

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE** : 16 August 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 Sanitation's website, under career opportunities or the DPSSA 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 Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

## MANAGEMENT ECHELON

**POST 26/122** : **SENIOR MANAGER: ENTERPRISE ARCHITECTURE REF NO: 060821/01**  
Branch: Corporate Services  
Directorate Enterprise Architecture

**SALARY** : R1 057 326 per annum (Level 13), (All-inclusive package)

**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : A B Degree (NQF level 7) qualification in ICT. This position calls for a hands-on Enterprise Architect who will be directly responsible for the development and maintenance of the DWS Enterprise Architecture with Three (3) to Five (5) years hands-on experience in the development and maintenance of Enterprise Architectures based on TOGAF framework, Five (5) years' experience in the middle / senior managerial level. A pre-entry certificate obtained from the National School of Government is required prior to the appointment (Refer to SMS note above). Latest TOGAF certification is required. Knowledge of business transformation and optimization models, operating models, cost-benefit analysis, and risk management. Business acumen, analytical, results quality management, innovation, continuous improvement, customer management, decision making and good negotiating skills. Familiarity with information management practices, system development life cycle management, IT services management, and COBIT frameworks. Exposure and understanding of new and emerging technologies. Exceptional soft and interpersonal skills, including teamwork, facilitation, and negotiation skills. Strong leadership skills. Excellent analytical and technical skills. Excellent

written, verbal, communication and presentation skills. Excellent planning and organizational skills.

**DUTIES** : Lead, define, develop, and maintain the Enterprise Architectures based on business strategy requirements. Promote the business value of the EA program, its processes, and the results of the EA program to business and IT leaders/executives. Develop and maintain the overall data architecture, strategy, data governance and standards. Drive the development and deployment of the enterprise's data and analytics platform to enable digital business. Institute a programmatic approach for enterprise information management to identify, prioritize and execute the data and analytic initiatives with clear line of sight to enterprise strategies, architectures and business outcomes. Lead transformation engagements with clients to support the architecture roadmap and business case development for Enterprise Architecture services and assist the client in architecting next generation solutions, platforms including capabilities. Lead the project management office. Govern, track and measure the extent of compliance and manage deviations by leading the Enterprise Architecture and standards committee

**ENQUIRIES** : MR A Kekana Tel No: (012) 336 8701

**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 Mabole.

#### OTHER POSTS

**POST 26/123** : **CHIEF ENGINEER GRADE A REF NO: 060821/02**  
Branch: Water and Sanitation Services Management

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

**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : An Engineering degree (B Eng / BSc Eng) or relevant qualification. Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (Proof of registration must be attached). A valid drivers' License (Attach a copy). Extensive experience in project management particularly in 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. 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** : To manage and oversee all aspects of project planning. Co-ordinate the planning of a portfolio of mega-projects. Co-ordinate water users', institutions' and stakeholders' input for decision-making on planning for infrastructure projects. Ensure compliance with technical standards, legal requirements, during the planning of water resource infrastructure projects. Ensure the co-ordination and management of contracts with service providers on projects to ensure effective project implementation. Would be beneficial to be knowledgeable of construction law contracts such as GCC and FIDIC, including ECSA Guidelines on fee structure. Detailed knowledge of Treasury Regulations, Public management Financial Act (PFMA). Provide leadership and direction on projects. Manage Human Resources and budgets allocated on projects to ensure efficient and effective project planning. Promote transformation. Promote a culture of innovation and performance.

