

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 19 March 2021

NOTE : Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document (all documents must be submitted in one email in a PDF format. The attachment/s, may not exceeding 10mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. 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 be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POSTS

POST 08/119 : **CHIEF ENGINEER ELECTRICAL/MECHANICAL GRADE A REF NO: 190321/01**
Branch: NwRI Northern Operations: Technical Services

SALARY : R1 042 827 per annum (All-inclusive OSD salary package)

CENTRE : Hartbeespoort

REQUIREMENTS : An Engineering degree (B Eng/BSc (Eng) in Electrical Engineering or Mechanical Engineering. Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (Attach proof of registration). A valid driver's licence. (Attach a copy) Knowledge in engineering design and analysis. Knowledge in research and development. Computer proficiency (MS Word, MS Excel, MS Power Point, MS Outlook). Good verbal and written communication skills. Understanding of Public Service Regulations including PFMA. Must be able to work independently, self-motivated, responsible and reliable.

DUTIES : Design and specification of electrical (Heavy Current) and mechanical components and systems. Oversee installations, testing and commissioning of such components and systems. Manage multifaceted design projects within the Directorate: Mechanical and Electrical Engineering. Provide support and development of Water and Sanitation Service's Infrastructure. Provide support in contract management and administration. Inspect and/or test infrastructure equipment, systems and installations including preparation of reports of the findings and recommendations. Compile, review and comment on contract documentation proposals and Bids. Communicate and negotiate with contractors, consultants and clients of the Directorate. Formulate policies and guidelines relative to the Directorate's functions. Provide leadership and direction to the Directorate. Provide assistance to manage financial allocations to projects and programs. Provide guidance and mentorship to candidate engineers and technicians within the Directorate.

ENQUIRIES APPLICATIONS : Mr TG Monaisa Tel No: (012) 200 9000
Hartbeespoort: Please email your application quoting the relevant reference number to HBPrecruitment@dws.gov.za

FOR ATTENTION : Mr S Murunzi

POST 08/120 : **CHIEF ENGINEER (CIVIL) GRADE A REF NO: 190321/02**
Branch: Chief Operations Office: North West

SALARY CENTRE REQUIREMENTS : R1 042 827 per annum (All-inclusive OSD salary package)
Mmabatho
: An Engineering degree (B Eng/BSc (Eng) or relevant qualification in Civil Engineering. Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (Attach proof of registration). A valid drivers license (Attach a copy). Computer proficiency (MS Word, MS Excel, MS Power Point, MS Outlook). Good verbal and written communication skills. Understanding of Public Service Regulations including PFMA. Must be able to work independently, self-motivated, responsible and reliable.

DUTIES : Provision of Engineering, Project Management and Business Process re-engineering services for the Municipal Infrastructure Grant programme (MIG) which entails site visit technical report evaluations, recommendations and monitoring of projects. Support on the planning and implementation of Water Services Infrastructure Grant (WSIG). Support on the planning and implementation of Regional Bulk Infrastructure Programme (RBIG) and any other funding sources ear-marked for water services in the NW. Coordination of Free Basic Services (FBS) Support on the Comprehensive Infrastructure Plan (CIP) and Water Conservation and Water Demand Management. Support the Integrated Development and Water Services Development Planning (IDP/WSDP) Processes in the NW. Support the District Development Model in terms of process and implementation. Support implementation of municipal water services master plan including Provincial Operation Phakisa.

ENQUIRIES APPLICATIONS : Mr L Bogopa Tel No: (018) 387 9500
North West (Mmabatho): Please email your application quoting the relevant reference number to NWRrecruitment@dws.gov.za

FOR ATTENTION : Mr M.J. Ntwe

POST 08/121 : **CHIEF ENGINEER GRADE A REF NO: REF NO: 190321/03 (X2 POSTS)**
Branch: NWR1
CD: Infrastructure Development
(This is re-advertisement, applicants who have previously applied need to re-apply)

SALARY : R1 042 827 - R1 192 365 per annum (All-inclusive OSD salary package) This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A may be considered based on the provisions of the Public Service Regulation 2016, i.e. provision of the candidates current salary advice.

