

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE**  
**NOTE**

- : 21 June 2021
- : 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 Sanitation's 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 exceed 5mb) 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 pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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 and 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.
- ERRATUM:** Kindly take note that the post of Administration Clerk with REF NO: 040621/10 advertised in the Public Service Vacancy Circular 18 dated 21 May 2021, the minimum requirements of the said post is as follows: A Senior/Grade 12 certificate. A valid drivers license will be an added advantage (Attach a copy) Knowledge of clerical functions, practices as well as the ability to capture data, operate a computer and collate administrative information. Computer literacy (Micro Soft Office). Knowledge of Water Services Act and National Water Act 1998 (Act No 36 of 1998). Knowledge of administrative procedures. Understanding of Social and Economic development issues. Basic financial management and knowledge of PFMA. Understanding of IGR Framework Act 2005. Problem solving and analysis. People and diversity management. Client orientation, flexibility and customer focus. Good communication, planning and organizing skills. Accountability and ethical conduct. Willingness to take up on adhoc activities. The closing date has been extended to 21 June 2021. Kindly take note that the post of Senior Administration Officer with REF NO: 040621/06 advertised in the Public Service Vacancy Circular 18 dated 21 May 2021, the correct details for submission of applications is as follows: APPLICATIONS North West: (Haartbeespoort) Please email your application quoting the relevant reference number to the subject line NWRecruitment@dws.gov.za For attention: Mr MJ Ntwe. The closing date has been extended to 21 June 2021.

## OTHER POSTS

<b><u>POST 20/46</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: 210621/01</u></b> Branch: Chief Operation Office: Eastern Cape Finance (WTE)
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11)
<b><u>CENTRE</u></b>	:	East London
<b><u>REQUIREMENTS</u></b>	:	A relevant tertiary qualification in Commerce / Finance / Accounting at NQF 7. Three (3) years relevant experience in management accounting at supervisory management level (ASD). Experience of principles and practice of financial accounting. A Valid drivers license (Attach a copy). Knowledge and understanding on Human Resource Management legislation policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunism, affirmative action guidelines and laws. Knowledge of administrative, clerical procedures and systems. Understanding of departmental policies and procedures and government financial systems.
<b><u>DUTIES</u></b>	:	Setting out Raw Water Tariffs calculations, budget determination and consultation processes for the approval of raw water tariffs. Manage the financial revenue, expenditure management and accounting sub- directorate. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected, expenditure incurred, submits reports and plans as required. 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 if necessary, subsidies and reporting are efficiently and effectively performed. Provide financial administration and accounting services (legal/journals, accounting and reporting, interim and annual financial statements). 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 required administrative reports, Serve on transverse task teams as required. Preparation of WTE for internal and external auditing process.. 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.
<b><u>ENQUIRIES</u></b>	:	Ms T Fiko Tel No: 043 701 0341
<b><u>APPLICATIONS</u></b>	:	Eastern Cape: (East London) Please email your application quoting the relevant reference number to the subject line <a href="mailto:ECRecruitment@dws.gov.za">ECRecruitment@dws.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms LT Malangabi

- POST 20/47** : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: 210621/02**  
 Branch: NWRI Central Operations  
 This is a Re-Advertisement, applicant's that previously applied are encouraged to re-apply
- SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package)  
**CENTRE** : Central Operations (Pretoria)  
**REQUIREMENTS** : A National Diploma or Degree in Labour Relations Management or LLB. Three (3) to five (5) years relevant management experience in Employee Relations, Dispute and Grievance Resolutions. A valid driver's license (Attach a copy) and willingness to travel extensively within Central Operations. Advanced analytical and problem solving skills. Knowledge of Employment legislation and the Public Service Regulatory Framework. Must be abreast of all Resolutions within the Public Service. Knowledge of the PFMA. Strong understanding of policy formulation, interpretation and implementation. Knowledge of Human Resource best practices. Ability to plan, organise 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 investigation and report writing skills. Good communication skills (facilitation, negotiation, presentation, verbal and written). High sense of integrity and ethical conduct.
- 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 legislation. 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 at conciliation and arbitration proceedings. Facilitate the management of discipline and grievances in the Department. Initiate and chair disciplinary hearings. Conduct research and benchmarking initiatives for the best practices and align Employee Relations practices accordingly. Manage the finances, resources and staff within the sub-division. Facilitate Employee Relations workshops to all officials and managers within the cluster. Provide monthly statistical ER reports to the Manager: Corporate Services. Prepare and submit accurate FOSAD report as and when required.
- ENQUIRIES** : Mr PS Kunene Tel No: (012) 741 7336 or Tel No: (066) 124 5893.  
**APPLICATIONS** : Central Operations (Pretoria): Please email your applications quoting the relevant reference number to [DDER@dws.gov.za](mailto:DDER@dws.gov.za)  
**FOR ATTENTION** : Mr. KL Manganyi
- POST 20/48** : **CHIEF DEVELOPMENT EXPERT: FINANCIAL / ECONOMIC ANALYST REF NO: 210621/03**  
 Branch: Regulation  
 SD: Bulk Water Pricing
- SALARY** : R470 040 per annum (Level 10)  
**CENTRE** : Pretoria (Head Office)  
**REQUIREMENTS** : A National Diploma or Degree in Financial Management / Financial Accounting / Economics. Three (3) to five (5) years work in Public sector. Knowledge and understanding of water legislation. Practical knowledge of financial models. Knowledge of PFMA, Treasury regulations and GRAP guidelines and policies. Knowledge of accounting practice. Knowledge of water sector legislation. Problem solving and analysis. Good people management, empowerment and change management interventions. Knowledge management skills. Service delivery analysis, client orientation and customer focus skills. Good communication skills both verbal and written. Conflict management, accountability and good ethical conduct.
- DUTIES** : Development and implementation of economic and financial models. Review of tariff standards. Assess and adjust consumer affordability determinants based on

financial model. Communicate approved regulatory rules. Evaluate practicality of existing contracts and compliance to section 19(5) of the Water Services Act(WSA). Establish a benchmarking system for bulk water supply as part of the Regulatory Performance monitoring tool.

**ENQUIRIES** : Ms Sizani Moshidi Tel No: (012) 336 6614  
**APPLICATIONS** : Head Office (Pretoria): Please email your applications quoting the relevant reference number to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)  
**FOR ATTENTION** : Ms. L Mabile

**POST 20/49** : **CHIEF DEVELOPMENT EXPERT: INFRASTRUCTURE PRICING REF NO: 210621/04**  
Branch: Regulation  
SD: Bulk Water Pricing

**SALARY** : R470 040 per annum (Level 10)  
**CENTRE** : Pretoria (Head Office)  
**REQUIREMENTS** : A National Diploma or Degree in Financial Management / Financial Accounting / Economics / Actuarial Science. Three (3) to five (5) years work in public sector or Infrastructure environment. Knowledge and understanding of water legislation. Practical knowledge of financial models. Knowledge of PFMA, Treasury regulations and GRAP guidelines and policies. Knowledge of accounting practice. Knowledge of water sector legislation. Problem solving and analysis. Good people management, empowerment and change management interventions. Knowledge management skills. Service delivery analysis, client orientation and customer focus skills. Good communication skills both verbal and written. Conflict management, accountability and good ethical conduct.