**ENQUIRIES** : MS P Ngqumshe Tel No: (012) 336 5815

**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 Mabole

**POST 26/124** : **SCIENTIST MANAGER GRADE A REF NO: 060821/03**  
Branch: Water and Sanitation Services Management  
Dir: Water Macro Planning Support

**SALARY** : R898 569 per annum (All-inclusive OSD salary package)

<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	An MSc degree or relevant qualification. Six (6) years post qualification natural scientific experience. Compulsory registration with SACNASP as a professional Natural Scientist (copy of registration must be attached). A valid driver's license (Attach a copy). A clear understanding and experience in the field of water supply industry. The following competencies are essential: Scientific leadership abilities, managerial, programme and project management, scientific methodologies and models, technical report writing, creating high performance culture, scientific presentation, data analysis, co-ordination and organizational skills, understanding and knowledge of the National Water Act and related legislation. Strong leadership skills and the ability to promote transformation and service delivery excellence. initiative and well-developed skills in strategic and innovative thinking. Understanding of supply chain management. Good communication skills both verbal and written. Computer literacy. Financial management. Customer focus and responsiveness. Planning and organising. Conflict management. People management and team leadership. Accountability and ethical conduct.
<b><u>DUTIES</u></b>	:	The incumbent will report to the Director: Water Services Planning Support. The duties assigned will be of an analytical and coordinating nature. Facilitating effective and sustainable Water Service delivery through: Integrated water services planning at National, Provincial and local levels which seeks to optimise data collection which can inform actionable information derived from data. Accurate and timely Monitoring and Evaluation and Reporting on Water Services Delivery. Provision of knowledge and insight to the Water Services sector and the public. Coordinated and integrated Local Water Authority Strategic Planning. Management and support to the District Development Model with regards to planning. Management and support to the Water and Sanitation Master Plans and community driven service delivery model on implementation related to planning. Disaster management initiatives regarding planning thereof. Planning support to the sector through and ensure the development and implementation of systems and procedures for database and data management through: Development of key Water and Sanitation services systems, tools and applications to support all water services business requirements (such as, GIS data capture tool). Planning support to DWS components and other key sector role-players. Implementation of robust data collation and validation processes to support effective Service Delivery monitoring and reporting at local, provincial, a national, continental and global levels, and on the broader water sector. Lead the coordination and development of databases, procedures and regulatory frameworks related to Water Services Planning. Analysis of technical data; and dissemination of information. Apply the appropriate procedures/skills to generate information and knowledge. Ratify the evaluation, monitoring and dissemination of data. Align projects to organizational strategies: Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Strategic analysis of water services themes and topics. Development of related business perspectives with recommendations. Investigation, assessment, monitoring and reporting on all aspects of Water Services delivery. Ensure all data, information and results of analyses are packaged and made accessible to the sector via the Water Services Knowledge System and National Integrated Water Information System. Liaison with and maintenance of data sharing and information partnerships with key Water Services key sector role-players and stakeholder such as Statistics South Africa, National Treasury, Cooperative Governance and Office of the Presidency. Application of engineering support to macro planning activities within the water services component of the Department. Reports and submissions related to the Directorates operations. Human capital development through: Mentoring, training and developing technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical work and processes and Manage the performance and development of staff.
<b><u>ENQUIRIES</u></b>	:	MS P Ngqumshe Tel No: (012) 336 5815
<b><u>APPLICATIONS</u></b>	:	Head Office (Pretoria): Please Email Your Application Quoting the Relevant Reference Number to <a href="mailto:Recruitment@dws.gov.za">Recruitment@dws.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms L Mabile

**POST 26/125** : **DEPUTY DIRECTOR: SECTOR COLLABORATION REF NO: 060821/04**  
Branch: Provincial Coordination and International Cooperation: North West

**SALARY** : R869 007 per annum (Level 12), (All-inclusive salary package)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : A National Diploma or Degree in Development Studies / Public Management / Environment Science. Three (3) to five (5) years junior management experience in an Integrated Water Resource environment. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Project Management. Knowledge of Water Legislation. Problem solving and analysis. Strategic capacity and leadership. Programme and project management. Financial management. Change management. Knowledge management. Service Delivery Innovation (SDI). Problem solving and analysis. People management and Empowerment. Client orientation and customer focus. Good communication skills (verbal or written). Accountability and ethical conduct.