CENTRE REQUIREMENTS : Pretoria (Head Office)
: An Engineering degree (B Eng / BSc Eng) or relevant qualification. Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (Proof of registration must be attached). A valid drivers License (Attach a copy). Extensive post-registration experience as a registered Professional Engineer (Pr. Eng) is recommended. Registration with the South African Council for Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager (Pr. CPM) or PMP Certification will be beneficial. Experience in the planning, design and construction of water resources infrastructure projects. Extensive experience in project management especially in the project management of large infrastructure projects. An understanding of the complete project life cycle from initial planning stages through to completion. Contract management knowledge and experience. A detailed understanding of construction procurement processes. Experience in financial planning and financial management. Knowledge of project risk analysis and risk management. The ability to relate with associated professional fields in a multi-disciplinary team. Additional studies in Water Resources Engineering are recommended. High level communication skills (verbal and written). Conflict management, contract dispute

- resolution and negotiation skills. Problem solving and analysis skills. Computer proficiency (such as MS Office, MS Projects, etc.) Must be able to work independently, be self-motivated, responsible and reliable.
- DUTIES** : Manage and oversee all aspects of project implementation. Co-ordinate the implementation of a portfolio of mega-projects. Co-ordinate water users', institutions' and stakeholders' input for decision-making on infrastructure projects. Manage the technical, environmental, contractual, risk, social and financial aspects of infrastructure development projects. Promote the Department's interests in projects implemented by external bodies. Ensure compliance with technical standards, legal requirements, timeframes and approved budgets during the implementation of water resource infrastructure projects. Ensure the co-ordination and management of contracts with service providers on projects to ensure effective project implementation. Ensure the co-ordination of management of both external and internal stakeholders on the infrastructure projects. Would be beneficial to be knowledgeable of construction law contracts such as GCC and FIDIC. Detailed knowledge of Treasury Regulations, Public management Financial Act (PFMA) Manage the process of the commissioning of the infrastructure and takeover by the Operations Unit. Provide leadership and direction on projects. Manage Human Resources and budgets allocated on projects to ensure efficient and effective project implementation. Promote transformation. Promote a culture of innovation and performance.
- ENQUIRIES APPLICATIONS** : Ms. P Moodley Tel No: (012) 336 6929
- : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
- FOR ATTENTION** : Ms. L Mabile
- POST 08/122** : **DEPUTY DIRECTOR: WATER RESOURCE MANAGEMENT REF NO: 190321/04**
Branch: Chief Operations Office-Kwazulu-Natal
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum (Level 12), (All-inclusive package)
- : Durban
- : A four (4) year degree or equivalent qualification in Engineering or Natural Sciences. Three (3) to five (5) years' post qualification experience in surface or groundwater project planning, integrated water resources management, GIS support, management of technical surface or groundwater data sets and systems. Knowledge and experience in environmental and water management field. Good understanding of Hydrology and Geohydrology. Strong negotiation, leadership and communication skills are required. Application of relevant legislation applicable to National and Local government water sector policies. Consultation with stakeholders at local, provincial and national government levels. Information and data analysis and management. Computer literacy including GIS and databases. Ability and willingness to travel and work long hours where necessary. A valid drivers license (Attach a copy).
- DUTIES** : In reporting to the Director: Planning and Information the incumbent will be responsible for, amongst others, the management of the Provincial Planning and Information Directorate responsibilities. Co-ordinate the water resources planning and management activities in the Province. Provide support to water services and water resources institutions in their planning. Support studies, review and dissemination of water resources Reconciliation and All Town studies' technical reports and project feasibility reports. Provide input into the Provincial Growth and Development Plan, Spatial Planning and District Development Models. Manage and coordinate Provincial Data and input into the National Information System. Develop and manage Provincial information systems and project databases. Compilation of various reports on status of water resources and water services and provide input into the strategic business planning. Provide support to the reconciliation strategies for the catchments system for the component. Provide support and facilitate implementation of Systems Operating Rules. Engage the various Water Sector Stakeholders on the planning and development of Water Conservation and Demand Management in all sectors. Determination of surface and/or groundwater yields. Support and implement National Water Resources Strategy, as well as the National Water Master Plan.
- ENQUIRIES** : Mr ML Singh Tel No: (031) 336 2700

APPLICATIONS : Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za.