**DUTIES** : Analyse infrastructure investment policies and legislation of the water sector. Establish base rules for water and sanitation infrastructure pricing. Monitor adherence to rules when making investment decisions or setting of tariffs. Conduct research on funding criteria of the sector. Continuous improvement of the funding model to ensure infrastructure is funded through the most affordable and cost effective mechanism. Analyse tariff submission and recommend appropriate rate of infrastructure for approval. Provide financial analysis of infrastructure development from feasibility stage to approval of project. Evaluate and model allowable and disallowable costs for inclusion in the tariff.

**ENQUIRIES** : Ms S Moshidi Tel No: (012) 336 6614  
**APPLICATIONS** : Head Office (Pretoria): Please email your applications quoting the relevant reference number to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)  
**FOR ATTENTION** : Ms. L Mabile

**POST 20/50** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 210621/07**  
Branch: Chief Operations Office - Mpumalanga

**SALARY** : R470 040 per annum (Level 10)  
**CENTRE** : Mbombela  
**REQUIREMENTS** : A National Diploma or Bachelor's Degree in Human Resource Development / Management. Three (3) to five (5) years supervisory experience in Human Resources Development. A valid driver's license. (Attach a copy). Knowledge and understanding of PERSAL will be an added advantage. Knowledge of policy development and implementation. Knowledge of Human Resources Development. Knowledge and understanding of HR prescripts, legislatives and directives. Knowledge in implementing needs analysis (WSP-Organisational). Knowledge in identifying, designing and developing training interventions. Knowledge in analysing and prioritising needs identified on training development. Knowledge in identifying scarce skills in the Department. Knowledge in convening bursary allocation. Programme and Project Management. People and Diversity Management. Computer literacy (MS Word, Excel and PowerPoint). Good verbal and written communication skills.

**DUTIES** : Manage the implementation of HRD policy and strategy in the Region. Provide guidance during HRD training and awareness sessions. Consolidate and provide input into HRD policy amendments. Ensure that training and development is

executed in the Region. Ensure the effective implementation of the PMDS. Manage the contracting and assessments of all employees in the Region. Ensure alignment of employee performance agreement with Departmental objectives. Ensure that all meetings around PMDS are co-ordinated and arranged timeously. Manage the implementation of performance assessment results. Monitor and evaluate the implementation of PMDS in the Region. Manage and supervise HRD staff in the Region.

**ENQUIRIES** : Mr. Vilane B.Z Tel No: 013-759 7496 / Ms. Mkhwanazi FM Tel No: 013-759 7515 / Ms. Ngwamba PC, Tel No. 013-759 7446 / Mr. Nkosi SG Tel No:013-759 7335

**APPLICATIONS** : Mbombela Please email your applications quoting the relevant reference number to [MPRecruitCS@dws.gov.za](mailto:MPRecruitCS@dws.gov.za)

**FOR ATTENTION** : Ms. Mkhwanazi FM

**POST 20/51** : **ASSISTANT DIRECTOR: CORPORATE SERVICES AND FINANCE MANAGEMENT REF NO: 210621/08 (X3 POSTS)**  
Branch: NWRI Northern Operations

**SALARY** : R470 040 per annum (Level 10)

**CENTRE** : Hartbeespoort, Groblersdal and Tzaneen Area Offices

**REQUIREMENTS** : A National Diploma or Degree in Human Resource Management / Finance / Administration or relevant qualifications. A qualification in financial environment with an NQF level 7 will be an advantage. Three (3) to five (5) years' experience in Corporate Services Management/ Finance/ Administration. A valid driver's license (Attach a copy). Knowledge and experience in Department of Water and Sanitation regulations, support policies, HRM and support plans systems. Planning models and procurement processes. Basic knowledge of contract management, project and presentation. PFMA and all aspects of budgeting. A sound understanding and ability to implement relevant regulations, policies, frameworks and guidelines pertaining to planning, human resources management, logistical administration, record management and secretariat services. Management and report writing skills. Good computer skills. Problem solving and good interpersonal relationship skills.

**DUTIES** : Manage Human Resources, Supply Chain, Finance, Transport and Revenue Sections. Manage the data capturing and general office administration. Manage the budget for the Area office. Provide professional advice and support to the line managers. Process/check correctness of travel claims. Form part of the budget planning cycle and tariff determination process. Be familiar with the Supply Chain Management policies and processes. Determine the processes to ensure the collection of revenue and reduction of Debtors Age Analysis for the Area Office. Form part of both the Infrastructure and Movable Asset verifications as well as managing of both the Movable and Immovable asset registers. Supervise staff and oversee the work of subordinates. Handle disciplinary actions as well as ensure training and development of subordinates. Form part of Area office management meetings. Facilitate stakeholder's engagements forums.

**ENQUIRIES** : Mr JJ Pretorius Tel No: (087)943 3719 (Hartbeespoort)  
Mr IJ Pretorius Tel No: (013) 262 6839 (Groblersdal)  
Mr KS Thanstha Tel No: (015) 307 8600 (Tzaneen)

**APPLICATIONS** : **Hartbeespoort:** Please email your application quoting the relevant reference number to [HBPreruitment@dws.gov.za](mailto:HBPreruitment@dws.gov.za). For Attention: Mr S Murunzi  
**Groblersdal:** Please email your application quoting the relevant reference number to [GDLrecruitment@dws.gov.za](mailto:GDLrecruitment@dws.gov.za). For Attention: Mr S Murunzi  
**Tzaneen:** Please email your application quoting the relevant reference number to [TZNrecruitment@dws.gov.za](mailto:TZNrecruitment@dws.gov.za). For Attention: Mr S Murunzi

**POST 20/52** : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 210621/05**  
Branch: Chief Operation Office: Eastern Cape: Planning and Information

**SALARY** : R446 202 per annum (OSD)

**CENTRE** : Cradock

**REQUIREMENTS** : 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 driver's license (attach copy). Computer added engineering applications. Knowledge and experience in all aspects of hydrometric project management. Technical design and analysis. Knowledge of the foundation, setting and implementation of data quality related standards and processes. Research and development. Technical report writing and consulting. Decision making, team work and creativity. Good communication skills both (verbal and written). Willingness to travel long distance and work away from home if and when needed. Must be prepared to undergo extensive in-house training at different locations.