**DUTIES** : Coordinate National Ministerial events relating to the water sector. Ensure International and National cooperation through forums management committees. Implement policies of integrated water sector for the component. Develops and shares a vision and mission for the section. 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. Develops business plan / operational plan for the sub-directorate. Develops a performance agreement for sub-directorate. Implement PMDS. Promote sector advocacy through dissemination of information on key sector programmes. Plans and executes IGR/stakeholder. Engagement plan. Implements policies. Manage relationship with stakeholders. Implements the strategic objectives of the component. Monitor progress on the implementation of programmes related to intergovernmental relations. Manage community participation in the departmental programmes. Plan and develop community participation programmes. Engage communities in the departmental programmes and projects through community water sector forums. Empower community forum members.

**ENQUIRIES** : MS L Bogopa Tel No: (018) 387 9500  
**APPLICATIONS** : North West (Mmabatho) Please Email your application quoting the relevant reference number to [Nwrecruitment@dws.gov.za](mailto:Nwrecruitment@dws.gov.za)  
**FOR ATTENTION** : Mr MJ Ntwe.

**POST 26/126** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 060821/05**  
Branch: Provincial Coordination And International Cooperation: Infrastructure Management: Eastern Operation

**SALARY** : R869 007 per annum (Level 12) (All-inclusive salary package)  
**CENTRE** : Midmar Dam  
**REQUIREMENTS** : A National Diploma or Degree in Administration or relevant qualification. Three (3) to five (5) years management experience in Corporate Services at supervisory (ASD) level. A valid driver's license (attach copy). Knowledge and experience of Administration processes. Knowledge of policy development and implementation. Disciplinary knowledge of HR information. Understanding of government legislation, financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Understanding of programme and project management. Knowledge of analytical procedures. 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 and provide support in human resource, information technology, administration, communication, OHS including safety and security. Assist with the development and implementation of the Strategic Plan. Analyze current policies and departmental strategic objectives. Implement administration policies and various disciplines. Analyze human resource information trends. Recommend policy amendments. Develop implementation plan. Hold road shows advising department on key policy issues. Brief managers on policy requirements. Monitor policy implementation. Assist with the development and implementation of strategic plan. Develop corporate services implementation

plan. Ensure that the line managers execute their business plan within the objectives of human resource plan. Ensure that strategic objectives are implemented accordingly. Ensure that corporate services forms business partners with line management. Ensure compilation of corporate services budget. Ensure that budget is implemented according to plan. Do early warning where necessary. Provide monthly reports to managers. Management of human resources process. Provide expert advice on human resource information implementation to managers.

**ENQUIRIES** : Mr. T Mkhize Tel No: (033) 239 1200  
**APPLICATIONS** : Infrastructure Management (Midmar Dam): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X24, Howick, 3290

**FOR ATTENTION** : Mr. M Mncwabe

**POST 26/127** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 060821/06**  
 Branch: Provincial Coordination And International Cooperation: Infrastructure Management: Eastern Operation

**SALARY** : R733 257 per annum (Level 11), (All-Inclusive Salary Package)  
**CENTRE** : Midmar Dam  
**REQUIREMENTS** : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) to five (5) years' relevant experience in Financial Management at supervisory/management (ASD) level. A valid driver's license (Attach 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. Knowledge of government financial systems (SAP will be an added advantage). Public Service anti-corruption strategy and fraud-prevention measures. Knowledge of equal opportunities, affirmative action guidelines and laws. Knowledge of administration, 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 Accounting (i.e. payroll and account payables); revenue management, management accounting, supply chain management and asset management sub-directorates. Monitor the policy and legislative framework to ensure cognizance is taken of new financial developments. Develop and maintain policies and processes. Submit reports and plans as required. Manage the cluster's financial planning, budgeting and reporting. Provide advice and guidance to role players on the use of forecasting methods and tools. Manage the cluster's tariff consultation process and ensure there is buy-in from stakeholders during consultation cycle. Undertake all the revenue management functions including billing management, debt management and customer relations management. Manage the cluster's asset registers for both movable and infrastructure assets and safeguarding of departmental assets. Ensure that the supply chain functions in line with cluster compliance on all financial transactions as per PFMA, Treasury Regulations, PPPFA, BBBEE, departmental policies, procedures and circulars. Ensure proper record keeping of all accounting transactions on the financial systems. Monitor compliance with financial prescripts. Provide advice and guidance to role players on all financial procedures. The finance and payroll functions will include processing of payments for goods and services, overtime, standby and S&T claims. In addition, the incumbent must manage the petty cash facilities in the cluster. Handle audit matters for both internal and external auditors. 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** : Mr. T Mkhize Tel No: (033) 239 1200  
**APPLICATIONS** : Infrastructure Management (Midmar Dam): Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X24, Howick, 3290