FOR ATTENTION : Ms. S Mbongwa

POST 08/123 : **DEPUTY DIRECTOR: WATER SECTOR COLLABORATION REF NO: 190321/05**
Branch: Chief Operations Office: Free State: Water Sector Support

SALARY : R869 007 per annum (Level 12), (All-inclusive package)

CENTRE : Bloemfontein

REQUIREMENTS : A National Diploma or Degree in Development Studies/Public Management/Environmental Science. Three (3) to five (5) years junior management experience in an Integrated Water Resource environment. A valid driver's license. (Attach a copy). Knowledge and experience in ISD and IGR. Experience in Community engagements and public participation. Experience in local government support programmes and strategic engagements with stakeholders e.g. Premiers, EXCO, Mayors Forums, MM's Forums and sector departments forums will be an added advantage. Practical experience in developing strategic documents like Ministers briefing notes, speeches, annual performance plan, operational plans etc. Working experience in Water Services Data collections and advice on strategy to on corrective measures. Programme, project management, change management experience. Knowledge and understanding of business and management principles. Knowledge of strategic planning, resources allocation and human resources. Knowledge of Public Finance Management Act, project management and Water legislations. Problem solving, analysis, strategic capabilities and leadership skills. Knowledge management, Service delivery and innovation. People Management and Empowerment. Client orientation and customer focus skills. Good communication skills both verbal and written. Accountability and ethical conduct.

DUTIES : Co-ordinate stakeholder and engagement and management in the water sector by ensuring co-operation through forums; committees. Implement policies of integrated water sector for component by developing and sharing a vision and mission for the section. Develop and implement performance improvement suggestion scheme. Advices top management and the legislature, as well as relevant sector bodies, on policies and strategies relevant to the section. Communicate with stakeholders and empower stakeholders on departmental policies; Develop the Business Plan/Operational plans for the Sub- Directorate, ensure and manage implementation thereof. Promote sector advocacy through dissemination of information on key sector programmes. Plan and execute IGR/Stakeholders Engagement plans. Manage relationship with the stakeholders. Plan and develop meetings with the stakeholders. Establish partnerships for departmental programmes. Implement strategic objectives of the component. Monitor progress on the implementation of programmes related to intergovernmental relations. Manage community participation programmes. Plan and develop community participation programmes. Responsible for water Services Monitoring. Attend to water and sanitation services customer complaints. Engage community in the departmental programmes and projects through community water sector forums and empower forums. People management. Financial management for the sub-directorate. Represent the Department at IGR platforms.

ENQUIRIES : Ms. P Sobuwa 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 08/124 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (MAIN ACCOUNT) REF NO: 190321/06**
Branch: Chief Operations Office: Mpumalanga

SALARY : R733 257 per annum, (Level 11), (All-inclusive salary package)

CENTRE : Mpumalanga

REQUIREMENTS : A Degree in Financial Management or relevant tertiary qualification at NQF level 7. Three (3) years' relevant experience in Finance at supervisory/management (ASD) level. A valid driver's license (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. An understanding of Departmental policies, procedures and government financial 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.

DUTIES

: 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. 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 and attend to audit queries. 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.

**ENQUIRIES
APPLICATIONS**

: Mr Vilane B.Z Tel No: (013) 759 7496
: Mpumalanga: Please email your application quoting the relevant reference to
MPRecruitFIN@dws.gov.za

FOR ATTENTION

: Ms. Mkhwanazi F.M

POST 08/125

: **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 190321/07**
Branch: Finance WTE

**SALARY
CENTRE
REQUIREMENTS**

: R733 257 per annum (Level 11), (all-inclusive package)
: Head Office Pretoria
: A Degree in Auditing/Financial Accounting / Cost Accounting at NQF level 7. Three (3) years relevant experience in the performance of internal control reviews / internal or external audits at supervisory/management (ASD) level. Having Completed training articles will be an added advantage. Knowledge and understanding of Finance and SCM Legislation, policies, practices and procedures, Intermediary knowledge and implementation of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Knowledge and understanding of GRAP, Tax legislation. Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Departmental policies and procedures. Governmental financial systems. Experience with SAP will be an advantage. Intermediary knowledge and understanding of the Internal control framework. Principles and practice of financial accounting. Framework for managing performance information. Problem solving and analysis. Client orientation and customer focus. Good working knowledge of Microsoft office especially MS Excel.

DUTIES

: Manage the development of financial and internal controls, systems and processes. Conduct reviews of internal control systems and processes leading to the development of solutions to resolve weaknesses within controls Coordinate internal and external audits. Coordinate audit action and audit outcomes implementation plans. Conduct internal control and compliance reviews. Manage the sub-

directorate. Develop, implement and maintain processes to ensure proper control of work.