**DUTIES** : Manage technical services and support in conjunction with Engineers, Technologist and associates in field, workshop and technical hydrological activities. Assist the manager with data management in the Eastern Cape office in establishing an effective, efficient and accurate data and quality management system. Manage the day to day hydrometric investigations, quality control of processed time series data, processing and archiving of data. Provide guidance, assistance, supervision and training of technical personnel in all aspects of hydrometry. Able to perform land surveying of gauging weirs perform stream flow gauging if and when needed for calibration purposes. Research on gauging site history and updating of Hydstra database and data dissemination. 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, human resource 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. Manage, supervise and control technical and related personnel to ensure the development of personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters.

**ENQUIRIES** : Mr. D Erasmus Tel No: 048 801 1302  
**APPLICATIONS** : Eastern Cape (Cradock): Please email your application quoting the relevant reference number to the subject line [ECRecruitment@dws.gov.za](mailto:ECRecruitment@dws.gov.za)  
**FOR ATTENTION** : Ms. LT Malangabi

**POST 20/53** : **CONTROL SCIENTIFIC TECHNICIAN GRADE A REF NO: 210621/06**  
 Branch: Chief Operations Office Northern Cape  
 SD: Proto CMA Lower Vaal

**SALARY** : R446 202 per annum (OSD)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : A Diploma in Natural/ water or related Sciences or relevant qualification. Six (6) years post qualification technical (scientific) experience. Compulsory registration with SACNASP as a certificated natural scientist. Extensive experience in the Water Management, environmental field; industries; urban development; agriculture; waste management and mining. Understanding of the Department's role and function with respect to Water Quality and Water Resource Protection. Knowledge of the National Water (Act 36 of 1998) and related policies; strategies and guidelines. Understanding of the principles of integrated Water Resource Management. Experience in minimizing impacts from industries; agriculture; urban development and mining. Innovative thinking; negotiation; Good written and verbal communication skills. Computer Literacy. A valid Driver's License (Attach copy).

**DUTIES** : The successful candidate will be responsible for the implementation and enforcement of the National Water Act (36 of 1998) and relevant policies; strategies and regulations. Responsible for integrated water resources management. Processing of water use authorization and registration applications. Compliance monitoring; reporting and enforcement. Implementation of policies and procedures pertaining to water resources management. Promote water conservation and efficient water use through the authorization process. Provide specialist input on applications made in terms of environmental; mining and agricultural legislation. Assist in the establishment and /regulation of water management institutions.

**ENQUIRIES** : Mr GSDT Van Dyk Tel No: (053) 8308800

**APPLICATIONS** : Kimberley: Please e-mail your applications quoting the reference number to [NCRecruitment@dws.gov.za](mailto:NCRecruitment@dws.gov.za)

**FOR ATTENTION** : Ms C Du Plessis

**POST 20/54** : **CHIEF ARTISAN GRADE A (MECHANICAL) REF NO: 210621/09**  
 Branch: NWRI Central Operations  
 DIV: Operations and Maintenance Jagersrust

**SALARY** : R386 487 per annum (OSD)

**CENTRE** : Tugela Vaal

**REQUIREMENTS** : An Appropriate Trade Test Certificate. Ten (10) years post-qualification experience as an Artisan/Artisan Foreman (Mechanical). A Valid driver's license (Attach a copy). Practical experience gathered on Pump stations or Government Water Schemes will be an added advantage. Project Management skills. Good writing and verbal communications skills. Technical report writing skills. Ability to read and interpret manufacturing drawings. Computer literacy preferably in MS Word, MS Excel, MS PowerPoint, MS Outlook). Good leadership qualities. Proven experience and knowledge in relation to Human Resource Management. Knowledge of procurement policies and procedures in the public sector will be an added advantage. Proven knowledge of the Occupational Health and Safety Act.

**DUTIES** : Manage mechanical services and support in conjunction with Technicians/Artisans and associates in the field, workshop and technical office activities. Ensure that all machinery is maintained in accordance with the manufacturers specifications i.e. pumps, valves, compressors, hydraulic systems, pipelines, generators, sluices, auxiliary drives, cranes, water vessels, etc. Ensure that planned maintenance schedules are utilized by the mechanical team. Accept appointment as GMR 2(7) for mechanical equipment. Ensure and promote the Occupational Health and Safety Act and ensure its regulations are complied with. Provide inputs into existing technical problems, manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage assets, artisans and related personnel. Control and monitor expenditure according to the budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Continuous individual and team development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Perform any other related duties.

**ENQUIRIES** : Mr. P Motsepe Tel No: 036 438 8301/8312

**APPLICATIONS** : NWRI Central Operation: (Tugela Vaal Area Office) Please post your application quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag Private Bag 1652, Bergville, 3350.

**FOR ATTENTION** : Mr. Ft Botha

**NOTE** : Be prepared to travel to remote areas and work overnight away from home on regular basis. Standby and occasional overtime work, including weekends and public holidays. Candidates may be subjected to skills and Knowledge test.

**POST 20/55** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (DEBT AND FRAUD) REF NO: 210621/10**  
 Branch: Finance Main Account: Financial Accounting

**SALARY** : R376 596 per annum (Level 09)

**CENTRE** : Pretoria (Head Office)

**REQUIREMENTS** : A relevant tertiary qualification in financial management at NQF level 7 in Financial Accounting / Financial Management / Public Finance. Three (3) years relevant supervisory experience in Debt and Revenue Management / Financial Accounting

and Financial Administration. In depth knowledge and experience in debt and revenue management. Computer literacy (MS word, Excel and PowerPoint). Knowledge and understanding of Public Finance Management Act, PFMA, Treasury Regulations and related prescripts. Ability to analyse data and interpret policies, instructions and regulations. Ability to work under pressure and meet deadlines. Accountability and ethical conduct. Good interpersonal, leadership and management skills. Good communication skills both (verbal and written).

**DUTIES** : Management of debt, fraud and revenue management functions, authorisation of debt take-ons, maintenance both manually for processing. Ensure that follow ups on the outstanding debt are done on a monthly basis, and ensure that debtors statement on a monthly basis. Ensure that all debt and revenue related suspense accounts are cleared regularly before month end closure. Referral of debt files to the State Attorney for recovery and report monthly on the progress. Initiate debt write off as per the Departmental debt policy. Ensure that all revenue collected are deposited into the NRF on a monthly basis and allocate accordingly as per the SCOA. Provide training to the sub ordinate. Ensure that all petty cash reconciliations are done on a monthly basis. Management and supervising the overall functions and activities of the Debt & Fraud and Revenue Management. Division and performance of the sub ordinate.