**FOR ATTENTION** : Mr. M Mncwabe

**POST 26/128** : **ASSISTANT DIRECTOR: STAKEHOLDER LIAISON AND POLICY COORDINATION REF NO: 060821/07**  
Branch: Office of the Director-General

**SALARY** : R470 040 per annum (Level 10)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A National Diploma or Degree in Public Administration / Management Studies / Social Sciences. Three (3) to five (5) years management experience in Administration. Sound knowledge of Government policies. Good understanding of Parliament rules and administrative procedures. Must have excellent written and verbal communication skills. Be action orientated, flexible and motivated to work in a team and independently. Must have a valid driver's licence. Be willing to work under pressure. Sound interpersonal skills and high levels of reliability and diplomacy. Willingness to travel between Cape Town and Pretoria.

**DUTIES** : Provide strategic support in relation to cooperation between the Department, Ministry and other Departments when engaging with Parliament. Ensure rapid and efficient production and circulation of documentation. Ensure efficient handling of Parliamentary queries, questions and programme. Scheduling and co-ordination of Parliamentary meetings, submissions and other obligations. Liaison with Committee Secretariat and Parliamentary Staff on matters relating to the Committees, the Parliamentary Programme and other related matters including Petitions and Oversight Visits. Ensure stakeholder management and maintain harmonious relationship with Entities of the Department of Water and Sanitation. Ensure alignment of the department's calendar and the programme of Parliament. Handling of all correspondence to and from the department in relation to Parliament. Quality assurance of documents submitted to parliament. Compile regular written reports on parliamentary briefings, debates and oversight visits relevant to the department's mandate including following up on outstanding matters. Coordinate responses of the department and its entities to Parliamentary Questions and create a tracking document thereof. Maintain a database of all Questions and queries on Constituency matters.

**ENQUIRIES** : Ms J Mapupa Tel No: (012) 336 7601 / 082 783 3373  
**APPLICATIONS** : Head Office (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 26/129** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 060821/08**  
Branch: Provincial Coordination and International Cooperation: Gauteng

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Gauteng Provincial Office  
**REQUIREMENTS** : A relevant tertiary qualification at NQF Level 7. Three (3) year related Supply Chain experience at supervisory level. Knowledge and understanding of Human Resource Management Legislation. Policies, practices and procedures. Knowledge and understanding of Public Finance Management Act (PFMA). Treasury Regulations and guidelines. Knowledge and understanding of 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 and understanding of Departmental policies and procedures. Knowledge of government financial systems, principles and practices of financial accounting. Problem solving and analytical skills. People and Diversity Management. Client Orientation and Customer Focus. Communication skills. Accountability and Ethical Conduct.

**DUTIES** : Coordinate (synergise), review and execute the bidding process. Provide secretariat services to Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Publish tender invitations. Receiving and opening of bid documents. Coordinate, review and compile the list of prospective providers for quotations. Compile terms of reference to invite service providers for expression of interest. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Compile a database of approved suppliers Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. General supervision of employees. Advise and lead

supervisees with all aspects of the work. Develop, implement and monitor work systems and process to ensure efficient and effective functioning.