ENQUIRIES : Mr. V Mfomande Tel No: (012) 336 8667
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
FOR ATTENTION : Ms. L Mabile

POST 08/126 : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: 190321/08**
 Branch: Chief Operations Office: Mpumalanga

SALARY : R733 257 per annum (Level 11) all-inclusive package
CENTRE : Mbombela
REQUIREMENTS : A National Diploma or Degree in Labour Relations / LLB. A post graduate diploma in Labour Law will be an added advantage. Four (4) to six (6) years' management (ASD level) experience in Labour Relations. A valid driver's license. (Attach a copy). Knowledge and experience in policy development and implementation. Knowledge and experience in Human Resource Information. Understanding of government legislation, financial management and PFMA. Knowledge of negotiation skills. Knowledge of techniques and procedures for the planning and execution of operations. Knowledge and experience of programme and project management. Knowledge of relationship management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both verbal written. Accountability and ethical conduct. Knowledge of analytical procedures.

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 : Mr Vilane B.Z Tel No: (013)759 7496
APPLICATIONS : Mpumalanga: Please email your application quoting the relevant reference to MPRecruitCS@dws.gov.za
FOR ATTENTION : Ms. Mkhwanazi F.M

POST 08/127 : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 190321/09**
 Branch: NWRI: Northern Operations

SALARY : R470 040 per annum (Level 10)
CENTRE : Hartbeespoort
REQUIREMENTS : A National Diploma (NQF 6) or Bachelor Degree in Human Resource Management or Public Management. Three (3) to five (5) years supervisory experience in Human Resources. A valid drivers license. (Attach a copy). Knowledge of policy development and implementation, HR transactions, relationship management, project management as well as people and diversity management. Understanding, interpretation and application of Government legislation and procedures relating to Recruitment and Selection, Performance Management and Development System, Human Resources Administration, Training and Development, personnel records management and Employee Health and Wellness programmes. Computer literacy in MS Office software packages. Willingness and ability to travel extensively and work after hours. Good interpersonal relations skills with ability to interact and communicate well (verbally and in writing with people at various levels. Excellent report writing skills. Problem-solving, creativity and initiative skills. Planning, organizing, execution and administrative skills. Analytical thinking, good interpretation skills with ability to pay attention to details and handle confidential

information. Accountability, reliability and ability to work well in a team, individually and under pressure.

DUTIES : Responsible for the supervision and management of Human Resources within the Directorate including its area offices. Provide guidelines in line with Human Resource policies, practices and procedures to ensure implementation of Human Resource Plans in alignment with the overall business plan of the Directorate. Management of Human Resources with regards to Recruitment and Selection. Manage Organizational Structure and maintain post establishment for the Directorate and Area offices. Coordinate the management of probations. Manage overall Human Resource Development within the Directorate. Ensure effective personnel records management system is provided to the Directorate. Provide an effective information service regarding Human Resource administration matters. Administration of employment equity statistics for the Directorate and perform other general administrative duties. Provide guidelines and co-ordinate an effective implementation of Employee Health and Wellness programmes and policies. Provide accurate data for the Human Resource Plan and implementation of Human Resource policies. Compile monthly management reports.

ENQUIRIES APPLICATIONS : Mr. S Murunzi Tel No: (012) 200 9000

FOR ATTENTION : Hartbeespoort: Please email your application quoting the relevant reference number to HBPrecruitment@dws.gov.za

POST 08/128 : Mr. S Murunzi

POST 08/128 : **CONTROL ENGINEERING TECHNICIAN (GRADE A) REF NO: 190321/10**
Branch: NWRI Southern Operations

SALARY CENTRE REQUIREMENTS : R446 202 per annum (OSD)
: Eastern Cape (UITKEER)
: A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical (engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician (Attach proof of registration). A valid drivers license (Attach a copy.) Project Management. Technical design and analysis knowledge. Research and Development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical Consulting. Problem Solving and analysis. Decision making. Team work. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer Skills. Planning and organizing. People Management.