**ENQUIRIES** : Mr. H Qaqane Tel No: 012 336 8951

**APPLICATIONS** : Pretoria: (Head Office) Please email your application quoting the relevant reference number to the subject line [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)

**FOR ATTENTION** : Ms. L Mabile

**POST 20/56** : **ASSISTANT DIRECTOR: ACCOUNTS PAYABLE REF NO: 210621/11**  
Branch: Finance Main Account: Financial Accounting

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Pretoria (Head Office)

**REQUIREMENTS** : A relevant tertiary qualification in financial management at NQF level 7 in Financial Accounting / Financial Management / Public Finance. Three (3) years relevant supervisory experience in Accounts Payable / Financial Accounting and Financial Administration. In-depth knowledge and experience in processing invoices on LOGIS. Computer literacy (MS word, Excel and PowerPoint). Knowledge and understanding of Public Finance Management Act, PFMA, Treasury Regulations and related prescripts. Ability to analyse data and interpret policies, instructions and regulations. Ability to work under pressure and meet deadlines. Accountability and ethical conduct. Good interpersonal, leadership and management skills. Good communication skills both (verbal and written).

**DUTIES** : Check all payments for completeness and accuracy before final authorization on the systems LOGIS/BAS. Approve and authorize transactions for payments on the financial systems LOGIS/BAS. Ensure that payments of suppliers are paid within 30 days as prescribed by Treasury Regulation 8.2.3. Follow up on invoices without supporting documents. Provide accurate and complete inputs to the Interim and Annual Financial in relation to Accounts Payables sub directorate. Request suppliers statement, disbursement report and perform monthly reconciliation of individual suppliers. Monthly consolidation of reports including reports coming from Regional Offices. Provide in house training to sub ordinate were required. Clearing of the suspense accounts on a monthly basis and report any un cleared balances with reasons. Attend to internal and external auditors. Implement all recommendation from the internal and external audit. Supervising and managing the performance of employees in accordance with the Departmental policies. Ensure that all policies and procedures are adhered to at all times. Report any fruitless and wasteful, unauthorized and irregular expenditure identified when executing duties.

**ENQUIRIES** : Mr. J Grobler Tel No: 012 336 7535

**APPLICATIONS** : Pretoria: (Head Office) Please email your application quoting the relevant reference number to the subject line [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)

**FOR ATTENTION** : Ms. L Mabile



**POST 20/57** : **ASSISTANT DIRECTOR REF NO: 210621/12**  
Branch: Corporate Support Services  
DIV HRA Leave Administration

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Pretoria (Head Office)  
**REQUIREMENTS** : A National Diploma or Degree in Human Resources. Three (3) to five (5) years in the field of Human Resources Management, particularly in the field of leave administration of which two years must be in a supervisory capacity. Excellent knowledge of public service human resources practices and legislation with specific for on leave of absence and PILIR Directives. Must be able to operate HR information systems, including PERSAL and the management of databases. Excellent verbal and communication skills, computer literacy, and a valid drivers license.

**DUTIES** : Responsible for the administration of PILIR in the Department. Maintenance and management of PILIR and Leave Databases. Ensure PILIR applications are managed, quality assured and submitted to the Health Risk Manager. Liaising with Health Risk Manager ensuring outcomes of PILIR applications are received. Management of Ill-Health Retirement applications. The incumbent must ensure that all applications submitted to the Health Risk Manager is compliant. Outcomes received from Health Risk Manager implemented on Persal. Responsible for the management of leave administration, implementation, conducting of leave audits and dealing with all leave related queries. Management of E-leave system. Policy development on PILIR and leave related issues. Responsible for providing advice and guidance to Regions and Clusters on PILIR and leave administration. Ensure compliance in terms of business process and HR policies. Administration relating to Financial Disclosures, processing of Remunerative Work Outside the Public Service (RWOPS) applications. Administration relating to employees doing Business with the state. Supervision of staff, discipline and management of work in the section.

**ENQUIRIES** : Mr AK Hattingh Tel No: (012) 336 7682  
**APPLICATIONS** : Pretoria (Head Office): Please email your application quoting the relevant reference number to: [recruitment@dws.gov.za](mailto:recruitment@dws.gov.za)  
**FOR ATTENTION** : Ms L Mabole

**POST 20/58** : **ASSISTANT DIRECTOR: COMPLIANCE, MONITORING & ENFORCEMENT REF NO: 210621/13**  
Branch: Chief Operations Office Northern Cape  
SD: Compliance Monitoring

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : A National Diploma or Degree or in water related matters. Three (3) to Five (5) years relevant experience in compliance issues. Knowledge of Water use, monitoring and enforcement. Knowledge of water use license applications. Knowledge of the implementation of NWA. Knowledge of the implementation of water resources regulation. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Finance Management Act. Knowledge of Public Service Act and Regulations. Knowledge of Project management. Problem solving and analysis. A valid Driver's License (Attach a copy).

**DUTIES** : Ensure execution of inspections: Investigate and makes recommendations for license applications. Monitors license conditions. Manages of river control systems. Determines the water use and impact on quality and quantity. Provides technical information and support to WMIs regarding water use and regulation. Coordinates the information (M&E System). Coordinate the reporting monitoring and enforcement targets and risks. Monitors the environmental flows, eco-systems and habitat integrity. Managers water conservation campaigns. Ensures water quality objectives are maintained. Coordinates the establishment, administration of integrated catchments forums. Implement plans for execution of resource water quantities for short and medium term. Administer and ensure serving of non-compliance notice: capturing and reporting of cases to systems (Enforcement Case Management System and National Compliance Monitoring Information

System). Manage relationship with stakeholders. Plans and develops meeting schedules with stakeholders. Implements the strategic objectives, key performance areas target and reporting of the component. Monitor progress on the implementation of projects related to integrated WRM. Ensure and undertake investigations: implement practices and standard operating procedures for investigations, audits and inspections. Develop systems to secure information. Institutes risk management. Collaborate with other enforcement agencies on water and environmental matters. Monitor progress on the implementation of projects related to integrated WRM. Co-ordinate regional compliance monitoring and enforcement needs: Implement reviews of water use license applications. Develops and implements a performance improvement suggestion scheme. Advises top management and the legislature as well as relevant sector bodies, on policies and strategies relevant to the section. Develop regional business plan. Develop a performance agreement for sub-directorates. Implement PMDS.

**ENQUIRIES** : Mr GSDT Van Dyk Tel No: (053) 8308800  
**APPLICATIONS** : Kimberley: Please e-mail your applications quoting the reference number to [NCRecruitment@dws.gov.za](mailto:NCRecruitment@dws.gov.za)  
**FOR ATTENTION** : Ms C Du Plessis

**POST 20/59** : **ASSISTANT DIRECTOR: SANITATION REF NO: 210621/14**  
 Branch: Chief Operations Office: Free State: Infrastructure Development and Maintenance

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A National Diploma or Degree in Development studies / Natural Science and or Built environment. Three (3) or five (5) years technical and social experience specifically on Sanitation and project management. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act, Public Service Regulation and Public Finance Management Act. Sound knowledge of project programme management. Financial and Change management. A valid driver's license (Attach a copy).