**ENQUIRIES** : Ms G Skosana Tel No: (012) 392 1312  
**APPLICATIONS** : Gauteng Provincial Office (Pretoria): Please email your application quoting the relevant reference number to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)  
**FOR ATTENTION** : Mr D.Masoga

**POST 26/130** : **SENIOR STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 060821/09**  
Branch: Provincial Coordination and International Cooperation: Gauteng

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Gauteng Provincial Office  
**REQUIREMENTS** : A National Diploma or Degree in Financial Management. Two (2) to three (3) years' experience in financial matters. Knowledge and understanding of financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA and PFMA. Knowledge of finance systems (BAS/SAP). Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Knowledge and understanding of Departmental policies and procedures. Knowledge of government financial systems, principles and practices of financial accounting. Knowledge of learning and teaching procedures and techniques. Problem solving and analytical skills. People and Diversity Management. Client Orientation and Customer Focus. Communication skills. Accountability and Ethical Conduct.

**DUTIES** : Provide financial administration of entity maintenance on BAS and SAP. Do administration on SAP system. Maintain projects on SAP and BAS system. Conduct risk analysis. Manage the collection of revenue in the Department. Analyse financial accounts on SAP or BAS system. Capturing and maintaining financial systems. Execute budget administration. Handling of audit queries. Correct information captured on the system. Ensure that all relevant documents are available before approving payments. Handle payments in suspension account and do follow up on bad debts. Receive correspondence regarding payments from third parties. Attend to finance related projects. Analyse data on payments received. Do enquiries on different financial matters. Attend to all queries. Edit correspondence received from officials.

**ENQUIRIES** : Ms N. A Radebe Tel No: (012) 392 1605  
**APPLICATIONS** : Gauteng Provincial Office (Pretoria): Please email your application quoting the relevant reference number to [Grecruitment@dws.gov.za](mailto:Grecruitment@dws.gov.za)  
**FOR ATTENTION** : Mr D Masoga

**POST 26/131** : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER: LOGIS SYSTEM CONTROLLER REF NO: 060821/10**  
Branch: Provincial Coordination And International Cooperation: Gauteng

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Gauteng Provincial Office  
**REQUIREMENTS** : A National Diploma or Degree in Supply Chain Management/ Logistics/ Purchasing Management qualification. Three (3) to five (5) years' experience in Supply Chain Management administration environment. Basic Financial management and knowledge of Public Financial Management Act. Knowledge and understanding of procurement administrative procedures. Knowledge and understanding of BAS, SAP and GAAP. Disciplinary knowledge of labour law and dispute resolution process. Knowledge and understanding of social and Economic development issues. Problem solving and analytical skills. People and Diversity Management. Client Orientation and Customer Focus. Communication skills. Accountability and Ethical Conduct.

**DUTIES** : Render demand and acquisition support. Update and maintain a supplier (including contractors) database. Capture specifications on the electronic purchasing system. Issue and receive bid documents. Ensure effective and efficient control of fleet. Ensure that correct procedures are followed on issuing of vehicles. Engage supplier regarding purchased materials and payment thereof. Check if the information is captured correctly on the system. Administer the provision of tender services and contract management. Record all bid documents received. Forward relevant records to bid committee for processing. Manage asset disposal. Do capturing of all payments in the BAS/SAP system. Keep records of assets to be disposed. Administer the

payment process for the goods and services acquired. Verify the correctness: Accuracy of the invoices. Ensure that goods and services are received before payment.

**ENQUIRIES** : Ms N A Radebe Tel No: (012) 392 1605  
**APPLICATIONS** : Gauteng Provincial Office (Pretoria): Please email your application quoting the relevant reference number to [Grecruitment@dws.gov.za](mailto:Grecruitment@dws.gov.za)  
**FOR ATTENTION** : Mr D Masoga

**POST 26/132** : **SENIOR SAFETY OFFICER (HEALTH AND SAFETY) REF NO: 060821/11**  
Branch: Provincial Coordination And International Cooperation: Infrastructure Management: Eastern Operation

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Midmar Dam  
**REQUIREMENTS** : A National Diploma or Degree in Occupational Health and Safety Management or relevant qualification. Three (3) to (5) five years' relevant experience. A valid driver's license (Attach a copy). Computer literacy. 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. Knowledge of the writing process reviewing and proof-reading. 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. Good communication skills both (verbal and written).