DUTIES : Manage technical services and support in conjunction with Engineers, Technologist and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases. Manage, supervise and control technical and related personnel and assets. Research and Development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES APPLICATIONS : Mr JM Viljoen Tel No: (041) 508 9703

FOR ATTENTION : Uitkeer: Please email your applications quoting the relevant reference number to ECRecruitment@dws.gov.za

POST 08/129 : Ms. B Gqokoma

POST 08/129 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 190321/11 (X2 POSTS)**
Branch: NWRI Northern Operations

SALARY CENTRE REQUIREMENTS : R446 202 per annum (OSD)
: Hartbeespoort
: A National Diploma in Civil Engineering. Six (6) years post qualification technical Engineering experience required. Compulsory registration with ECSA as a

Professional Engineering Technician (Attach proof of registration). A valid drivers license (Attach a copy). Willingness to travel extensively within the region. Proven computer literacy skills. Financial management and verbal and written communication skills. Must be able to work in confined spaces, and on high structures. Work outdoors in remote areas, under severe weather conditions. The following will be a recommendation: Experience in achieving compliance to dam safety requirements. Experience in conveying, storage and distribution of bulk water and maintaining infrastructure. Civil construction and contract management experience. Excellent administrative and organizational skills. General management experience.

DUTIES : Civil maintenance on Government Water Schemes to ensure continued effective bulk water supply. Provide administrative support and functional 69 training to scheme personnel. Ensure effective liaison with Water Users Institutions. Do dam safety inspections and reporting, including the drawing up, updating and implementation of Operation and Maintenance Manuals and Emergency Preparedness Plans. Manage contracts for civil works, Land use and buildings. Advanced experience in Budgeting Expenditure Control. Revenue and Supply Chain Management. Advanced experience in People Management and General Administration. Manage Occupational Health and Safety in the workplace. Responsible for the financial management of the section. Responsible for human resource management of the section. General office management of the section.

ENQUIRIES APPLICATIONS : Mr. TG Monaisa Tel No: (012) 900 9000
: Hartbeespoort: Please email your application quoting the relevant reference number to HBPrecruitment@dws.gov.za

FOR ATTENTION : Mr S Murunzi

POST 08/130 : **ENVIRONMENTAL OFFICER- SPECIALISED PRODUCTION REF NO: 190321/12 (X2 POSTS)**
Branch: Chief Operations Office: Gauteng

SALARY CENTRE REQUIREMENTS : R402 045 per annum (OSD)
: Gauteng Provincial Office (Pretoria)
: A relevant Honours Degree in Environmental Management or related field. Experience in water resource management/environmental field. A valid drivers license (Attach a copy). Interpersonal relations/conflict management, negotiation and facilitation skills will serve as an advantage. An understanding of the principles of integrated water resource management and knowledge of catchment management. Knowledge of the National Water Act, Computer literacy are essential requirements. Knowledge of industrial, agricultural and mining processes and waste water treatment processes. The successful candidate must be willing to travel extensively, including to remote areas and work irregular hours. Good communication skills (both written and verbal), report writing skills and project management skills are essential.

DUTIES : Provide support in the evaluation of Water Use License applications; Provide comments on environmental impact assessments, environmental program reports (EMPRs) and rezoning applications; support catchment management forums; liaising with stakeholders in the water sector and other government departments; conducting regular compliance monitoring, water quality monitoring and the investigation of pollution incidents. Assist with the supervision of staff. Undertake both routine and special investigations. Give inputs in the projects relevant to the management of water resources initiated by the Department. Ensure the registration of water quality related uses for the Waste Discharge Charge System (WDCS). Promote water conservation and efficient water utilisation through the authorisation process.

ENQUIRIES APPLICATIONS : ME Matseba Tel No: (012) 392-1374
: Gauteng Provincial Office (Pretoria): Please email your applications quoting the relevant reference number to GPRecruitment@dws.gov.za

FOR ATTENTION : Mr D Masoga

POST 08/131 : **ASSISTANT DIRECTOR: TALENT MANAGEMENT REF NO: 190321/13**
Branch: NWRI: Northern Operations

SALARY : R376 596 per annum (Level 09)

CENTRE REQUIREMENTS : Hartbeespoort
: A National Diploma or Degree in Human Resources Management / Development. Three (3) to five (5) years' experience in a Human Resources Development Environment in Junior Management. A valid driver's license (Attach a copy). Knowledge of SAQA, NQF and the Skills Development Act.