**DUTIES** : Provide input into strategic and business planning of the section. Ensure that programmes are in line with sanitation regulations, norms and standards. Co-ordinate and oversee sanitation programmes implementation in all sectors. Regular reporting in programme achievements. Ensure that inputs, buy-in and collaboration by all stakeholders into sanitation programmes are made. Establish and maintain provincial relations with all stakeholders. Incorporate provincial inputs into National Policy and Strategies. Promote a culture of learning and exchange of information (Sector Advocacy). Ensure that cross cutting issues such as gender and disability are incorporated into sanitation initiatives. Engage the public on implementation of infrastructure projects and it is also expected to do monitoring and evaluation of sanitation programmes. Appraisal of Sanitation Business Plans for the presentation and ratification of the Regional Appraisal Committee. Ensure inputs into water services and integrated development plans. Participate in the development of the Integrated Development Plans (IDC) and Water Services Development Plans (WSDP) and ensure alignment of National and Provincial priorities in such plans.

**ENQUIRIES** : Ms. Z Xokozela Tel No: (051) 405 9000  
**APPLICATIONS** : Free State (Bloemfontein): Please email your applications quoting the relevant reference number: [FSRecruitment@dws.gov.za](mailto:FSRecruitment@dws.gov.za)  
**FOR ATTENTION** : Ms L. Ntja

**POST 20/60** : **SENIOR TRAINING OFFICER REF NO: 210621/15**  
 Branch: NWRI Central Operations  
 This is a Re-Advertisement, applicant's that previously applied are encouraged to re-apply

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : NWRI: Central Operations (Pretoria Office)

- REQUIREMENTS** : A National Diploma or Bachelor's Degree (NQF 6) in Human Resource Management or Public Management. A minimum of three (3) to five (5) years relevant experience in PMDS. Good understanding of HRD. Qualified NSG CIP Module 1 Trainer (serve as added advantage). PERSAL Introductory Certificate. High level of Computer literacy in MS Office software packages. Valid driver's license. Willingness to travel and work after hours when needed. Knowledge of Public Service legislative frameworks and directives relevant to Human Resource Management and Development, practices, processes and procedures. Knowledge of PFMA and Government financial systems. Knowledge of education and training quality assurance processes and procedures. Good interpersonal relations, Facilitation, Presentation and Customer Care skills with ability to interact and communicate well at different levels. Basic understanding of Employment Equity legislation. Sound report writing, problem-solving, organizing, planning, coordination and administrative skills. Good analytical, innovative and creative thinking abilities. Ability to work in a team and under pressure.
- DUTIES** : Manage and Administer EPMDs, Manage and Administer Training Coordination. Facilitate and Present Compulsory Induction Programme (CIP), Facilitate and Present Departmental Induction to newly appointed employees. Present HRD workshops. Perform HRD Programmes Impact Assessments to establish Return on Investment (ROI). Participate in the development of training programmes, procedure manuals and guides on course materials. Conduct evaluation of training materials prepared by instructors to ensure applicability. Conduct training needs analysis to develop new training programmes. Monitor, assess, record and report on training activities and program effectiveness for improvement of existing programmes. Manage and coordinate induction and orientation programmes. Ensure proper implementation of internships and learnerships programmes. Effectively and efficiently implement PMDS within the Directorate. Compile and implement the Workplace Skills Plan for the Directorate. Manage the training budget for the Directorate. Ensure effective functioning of the Skills Development Committee. Monitor compliance to Employment Equity gaps and promote effective implementation of Employment Equity Plan through training and development. Provide accurate data for the Human Resource Plan and compile monthly management reports. Render general administrative duties related to HRD/Training. Ensure accurate records are readily available.
- ENQUIRIES** : PS Kunene Tel No: (012) 741 7336
- APPLICATIONS** : NWRI: Central Operations (Pretoria Office). Please email your applications quoting the relevant reference number to [STO@dws.gov.za](mailto:STO@dws.gov.za)
- FOR ATTENTION** : Mr. KL Manganyi
- POST 20/61** : **CHIEF COMMUNITY LIAISON OFFICER REF NO: 210621/16**  
Branch: Chief Operations Office: Mpumalanga
- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Bronkhorstpruit
- REQUIREMENTS** : A National Diploma or Degree in Social Sciences, Development studies or Natural Sciences in water resource management. Project management will be an advantage. Three (3) to five (5) years' experience in Public Participation or Community Development. A valid driver's license. (Attach a copy). Working knowledge of the National Water, Act, and understanding of the Department's role and policies with respect to water resource management. Willingness to travel. Computer literacy skills. Project and programs co-ordination. Good verbal and written communication skills. Negotiation and facilitation skills.
- DUTIES** : Ensure the establishment of Water Management Institutions. Oversight of the Water Management Institutions, Water Service Authorities and Water Service Providers. Be responsible for public participation processes for establishment of Water Management Institutions (WMI) e.g. Institutional Reform and water resources: in the establishment of CMAs and Regional Water Utility. Be responsible for change management and capacity building for WMI on an ongoing basis. Responsible for the effective operation/ management of Catchment Management Forum/ and represent the Directorate in inter-governmental forums. Promote, support and facilitate the implementation of financial assistance to resource poor farmers for water use development. Co-ordination of the process of

identification and prioritization of projects for DWS financial assistance. Monitor and evaluate the implementation and application process of DWS financial assistance to resource poor farmers. Assist with evaluation of financial assistance applications and project proposals. Assess the impact of DWS financial assistance on socio-economic development of resource poor farmers. Co-ordinate reports from the region. Liaise with other Government Departments on agricultural water use development for resource poor farmers. Align DWS financial support programme with other Government Department on agricultural water use development for resource poor farmers. Align DWS with financial support programme with other Government agricultural support programmes. Represent the Department on a wide range of Provincial and National forums; this will include active participation in the coordinating committee on Agricultural Water (CCAW) meetings in all the provinces. Assist with management of other rural livelihoods improvements support programmes such as rain water harvesting for family food production and other household uses. Promote water conservation and efficient water utilization through the authorization process. Compile reports for the directorate.

**ENQUIRIES** : Mr. Shibambu S Tel No: 013-759 7326 / Ms. Mkhwanazi FM Tel No. 013-759 7515 / Ms. Ngwamba PC Tel No. 013-759 7446 / Mr. Nkosi SG Tel No. 013-759 7335  
**APPLICATIONS** : Bronkhorstpruit: Please email your applications quoting the relevant reference number to [MPRecruitE@dws.gov.za](mailto:MPRecruitE@dws.gov.za)  
**FOR ATTENTION** : Ms. Mkhwanazi FM.

**POST 20/62** : **SENIOR COMMUNITY DEVELOPMENT OFFICER REF NO: 210621/17**  
 Branch: Chief Operations Office Northern Cape  
 SD: Sanitation

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)  
 : Kimberley  
 : A National Diploma or Degree in Human Sciences. Three (3) to five (5) years' relevant experience. Advanced computer literacy (Ms Office programmes, word, excel and Internet). A valid driver's license (Attach a copy). Knowledge in strategic and operational plan management. Knowledge on policy implementation and legislation in the water sector. Knowledge of community development in the water sector. Monitoring and evaluation principles. Communication skills and conflict management. Creatively and awareness. Professional development. Project management. Flexibility and initiative.