**DUTIES** : Manage and co-ordinate implementation of the OHS Act. 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 /Director). 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 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.

**ENQUIRIES** : Mr. T Mkhize Tel No: (033) 239 1200  
**APPLICATIONS** : Infrastructure Management (Midmar Dam): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X24, Howick, 3290

**FOR ATTENTION** : Mr. M Mncwabe

**POST 26/133** : **ENVIRONMENTAL OFFICER GRADE A-C REF NO: 060821/12**  
Branch: Provincial Coordination and International Cooperation: Free State SD: Regulations Compliance

**SALARY** : R272 739 – R473 574 per annum, (OSD), (Offer Will Be Based on Proven Years of Experience)

**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A National Diploma in Environmental Management or Natural Sciences. Post qualification experience in the water and waste water environment will serve as an added advantage. A valid driver's license (Attach a copy). Computer



skills including MS Office suite, GIS experience and related computer packages. Excellent presentation skills. Good communication skills. A solid understanding of the National Water Act, 1998, the Water Services Act, 1997, and related Environmental legislations. Dispute resolution skills. Be able to manage programs and projects. Be able to negotiate. Self-motivated with good interpersonal communication skills at all stakeholder levels. A good understanding of the Department's Water Use validation and verification process.

**DUTIES** : Implement and monitor compliance of water programs in the water sector. Plan and coordinate intervention for poor performance in the water sector. Apply policies and strategies on Water Regulation to ensure that principles and legal aspects are complied with by all water users as set up in the National Water Act and Water Services Act. Provide professional advice to Local Authorities, mines, industries and the agricultural sectors. Evaluate Environmental Management Plans, Environmental Impact Assessments to ensure protection of the water resources. Address non compliances to conditions of Water Use licenses. Conduct compliance monitoring, general and audit inspections throughout all water use sectors within the Free State Provincial Office's area of responsibility. Applicant must be willing to travel long distances and work long hours.

**ENQUIRIES APPLICATIONS** : Mr. W Grobler Tel No: (051) 405 9000  
: Free State (Bloemfontein): Please email your application quoting the relevant reference number to [Fsrcruitment@dws.gov.za](mailto:Fsrcruitment@dws.gov.za)

**FOR ATTENTION** : Ms. L Wymers

**POST 26/134** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C REF NO: 060821/13 (WATER USE AUTHORISATION PROCESSING)**  
Branch: Provincial Coordination And International Cooperation: Northern Cape  
SD: Proto CMA

**SALARY** : R272 739 – R473 574 per annum, (OSD), (Offer will be based on proven years of experience)

**CENTRE REQUIREMENTS** : Upington  
: A National Diploma in Environmental Management or Natural Sciences. Knowledge and practical experience in the field of water quality management and industrial, agricultural, mining processes, wastewater treatment processes and related technologies will serve as an added advantage. A valid driver's license (Attach a copy). Computer skills including MS Office suite, GIS experience and related computer packages. Excellent presentation skills. Good communication skills. A solid understanding of the National Water Act, 1998, the Water Services Act, 1997, and related Environmental legislations such as NEMA. Dispute resolution skills. Be able to manage programs and projects. Be able to negotiate. Self-motivated with good interpersonal communication skills at all stakeholder levels. A good understanding of the Department's Water Use validation and verification process. Willingness to travel extensively.

**DUTIES** : Processing of water use license applications in water management areas. Provide comments on environmental impact assessments, environmental management reports and development applications in the water management areas. Liaise with stakeholders in the water sector and other government departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, agricultural activities, local authorities etc. Undertake water resource monitoring and special investigations. Manage water quality in designated catchment areas. Prepare reports and interpret water quality monitoring results.