DUTIES : Manage bursary administration. Ensure training administration (short courses, seminars and other special programmes) is done. Participate in the development, implementation and monitoring of Talent Management Policies. Identify training needs and the drawing up of a training plan for cluster employees. Compile a Workplace Skills Plan for the region. Facilitate and present courses and /or information. Evaluate the impact of training on employees. Facilitate employee development. Give career development advice to individuals and line management. Design and implement talent management special programmes, such as internships, ABET and experiential learning. Advise the line function on Talent Management Policies and activities. Manage and ensure implementation of Performance Management Development System (PMDS).Market bursaries in the Area offices. Attend meetings pertaining to Talent Management.

ENQUIRIES APPLICATIONS : Mr S Murunzi, Tel No: (012) 200 9000
: Hartbeespoort: Please email your application quoting the relevant reference number to HBPreruitment@dws.gov.za

FOR ATTENTION : Mr. S Murunzi

POST 08/132 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 190321/14**
Branch: Finance WTE

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Head Office Pretoria
: A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience. A valid drivers license (Attach copy). Knowledge of the PFMA, Treasury Regulations, PERSAL, Basic Accounting System (BAS), SAP, Data Analysis, Computer literacy (Word, Excel, PowerPoint). The suitable candidate must be willing to work under pressure, handle conflict, have good communication skills and be a team leader.

DUTIES : Manage accounts payable on LOGIS, BAS and SAP. Manage payroll administration. Clearing of all suspense accounts on main and trading accounts. Writing reports for the division and do presentations at meetings. Ensure the proper filing of all financial documentation. Manage the cashiers. Manage the resources of the component. Compile accurate monthly and quarterly reports on all financial aspects. Attend to audit matters. Manage and consolidate general ledger reconciliations.

ENQUIRIES APPLICATIONS : Mr. C Mukhari Tel No: (012) 336 7359
: Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabile

POST 08/133 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 190321/15**
Branch: NWRI: Northern Operations

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Hartbeespoort
: A National Diploma or Degree in Supply Chain Management/ Public Management/ Finance. Three (3) to five (5) years' experience in Supply Chain Acquisition and Demand Management. Knowledge of policy development and implementation. Knowledge of organizational and government structures. Understanding of Government legislation. Knowledge of Supply Chain Management Regulations, practice notes, circulars and policy frameworks. Knowledge of Broad Based Black Economic Empowerment Act 53 of 2003. Knowledge of contract management. Knowledge of strategic sourcing. Public sector supply chain management models and processes. Delegation authority. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and diversity management.

Client orientation and customer focus. Communication. Accountability and ethical conduct. Knowledge of analytical procedures.

DUTIES : Manage Demand and Acquisition Management Units. Ensure full compliance to all acquisition and Demand Management Prescripts, Policies and Delegations of Authority. Coordinate inputs in the Demand Plan. Conduct Market and commodity research. Maintenance of Supplier and PSP Database. Ensure that procurement is in line with the approved demand plan. Ensure effective functioning of all Bid Committees. Assist with drafting of Specifications. Develop and implement internal control measures for procurement. Ensure that quotations and bids are managed effectively and efficiently according to National Treasury Prescripts and Departmental SCM Policy. Communicate SCM policies and procedures to all officials in the Regional Office. Ensure that documents submitted to Logistics for order creation are fully compliant with Acquisition Management prescripts. Provide regular feedback to database management on the performance of suppliers. Manage all contracts awarded by the cluster and Area Offices. Monthly reporting of procurement, irregular, fruitless, as well as unauthorized expenditures incurred by the cluster and Area Offices. Monthly reporting on procurement against Demand Plan. Management and supervision of team members.

ENQUIRIES : Mr. SA Ngobe, Tel No: (012) 200 9024

APPLICATIONS : Hartbeespoort Please email your application quoting the relevant reference number to HBPreruitment@dws.gov.za

FOR ATTENTION : Mr. S Murunzi

POST 08/134 : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: 190321/**
Branch: NWRI Central Operations
SD: Revenue Management
Re-Advertisement, Applicants Who Have Previously Applied Need to Re-Apply)

SALARY : R376 596 per annum, (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) to five (5) years' supervisory experience in Revenue Management. A valid drivers license (Attach a copy). Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines, knowledge and application of International Financial Reporting Standards applicable to revenue, Generally Recognised Accounting Practice (GRAP) Division of Revenue Act (DORA). Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Knowledge of departmental policies and procedures. Knowledge of any ERP system, with preference for SAP. Framework for managing performance information. Problem solving and analysis. Excellent communication skills. Client orientation and Customer focus and the incumbent must be willing to travel extensively.