**DUTIES** : Identify and facilitate the implementation of integrated community development interventions in partnership with community and other relevant stake holders. Liaise and co-ordinate with relevant role players, internal and external stake holders. Monitor and provide support on water institutions to maintain water provisions. Formulate recommendations, policies and plans for water and sanitation development programmes. Manage the implementation of water and sanitation regulatory framework. Ensure the monitoring and evaluation of water programmes.

**ENQUIRIES APPLICATIONS** : Mr G January Tel No: (053) 8308865  
 : Kimberley: Please e-mail your applications quoting the reference number to [NCRecruitment@dws.gov.za](mailto:NCRecruitment@dws.gov.za)  
**FOR ATTENTION** : Ms C Du Plessis

**POST 20/63** : **SENIOR SAFETY OFFICER (HEALTH AND SAFETY) REF NO: 210621/18**  
 Branch: NWRI Northern Operation

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)  
 : Groblersdal Area Office  
 : A National Diploma or Degree in Occupational Health and Safety. Three (3) to (5) five years' experience in occupational health and safety environment. A valid driver's license (attach copy). Knowledge of strategic and operational plan in occupational health and safety management. Policy implementation. Monitoring and evaluation principles. Knowledge of research procedures and techniques. Disciplinary knowledge in occupational health and safety. Disciplinary knowledge in public administration. Knowledge of design principles, techniques and tools.

<b><u>DUTIES</u></b>	:	Knowledge of the writing process reviewing and proof-reading. Understanding of government legislations. Knowledge of OHS Act and Regulations Act 85 of 1993. Knowledge of the risk management theory and practical auditor's assessment. Computer literacy. Good communications skills both (verbal and written). Manage and co-ordinate implementation of the OHS Act. To develop SHE management systems. Interpret and coordinate recommendations from internal and external auditors report. Manage implementation of the hazard identification risk assessment. Investigate all fatalities and report to the department of labour and the person appointed in terms of section 16.2 (Chief Director or Direction). Compile occupational health and safety budget. Conduct regular site inspection. Develop monthly and quarterly reports on fatalities, serious injuries and all related issues described on the incident reporting matrix. Assist with implementation of the OHS Act system. Manage compensation for occupational injuries and diseases act (COIDA). Promote safety awareness in working environment. Ensure adequate support to team members. Ensure a culture of innovation and performance. Develop and implement a performance improvement suggestion scheme. Advise top management as well as relevant sector bodies on policies and strategies relevant to the section. Communicate effectively with stakeholders in the sector about the function of the section. Develop strategic plan for the section. Ensure that occupational health and safety rules are observed in a working environment. Distribution of emergency procedures and fire safety programs. Manage human resources within the section. Promote awareness safety programs. Liaise with fire department regarding emergency procedures. Conduct safety inspections. Assist with the promotion of health and safety programs. Assist in the basic occupational health and safety policy implementation. Assist with the development of appropriate maintenance procedures through best practices. Assist in the organization and facilitation of workshops to create awareness on policies and guidelines.
<b><u>ENQUIRIES</u></b>	:	Mr IJ Pretorius Tel No: 013 262 6816
<b><u>APPLICATIONS</u></b>	:	Northern Operations (Groblersdal Area Office): Please email your application quoting the relevant reference number to the subject line <a href="mailto:GBLrecruitment@dws.gov.za">GBLrecruitment@dws.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Mr S Murunzi
<b><u>POST 20/64</u></b>	:	<b><u>ENGINEERING TECHNICIAN PRODUCTION GRADE A - C (CIVIL) REF NO: 210621/19</u></b> Branch: NWRI Eastern Operations
<b><u>SALARY</u></b>	:	R311 859 - R473 574 per annum (OSD) (Offer will be based on proven years of experience)
<b><u>CENTRE</u></b>	:	Midmar Dam
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Civil 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 (Attach a copy). A valid drivers license (Attach a copy). Project management skills, Technical design and analytical skills. Research and development. Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Problem solving, decision making, team work, creativity, customer focus, good communication skills, computer skills and people management skills.
<b><u>DUTIES</u></b>	:	Render technical services to the Directorate. Assist Engineers, Technologists and Control Technician in the appraisal for Business Plans and Technical Reports. Monitor the implementation of Government Water Resource Schemes projects through conducting site inspections: site meetings; compilation and submission of progress reports. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs with specifications and submit for approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit expenditure reports as required. Verify and certify invoices for payment of contractors and Public Service Providers. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate

inputs to the technical operational plan. Develop, implement and maintain databases. Research and development. Ensure continuous professional development to keep up with new technologies and procedures.

**ENQUIRIES APPLICATIONS** : Mr M Zuma Tel No: 033 239 1900

**FOR ATTENTION** : Midmar Dam: Please post your application quoting the relevant reference number to: Department of Water and Sanitation, Private Bag X24, Howick, 3290  
Ms. T Sindane

**POST 20/65** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A – C REF NO: 210621/20**  
Branch: Chief Operations Office Northern Cape  
Dir: Infrastructure Development

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

**CENTRE REQUIREMENTS** : Kimberley  
: A National Diploma in Civil 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 (Attach a copy). A valid driver's license (Attach a copy). Project management, Technical design and analytical skills. Research and development. Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Problem solving, decision making, team work, creativity, customer focus, good communication skills, computer skills and people management skills.

**DUTIES** : Render technical services to the Directorate. Assist Engineers, Technologists and Associates in the appraisal of Business Plans and Technical Reports. Monitor the implementation of Regional Bulk Infrastructure Programme (RBIG) and Water Services Infrastructure Grant (WSIG) projects through conducting site inspections; site meetings; compilation and submission of progress reports. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs with specifications and submit for approval by the relevant authority. Perform administrative and related functions. Provide inputs to the budgeting process as required. Compile and submit expenditure reports as required. Verify and certify invoices for payment of contractors and Public Service Providers. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the infrastructure development operational plan. Develop, implement and maintain databases. Research and development. Continuous professional development to keep up with new technologies and procedures.