**ENQUIRIES APPLICATIONS** : Ms. M Kgaphola Tel No: (054) 338 5800  
: Northern Cape (Upington): Please email your application quoting the relevant reference number to [Ncrecruitment@dws.gov.za](mailto:Ncrecruitment@dws.gov.za)

**FOR ATTENTION** : Ms. C DU Plessis

**POST 26/135** : **CHIEF ASSISTANT TECHNICAL OFFICER REF NO: 060821/14**  
Branch: Provincial Coordination And International Cooperation: Eastern Cape

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Cradock  
**REQUIREMENTS** : A Senior/Grade 12 certificate with Mathematics / Mathematical Literacy. Six (6) to (10) ten years' experience in surface or groundwater technical environment

in collecting and processing of water related data. A valid driver's license (attach copy). Computer literacy. Understanding of relevant software systems. Knowledge of data administration. Knowledge and understanding of hydrological or geo-hydrological processes and systems. Knowledge in handling laboratory and monitoring equipment. High level knowledge in surface and groundwater data processing. Knowledge of Occupational Health and Safety. Good interpersonal relations, organizing and technical report writing skills. Good communication skills both (verbal and written). Willingness to travel.

**DUTIES** : Process, supply and disseminate water data to system. Ensure that data and field forms for surface and groundwater are received, registered and processed. Edit and process water-related data. Ensure that processed data is archived according to departmental standards. Evaluate and quality assure the water data on relevant databases. Verify the data extracted from relevant systems. Present the findings to the custodian of the data in corrections are needed or apply the necessary corrections before the data distribution. Distribute data and information. Liaise with clients when necessary. Ensure that correct data is extracted before it is disseminated. Accurate hydrological data received, registered, processed, quality assured and archived. Water – related data and information disseminated. Client satisfaction. Data supplied to all (internal and external) stakeholders. Auditing of water –related data and improve hydrological datasets. Ensure that the quality auditing processes are adequate. Adapt the quality auditing processes where necessary. Ensure that the data is electronically uploaded upon the successful application of quality auditing processes. Support technicians and Scientist in the execution of their tasks including quality control. Training of Staff. Water- related data audited and relevant data owners are informed of findings. Maintain improved data on relevant databases. Ensure the updating of water and related data on relevant databases. Ensure that recommendations from field visits are reported to supervisor. Convert binary (raw logger) data to text data in preparation for import to relevant systems. Water related data / information maintained. Provide On-job training in the field of expertise. Provide training in relevant fields of expertise. Provide inputs for the training materials in data processing. Provide assistance to guide data collectors in applying the correct data collections. Processes (fault correction) Provide monthly feedback on the training interventions and its successes of failures. Training in relevant fields of expertise provided. Inputs for the training materials in the processing provided. Data collectors assisted and guided in their data collections processes. Monthly feedback on the training interventions provided.

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

**POST 26/136** : **ACCOUNTING CLERK REF NO: 060821/15**  
 Branch: Provincial Coordination And International Cooperation: Eastern Cape

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : King Williams Town  
**REQUIREMENTS** : A Senior/Grade 12 certificate with Accounting as a passed subject. Experience in Administration or Finance will serve as an added advantage. A valid driver's license will serve as an added advantage (Attach a copy). Computer literacy. Basic knowledge of financial functions, practices as well as collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations, PFMA, DORA, PSA, PSR, PPPFA, Financial manual. Knowledge of financial systems PERSAL, BAS, LOGIS and SAP. Knowledge management, 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** : Check and accurately capture transactions on PERSAL, LOGIS AND BAS. Verify and record invoices on the payment monitoring tool. Receive invoices and update them on the register. Be responsible for reporting of payable / accruals and 30 day payments. Manage and control documents in the component. Manage cashiers office and assist with petty cash duties. Assist in performing creditor's reconciliations.

**ENQUIRIES** : Ms. Y Nogela Tel No: 043 604 5319

**APPLICATIONS** : Eastern Cape (King Williams Town): Please email your application quoting the relevant reference number to [Ecrecruitment@dws.gov.za](mailto:Ecrecruitment@dws.gov.za)

**FOR ATTENTION** : Ms. LT Malangabi