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

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

APPLICATIONS : NWRI Central Operations (Pretoria): Please email your applications quoting the relevant reference number to ASDRM@dws.gov.za

FOR ATTENTION : Mr KL Manganyi

POST 08/135 : **SENIOR STATE ACCOUNTANT REF NO: 190321/17**
Branch: Finance WTE

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

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

ENQUIRIES : Mr. G. Masango Tel No: (012) 336 8930
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabile

POST 08/136 : **SENIOR INTERNAL AUDITOR: FORENSIC INVESTIGATIONS REF NO: 190321/18**
Chief Directorate: Internal Audit: Compliance Audits

SALARY : R316 791 per annum (Level 08)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma Degree in Auditing / Accounting. Two (2) to four (4) years' experience in Performance and Compliance Audit. Knowledge and understanding of Internal Audit Standards and Procedures and Corporate Governance principles. Post Graduate qualifications and professional certification will be an added advantage. Knowledge and understanding of Public Finance Management Act (PFMA), Government Financial Systems and TeamMate.

DUTIES : Perform the planning, execution and reporting phases of an audit in accordance with the Institute of Internal Auditors (IIA) standards. Communicate to stakeholders. Compile Monthly Time Sheets. Supervise Interns. Provide secretariat services during the audits.

ENQUIRIES : Ms. Hazel Phasha Tel No: (012) 336 6826
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabile

POST 08/137 : **SENIOR HEALTH AND SAFETY OFFICER REF NO: 190321/19**
Branch: Chief Operations Office: Mpumalanga

SALARY : R316 791 per annum (Level 08)
CENTRE : Mbombela
REQUIREMENTS : A National Diploma or Degree in Occupational Health and Safety Management. Three (3) to five (5) years' experience in Occupational Health and Safety environment. A valid drivers license (Attach a copy). Knowledge and experience in strategic and operational plan in occupational health and safety. Policy implementation, monitoring and evaluation principles. Knowledge of research procedures and techniques. Working experience in public administration. Knowledge of design principles, techniques and tools. Knowledge and experience

- in the writing process, reviewing and proof-reading. Keen understanding of Government legislation. Knowledge of OHS Act and Regulations (Act 85 of 1993). Knowledge of the risk management theory and practical auditor's assessment. Computer literacy skills. Good written and verbal communication skills.
- DUTIES** : Implement and monitor Occupational Health and Safety Act and its regulations with an objective of ensuring that all reasonable and proper measures are taken to protect the safety and health of staff and visitors. Increase health and safety awareness at all levels within the organisation. Investigate and report on all accidents occurring at the work place. Respond to safety concerns raised employees. Arrange Occupational Health and safety testing and evaluations of the workplace. Coordinate training of personnel in areas of health and safety at the workplace. Conduct risk assessment and make recommendations.
- ENQUIRIES** : Mr. M.E Senyolo Tel No: (013) 759 7383
- APPLICATIONS** : Mpumalanga: Please email your application quoting the relevant reference to MPRecruitCS@dws.gov.za
- FOR ATTENTION** : Ms. Mkhwanazi F.M
- POST 08/138** : **SENIOR COMMUNICATION OFFICER REF NO: 190321/20**
Branch: Chief Operations Office: Free State
- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A National Diploma or Degree in Communication, Journalism, Public Relations, Media Studies or equivalent. At least three (3) years' experience in Communication Environment. Excellent writing skills. Understanding of media environment and news trends. Disciplinary knowledge in communication and media relations. Knowledge of communications principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Knowledge of relationship management. Problem solving and Analysis. Client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. Understanding and commitment to government objectives, policies and programmes. Newsroom experience will be an added advantage. Driver's license.
- DUTIES** : Development of communication plans. Develop media products, issues publications, organise press briefing and media tours for media coverage in profiling the work of government. Organise newsroom visits for senior managers. Disseminate knowledge relating to information on work of the organisation. Organise and implement publicity campaigns and events. Ensure media monitoring and rapid response. Establish and maintain stakeholder relations with community and media.
- ENQUIRIES** : Mr L Crisp 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 08/139** : **CHIEF SECURITY OFFICER REF NO: 190321/21**
Branch: Chief Operations Office: Mpumalanga
- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : Mbombela
- REQUIREMENTS** : A Senior / Grade 12 certificate. PSIRA Security certificate at Grade A. Three (3) to Five (5) years' experience in the field of security and knowledge of security management. Must have supervisory, leadership and presentation skills as well as computer literacy. Applicants must have a thorough knowledge of security legislations, including the MISS/MPSS. Should be able to work independently and under pressure. Must be able to handle conflicts situations. Knowledge financial and human resource related matters and report writing skills. Must be willing to work extensive hours, travelling throughout the region. A valid drivers license (Attach a copy).
- DUTIES** : Render a safety and security management service for the whole Mpumalanga region in terms of all relevant security legislations. Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS/MPSS. Maintain and implement physical security measures