**ENQUIRIES APPLICATIONS** : Mr M.F Hanyane Tel No: (053) 830 8800

**FOR ATTENTION** : Kimberley: Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or email: [ncrecruitment@dws.gov.za](mailto:ncrecruitment@dws.gov.za)  
Ms C Du Plessis

**POST 20/66** : **SURVEY TECHNICIAN PRODUCTION GRADE A - C REF NO: 210621/21**  
Branch: NWRI Eastern Operations

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

**CENTRE REQUIREMENTS** : Midmar Dam  
: A National Diploma in Surveying (T or N Stream) or relevant qualification. Three (3) years post qualification technical (Survey) experience. Professional registration as a Survey Technician with the South African Geomatics Council - SAGC (Attach a copy). A valid drivers license (Attach a copy). Project Management skills. Good written and verbal communication skills. Computer literacy skills preferable in MS Excel, MS Word and MS Power Point. CAD and survey calculation packages in particular Model Maker, Surpac, MS Office, Hypac and Leica Infinity, Trimble business Centre. Be fully conversant with G.P.S and other survey equipment. Good Leadership qualities. A valid skippers license category E power driven

- vessels will be an added advantage. Candidates may be subjected to a skills and knowledge test.
- DUTIES** : Precise deflection surveys of large dams, engineering surveys for design and construction. Topographic and cadastral surveys for earth works. Hydrographic surveys for capacity determination and processing of echo soundings. Be expected to travel extensively. Undertake Tacheometrical surveys, hydrographic surveys, aerial survey planning and ground control. Precise deflection surveys of large dams. GPS rapid static, Kinematic surveys and processing, cadastral surveys. Perform administrative and related functions. Execute ad hoc tasks.
- ENQUIRIES APPLICATIONS** : Mr D Van Ransburg Tel No: (033) 239 1900
- FOR ATTENTION** : Midmar Dam: Please post your application quoting the relevant reference number to: Department of Water and Sanitation, Private Bag X24, Howick, 3290  
Ms. T Sindane
- POST 20/67** : **HEALTH AND SAFETY OFFICER REF NO: 210621/22**  
Branch: Planning and Information: Resource Quality Information Service
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)  
: Roodeplaat Training Centre  
: A National Diploma or Degree in Health and Safety. One (1) to three (3) years experience in the implementation of OHS legislation. Experience in a laboratory environment will be advantageous. Knowledge in Occupational Health and Safety Management and related systems. A valid drivers license (Attach a copy). Knowledge of OHS Act (Act 85 of 1993) and relevant Government Regulations. Computer literacy skills. Good written and verbal communication skills.
- DUTIES** : Identification of hazards. Conduct regular safety inspections. Develop reports. Facilitate compensation for Occupational Injuries and Diseases Act (COIDA). Promote safety awareness in working environment. Ensure adequate support to team members. Ensure a culture of innovation and performance. Ensure that occupational health and safety rules are observed in a working environment. Distribution of emergency procedures and fire safety programs. Conduct emergency procedures. Assist with the promotion of health and safety programs. Assist in the Basic Occupational Health and Safety policy implementation. Attend to ad hoc queries pertaining to Occupational Health and Safety measures. Procurement of goods and services related to OHS, e.g., Hygiene survey, Medical surveillance, PPE etc.
- ENQUIRIES APPLICATIONS** : Ms Grace Gafane Tel No: 012 808 9591  
: Roodeplaat Training Centre (Pretoria): Please email your application quoting the relevant reference number to: [recruitment@dws.gov.za](mailto:recruitment@dws.gov.za)
- FOR ATTENTION** : Ms L Mabole
- POST 20/68** : **PRINCIPAL COMMUNITY DEVELOPMENT OFFICER REF NO: 210621/23 (X3 POSTS)**  
Branch: Chief Operations Office Northern Cape  
SD: Water Sector Support  
SD: PROTO CMA Lower Orange  
SD: PROTO CMA Lower Vaal
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)  
: Kimberley (X2 Posts)  
: Upington (X1 Post)  
: A National Diploma or Degree in Human Sciences. Two (2) to four (4) years' experience in community development. A valid driver's license (Attach a copy). Understanding in strategic and operational plan management. Knowledge of policy and legislation implementation in the water sector. 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** : Mr J Moletsane (Kimberley) Tel No: (053) 8308800 / Ms M Kgaphola (Upington) Tel No: (054) 3385800/ Ms PL Mokhoantle (053) 8308800

**APPLICATIONS** : Kimberley: Please e-mail your applications quoting the reference number to [NCRrecruitment@dws.gov.za](mailto:NCRrecruitment@dws.gov.za)

**FOR ATTENTION** : Ms C Du Plessis

**POST 20/69** : **CHIEF ASSISTANT TECHNICAL OFFICER REF NO: 210621/24**  
Branch: Chief Operations Office: Free State: Hydrology Services

**SALARY CENTRE** : R257 508 per annum (Level 07)  
: Bloemfontein

**REQUIREMENTS** : A Senior / Grade 12 certificate (NQF 4 certificate) with mathematics / mathematics literacy. Six (6) to ten (10) years' experience in surface / groundwater environment in processing of water-related data. Computer literacy. Knowledge of hydrological data administration. Knowledge and understanding of HYDSTRA and OSIRIS software systems. Knowledge of hydrological data processes and systems. Knowledge of Occupational Health and Safety (OHS). Good communication and technical report writing skills. Good organizing skills and interpersonal relations.

**DUTIES** : Process, archive, supply and disseminate hydrological data and information. Ensure that processed data is archived according to departmental standards. Audit water related data and present findings to relevant personnel. Manage and maintain the HYDSTRA database. Generate and provide monthly portfolio reports. Ensure quality of processed data (accuracy and correctness). Manage water sampling for national monitoring program. Liaise with clients when necessary. Supervise staff. Provide on the job training.

**ENQUIRIES** : Mr C Lloyed Tel No: (051) 405 9000

**APPLICATIONS** : Free State (Bloemfontein): Please email your applications quoting the relevant reference number: [FSRecruitment@dws.gov.za](mailto:FSRecruitment@dws.gov.za)

**FOR ATTENTION** : Ms L Wymers

**POST 20/70** : **CHIEF ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT-HYDROLOGY) REF NO: 210621/25**  
Branch: Chief Operations Office – Mpumalanga

**SALARY CENTRE** : R257 508 per annum (Level 07)  
: Bronkhorstspuit

**REQUIREMENTS** : A Senior / Grade 12 Certificate with Mathematics / Mathematics Literacy. Six (6) to ten (10) years' experience in surface or groundwater technical environment in collection and processing of water related data. Understanding of HYDSTRA and OSIRIS software systems. Computer literacy skills. Knowledge of hydrological data administration. Knowledge of hydrological data processes and systems. Knowledge of Occupational Health and Safety Act (OHS). Good communication both verbal and written skills. Interpersonal relations, organizing, people management skills. Technical report writing skills.

**DUTIES** : Process, archive, supply and disseminate hydrological data. Auditing of water related data and improve hydrological data sets. Maintain improved data on relevant databases. Management of HYDSTRA software. Coordinate water sampling for national monitoring program. Provide training in the field of expertise.

