation of accounts. Compile source documents and capture billing adjustments on SAP. Sending of billing documents to customers. Correct allocation of customer payments. Ensure that all related filing is systematically completed. Request all SAP related reports when needed. Perform cashier duties including receiving and banking of state money and issuing of receipts. Liaise with different sections within the department regarding source documents.

ENQUIRIES : Ms Mogane R.J Tel No: (013) 759 7337
APPLICATIONS : Mpumalanga: Please email your application quoting the relevant reference number to MPRecruitment@dws.gov.za.

FOR ATTENTION : Ms. Mkhwanazi F.M

POST 26/152 : **ADMINISTRATION CLERK REF NO: 271120/45**
Branch: Chief Operations Office Eastern Cape

SALARY : R173 703 per annum (Level 05)
CENTRE : King Williams Town
REQUIREMENTS : A Senior/Grade 12 certificate. One (1) to two (2) years' experience in administration duties will be an added advantage. Computer literacy is essential. (Sound knowledge of MS office (Ms Word, Ms Excel, Power point and Internet Explorer and provide proof thereof). Good verbal and written communication skills. Ability to work under pressure. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Knowledge and understanding of the legislative framework governing the public service. Knowledge of working procedures in terms of the working environment. Basic knowledge of problem solving and analysis. Telephone etiquette. Willingness and flexibility to rotate functions within the Unit. Basic understanding of booking procedures.

DUTIES : The successful candidate will be responsible for typing office correspondence. Rendering administration support within the section i.e. opening and filing of new files. Doing invoice reconciliations. Preparation and management of telephone account. Maintenance of Departmental Labour Saving Devices, Management various departmental contracts and accounts. Processing of travel and accommodation forms. Procure goods and services.

ENQUIRIES : Mr. MP Zenzile, Tel No: (043) 604 5528.
APPLICATIONS : King Williams Town: Please email your applications quoting the relevant reference number to ECRecruitment@dws.gov.za

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

POST 26/153 : **DRIVER REF NO: 271120/47**
Branch: Chief Operations Office Mpumalanga

SALARY : R122 595 per annum (Level 03)
CENTRE : Mbombela

REQUIREMENTS : A Grade 10 certificate. A valid Driver's Licence (Attach a copy). One (1) to three (3) years' experience in Driver/Messenger services. Basic Knowledge of literacy (read and write). Basic knowledge of organisational policies and procedures. Knowledge in driving services. Knowledge of operating the equipment. Knowledge of procedures and processes. Basic knowledge of language skills. Interpersonal relations. Client orientation and customer focus. Communication, accountability and ethical conduct.

DUTIES : To operate a light motor vehicle in accordance with road ordinance prescripts (up to 3500kg). The general maintenance of the light motor vehicles. The maintenance of the vehicles logbook. The storage of the light motor vehicles.

ENQUIRIES APPLICATIONS : Ms. Masango V.T, Tel No: (013) 759 7512

FOR ATTENTION : Mpumalanga: Please email your application quoting the relevant reference number to MPRecruitment@dws.gov.za
Ms. Mkhwanazi F.M

POST 26/154 : **TRADESMAN AID REF NO: 271120/48**
Branch: Chief Operations Office Western Cape
DIV: Drilling Services

SALARY CENTRE REQUIREMENTS : R122 595 per annum (level 03)
Worcester

REQUIREMENTS : An ABET certificate. Ability to read and write. One (1) – two (2) years' experience. A driver's license. (Attach a copy). Understanding of Government legislation. Basic knowledge in maintenance of structures and managing the water distribution for all Government Waterworks within the Area Office's jurisdiction. Basic knowledge in policy implementation. Basic knowledge in monitoring and evaluation principles. Basic disciplinary knowledge in Occupational Health and Safety and Public administration. Basic knowledge in supporting water utilization and water resource strategy. Basic knowledge of flood controlling.

DUTIES : Do maintenance in the Departmental Geosites including construction of new boreholes. Assist with moving, setup, dismantling and smooth operation of all drilling projects. Assist with safe keeping of equipment and property. Perform manual labour services such as excavations, backfilling and cast of concrete block in all boreholes maintenance of projects. Clearing of construction site. Scrap and paint rotten casings/boreholes as per set standard of Department of Water and Sanitation. Adhere to all Occupational Health and Safety regulations and ensure that protective equipment is used appropriately. Knowledge of operating hand tools and power tools. Knowledge of administration in relation to the correct completion of forms.

ENQUIRIES APPLICATIONS : Mr. A. Ralikhwatha Tel No: (023) 348 5600

FOR ATTENTION : Western Cape (Worcester): Please email your applications quoting the relevant reference number to WCrecruitment@dws.gov.za
Ms K Melelo

POST 26/155 : **HANDYMAN REF NO: 271120/49**
Branch: Chief Operations Office: Free State
Div: Auxiliary Services

SALARY CENTRE REQUIREMENTS : R122 595 per annum (Level 03)
Bloemfontein

REQUIREMENTS : An ABET certificate. Zero (0) to six (6) months. Ability to use industrial woodwork machinery and electrical power tools. Ability operate electrical hand tools and machinery. Ability to operate machinery with low level of complexity. Ability to perform physical labour. Ability to work independently and in a team. Good communication skills. Ability to plan ahead (pro-active) and comply with in-house systems and procedures; Ability to operate and use required tools and equipment skillfully and safely.