to minimize risks. Monitor and inspect security control registers. Research on new security technology to update equipment regularly and the maintenance of security equipment. Inspections on all installations and all buildings, advise regional management of all risks investigation of incidents. Develop and implement the contingency and disaster recovery plan in terms of the relevant legislation. Liaise with other security agencies and DWA National Security Manager. Conduct security awareness. Manage private security service providers' contracts. Conduct security related incidents investigations. Ensure Compliance and implementation of security policies including the MISS/MPSS. Provide operational and administrative assistance with regard to security activities, forums, trainings, vetting, risk assessments and security reports.

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

POST 08/140 : **PERSONAL ASSISTANT REF NO: 190321/22**
Branch: Chief Operations Office: Gauteng

SALARY : R257 508 per annum (Level 07)
CENTRE : Gauteng Provincial Office (Pretoria)
REQUIREMENTS : A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years' experience in rendering support services to senior management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills (document tracking, storage and retrieval system). Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management and knowledge of relevant legislations skills. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Excellent communication skills (verbal and written). Good accountability and ethical conduct.

DUTIES : Provide personal assistance, including a secretarial support service, to the Chief Director. Rendering administrative support services. Providing support to the Chief Director regarding meetings. Supporting the Chief Director with the administration of the budget of the office. Operates and ensures that office equipment, e.g. computer systems and photocopiers are in good working order. Perform advanced typing work. Utilise discretion to decide whether to accept / decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises / advises the manager regarding engagements. Compiles realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates reports, e.g. progress reports, monthly reports and management's reports. Scrutinise routine submissions / reports and make notes and / or recommendations for the manager. Draft documents as required. Do filing of documents for the manager and the unit where required. Collects, analyse and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Prioritise issues in the office of the manager. Manages the leave register and the telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc. Scrutinise documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform the manager on the contents. Record minutes / decisions and communicates to relevant role players, follow up on the progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings required. Collect and coordinate all documents that relate to the manager's budget. Assist manager in determine funding requirements for the purposes of MTEF submissions. Keep record of expenditure commitments, monitor expenditure and alert manager of possible over and under spending. Acquaintance with the relevant Public Services and departmental prescripts or policies and other documents. Remain up to date with regard to the prescripts / policies and procedures applicable to the manager ensure efficient and effective support.

ENQUIRIES : Mr S Mthembu Tel No: (012) 392 1303/1489
APPLICATIONS : Gauteng Provincial Office Please email your applications quoting the relevant reference number to GPRrecruitment@dws.gov.za
FOR ATTENTION : Mr D Masoga
POST 08/141 : **GENERAL WORKER REF NO: 190321/23 (X2 POSTS)**
Branch: Chief Operations Office: Free State: Hydrological Services
SALARY : R102 534 per annum (Level 02)
CENTRE : Bloemfontein
REQUIREMENTS : An ABET certificate. Ability to read and write. Two (2) to three (3) years' experience in fieldwork, handling tools and workshop equipment will serve as an added advantage. Basic understanding of Government legislation. Basic knowledge of health and safety procedure and application thereof. Good technical problem solving skills. Good communication skills. Good interpersonal relations. Willingness to perform duties as part of a team. Willingness to work in and around water such as rivers, lakes and dams. Willingness to travel and work away from home.
DUTIES : Routine maintenance tasks at gauging stations. Maintain vegetation growth at gauging stations, cleaning and paint work. Betterment works at gauging stations: pipe work for electronic equipment, steelwork and concrete work. Cleaning work and maintenance of grounds at Krugersdrift Dam workshop and personal store (maintain equipment in a good working condition). Survey and current gauging assistant.
ENQUIRIES : Mr C Lloyd 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