**ENQUIRIES** : Mr. TA Veleko Tel No: 013-262 6800 / Ms. Mkhwanazi FM Tel No. 013-759 7515 / Ms. Ngwamba PC Tel No. 013-759 7446 / Mr. Nkosi SG Tel No. 013-759 7335

**APPLICATIONS** : Bronkhorstspuit: Please email your applications quoting the relevant reference number to [MPRecruitPL@dws.gov.za](mailto:MPRecruitPL@dws.gov.za)

**FOR ATTENTION** : Ms. Mkhwanazi FM



**POST 20/71** : **SECURITY OFFICER REF NO: 210621/26**  
Branch: NWRI Northern Operations

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Mokolo Pump Station in Lephale  
: A Senior/Grade 12 Certificate. One (1) to (2) two years working experience in the security industry, preferably in National Key Point (NKP) environment. Valid driver's license (Attach a copy). Valid New Grade C PSIRA Certificate. National Key Point Certificate (Attach a copy). Valid SAPS Issued Firearm Competency Certificate for (Rife, Shotgun and Handgun). Knowledge of relevant Legislations. Problem solving and analysis skills. Knowledge of security code of conduct. Good communication skills both (verbal and written).

**DUTIES** : Conduct Access Control, Guarding, Patrolling and Escorting at the National Key Point. Ensure that the premises are properly secured. Conduct investigations where incidents occurred. Ensure prohibition of unauthorized entry and removal of equipment's. Searching and responding to alarms. Ensure that all incidents are recorded in the Occurrence Book and other Registers.

**ENQUIRIES APPLICATIONS** : Mr MS Nesamari Tel No: 012 200 9011  
: NWRI Central Operation (Mokolo Pump Station): Please email your application quoting the relevant reference number to the subject line [HBPrecruitment@dws.gov.za](mailto:HBPrecruitment@dws.gov.za)

**FOR ATTENTION** : Mr S Murunzi

**POST 20/72** : **ADMINISTRATION CLERK REF NO: 210621/27 (X3 POSTS)**  
Branch: NWRI Central Operation

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Jericho Dam  
: A Senior/Grade 12 Certificate. A National Diploma in Supply Chain Management / Financial Management qualification with served as an added advantage. One (1) year relevant experience in Supply Chain Management will served as an added advantage. A valid driver's license (attach copy). Computer literacy. Knowledge of work procedures in terms of SCM environment. Knowledge of PFMA, National Treasury Regulation and PPPFA governing the Public Service. Knowledge of financial systems (SAP, PERSAL). Flexibility and team work. Problem solving and analysis. Client orientation and customer focus. Accountability and ethical conduct. Good communication skills both (verbal and written).

**DUTIES** : Render effective procurement of goods and services. Request quotations from suppliers. Maintain quotation register. Receive and verify goods from suppliers. Issue goods to end users. Provide SCM support services within the component. Update and maintain 0-9 file. Register invoices/delivery notes and submit to Finance. Capture GRV/Service entry on SAP system. Creating of Requisition on SAP. Control and manage price quotation system as well as the rotation system. Compilation of the demand plan, implementation of SCM frame work, Commodity analysis to ensure that required resources fulfil identified needs.

**ENQUIRIES APPLICATIONS** : Mr. M Mainganye Tel No: 017 846 6000  
: NWRI Central Operation: (Jericho Dam) Please post your application quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X1004, Amsterdam, 2375

**FOR ATTENTION** : Ms. Ke Thomo

**POST 20/73** : **ADMINISTRATION CLERK (WARMS) REF NO: 210621/28**  
Branch: Chief Operations Office Northern Cape  
SD: PROTO CMA Lower Vaal

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Kimberley  
: A Senior / Grade 12 certificate. Computer literate and proficiency in programs such as MS 2007 Word, PowerPoint, Access, Outlook and Excel. A valid driver's license will be an added advantage. Knowledge of the National Water Act (Act 36 of 1998). The Public Service Act and Regulations 1994 (Act 103 of 1994). Competences: Knowledge of Administration Procedures. Knowledge of Batho Pele Principles.

Report writing skills. General knowledge of information systems. Data capturing skills. Office and Project Management Skills.

**DUTIES** : Assess completeness of the Water Use License Applications. Capturing water use applications in the Water Use Authorization and Registration Management System (WARMS). Maintaining water use data in WARMS. Auditing of synergy between hardcopy forms and WARMS. Mapping data correlation with other systems. Auditing the completeness of the data before input in WARMS. Communicating monthly status of captured water use application to WARMS manager. Opening files for water use application according relevant filing prescripts. Keeping a record of water use applications. Filing correspondence with the clients. Ensuring effective operations of hardcopy file tracking system. Ensuring the water use registration website is up-to-date and has all water use registration products. Support and provide reports to the WARMS Manager.

**ENQUIRIES APPLICATIONS** : Ms PL Mokhoantle Tel No: (053) 8308800  
: Kimberley: Please e-mail your applications quoting the reference number to [NCRecruitment@dws.gov.za](mailto:NCRecruitment@dws.gov.za)

**FOR ATTENTION** : Ms C Du Plessis

**POST 20/74** : **ADMINISTRATION CLERK: INSTITUTIONAL ESTABLISHMENT REF NO: 210621/29 (X2 POSTS)**  
Branch: Chief Operations Office – Mpumalanga

**SALARY CENTRE** : R173 703 per annum (Level 05)  
: Mbombela (X1 Post)  
: Bronkhorstspuit (X1 Post)

**REQUIREMENTS** : A Senior / Grade 12 certificate. Experience in administration will be an added advantage. A valid driver's license (Attach a copy). Knowledge of Public Service Legislation. Knowledge and understanding of administrative procedures. Good verbal and written communication skills. Computer literacy (MS Word, MS Excel, MS Power Point, MS Outlook, with good understand of database systems. Basic financial management and knowledge of PFMA. Must work independently; be responsible, self-motivated and work under pressure.

**DUTIES** : Providing effective administrative support to the entire sub-directorate. Management of personnel matters. Assist with financial management and provisioning matters. Managing the correspondence register by receiving and distributing documents. Compiling and submitting claims for approval. Liaise with stakeholders with regards to queries (i.e. administration and procurement) and dissemination of information. Making logistical arrangements for meetings and workshops. Taking and typing of minutes. Assist in the budget for the sub-directorate, procurement of goods (i.e. processing S&T, petty cash claims / VA2's/. Verify invoices, payment certificates and maintaining asset register (i.e. pool equipment) and services for the sub-directorate. Make travel arrangements and performing any other office administration related activities. Manage the filing system of the sub-directorate. Log sheets verification prior to submission for approval. Responsible for records management in respect of expenditures. Inventory lists for sub-directorate. Manage stationery for the sub-directorate.

**ENQUIRIES** : Mr. S Shibambu, Tel No: 013-59 7326 / Ms. Mkhwanazi FM Tel No. 013-759 7515 / Ms. Ngwamba PC Tel No. 013-759 7446 / Mr. Nkosi SG Tel No. 013 759 7335

**APPLICATIONS** : Mpumalanga: Please email your application quoting the relevant reference number to [MPRecruitIE@dws.gov.za](mailto:MPRecruitIE@dws.gov.za)

**FOR ATTENTION** : Ms. Mkhwanazi FM.