DUTIES : Maintenance of office building: Conduct regular building inspections and report defects that require attention of the landlord and attend to minor electrical, plumbing and carpentry problems. Maintenance of office equipment and furniture: Repair broken furniture and equipment; Maintenance of basic electrical wiring and installations; and movement of office furniture and equipment between offices; Carry out maintenance and repairs by painting, glazing and spray-painting whenever required. Identify and assist with the requisitioning of materials and parts. Safekeeping of maintenance tools and supplies. Inspect and repair/replacement of drywall, hang, finish, frame, texture, wood trimming work or rough carpentry skills, baseboards, crown molding, etc. Inspect and repair/replacement of drywall, hang, finish, frame, texture, wood trimming work or rough carpentry skills, baseboards, crown molding, etc Safekeeping of maintenance tools and supplies by ensuring that all tools and materials are available at all times. Maintain a safe and orderly working environment. Perform any other routine tasks. Report on the work done on monthly basis.

ENQUIRIES : Ms ME Maema 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 26/156 : **CLEANER REF NO: 271120/50**
Branch: planning & information

SALARY : R102 534 per annum (Level 02)
CENTRE : Roodeplaat Dam
REQUIREMENTS : An ABET certificate. Experience in cleaning will serve as an added advantage. Should be able to read and write. Good communication skills. Knowledge of Occupational health and Safety practices and requirements. Understanding of applying and using chemicals correctly. Knowledge of cleaning laboratories will serve as an added advantage.

DUTIES : Clean laboratories and laboratory equipment. Remove all waste according to procedures. Clean glass and plastic ware. Remove gas cylinders. Complete relevant forms. Request cleaning materials. Clean store rooms, kitchen, offices, corridors and boardrooms any other environment allocated for cleaning. Emptying dirty bins. Prepare boardrooms for meeting and arrange utensils and cutlery required. Wash and keep stock of utensils and refilling of drinking water. Clean rest rooms and refill hand wash liquid and toilet papers. Report broken machines and equipment

ENQUIRIES : Ms G Gafane Tel No: (012) 808 9500
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

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

POST 26/157 : **CLEANER REF NO: 271120/51**
Branch: Chief Operations Office: Eastern Cape

SALARY : R102 534 per annum (Level 02)
CENTRE : Cradock
REQUIREMENTS : An ABET certificate. Experience in cleaning will serve as an added advantage. 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.

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 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 : Mr. MP Zenzile Tel No: (043) 604 5528.
APPLICATIONS : King Williams Town: Please email your applications quoting the relevant reference number to ECRecruitment@dws.gov.za

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

POST 26/158 : **CLEANER REF NO: 271120/52 (X2 POSTS)**
Branch: Chief Operations Office – Mpumalanga

SALARY : R102 534 per annum (Level 02)
CENTRE : Mbombela
REQUIREMENTS : An ABET certificate. Experience in cleaning will serve as an added advantage. Basic numeracy and Literacy. Good interpersonal and communications skills. Must be able to handle confidential information. Experience and knowledge of various cleaning consumables and operation of cleaning equipment. Knowledge of health and safety requirements and understanding of applying or using chemicals correctly.

DUTIES : Perform daily cleaning tasks, routine in the offices, kitchens and boardrooms (clean, dust, sweep, mop, scrub and polish floors). Wash of walls and windows when required. Operate vacuum cleaners and other machinery. Wash kitchen items. Follow cleaning control protocols and procedures. Exercise control over cleaning materials in the absence of the Supervisor. Prepare and serve refreshments during meeting and compliance to all related duties that may be determined by the Supervisor.

ENQUIRIES : Ms. Singwane B.G Tel No: (013) 759 7539
APPLICATIONS : Mpumalanga: Please email your application quoting the relevant reference number to MPRecruitment@dws.gov.za
FOR ATTENTION : Ms. Mkhwanazi F.M

POST 26/159 : **MESSENGER REF NO: 271120/53**
Branch: Chief Operations Office – Mpumalanga

SALARY : R102 534 per annum (Level 02)
CENTRE : Mbombela
REQUIREMENTS : An ABET certificate. One (1) to three (3) years' experience in Messenger services.

DUTIES : Record incoming and outgoing files. Handling over mail and other articles to correct receiver. Obtaining proof of receipt of mail by means of signature in register, where applicable. Documents sorted accordingly. Documents verified when collected and signed for by relevant managers. Receive documents to be placed on the files. Deliver files to managers. Formulate procedures on the issuing of files and information. Function in accordance with applicable legislative requirements. Collecting mail and other articles as requested. Collecting mail and other articles from standard collection points.

ENQUIRIES : Mr. Senyolo M.E Tel No: (013) 759 7383
APPLICATIONS : Mpumalanga: Please email your application quoting the relevant reference number to MPRecruitment@dws.gov.za
FOR ATTENTION : Ms. Mkhwanazi F.M