

DEPARTMENT OF WATER AND SANITATION

- CLOSING DATE** : 04 October 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, identity document and a valid driver's license (where applicable) which need not to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. 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. A SAQA evaluation certificate must accompany foreign qualification/s. 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.
- ERRATUM:** The post of Administration Clerk advertised as post number 31/67 and ref number: 170921/15 advertised in the Public Service Vacancy Circular 30 dated 03 September 2021 has been withdrawn. The post of Control Water Control Officer advertised as post number 31/61 and Ref No: 170921/09 has been amended with requirements as a National Diploma or Degree in Water Quality Management / Production / Operational Management.

MANAGEMENT ECHELON

- POST 33/66** : **DIRECTOR-GENERAL: WATER AND SANITATION REF NO: 081021/01**
(Five Year Contract)
- SALARY** : R1 978 533 per annum, An all-inclusive remuneration package, consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : An undergraduate qualification as well as an appropriate post-graduate qualification (NQF level 8) as recognised by SAQA, in Science and Engineering with preferred specialization in Water Engineering. At least eight (8) to ten (10) years proven experience in a senior managerial and leadership position of which three (3) years must be with any organ of State as defined in the

Constitution, Act 108 of 1996. A pre-entry certificate obtained from the National School of Government (NSG) is required prior to the appointment serving before Cabinet. The following are essential requirements: A broad understanding of the water sector; experience in managing large infrastructure projects; in-depth knowledge of government legislation, policies and the National Programme of Action; strategic understanding of the National Development Plan imperatives as it relates to economic growth and social redress; legislation, policies and strategies, a high level of financial and people management skills; the ability to inspire staff and communicate effectively in a wide range of situations; change and knowledge management skills; programme management and service delivery innovation; problem-solving and analytical skills; client orientation and customer focus; strong strategic and leadership abilities; good communication and interpersonal skills and good networking skills. Specialist knowledge of the latest international and national theory and developments in respect of water resource management and modern techniques. Knowledge of water resource management and sanitation issues (globally, regionally, locally), Experience and knowledge in applied policy development pertaining to water resource utilisation and sanitation management and an awareness of SA and government's priorities in this regard.

DUTIES

: As the Accounting Officer and Head of the Department, the Director-General will be responsible for ensuring that the department delivers on its mandate, including the following: Forecasting and balancing of water demand and supply through the implementation of the four river system plans. Ensuring adequate information and knowledge to sustain water resources and sanitation. Ensuring improvement of water resources quality as well as protecting the water resource quality and quantity. Ensuring that the Department builds, operates and maintains the water resources infrastructure and availability of sanitation. Developing a sustainable strategic plan for the implementation of sanitation programmes and ensuring that such programmes are executed within the department's mandate. Developing & implementing integrated plans to ensure efficient management of water resource programs in the Department. Evaluating the performance of the department on a continuous basis against pre-determined key measurable objectives and standards with relevant legislation and prescripts. Providing strategic leadership and direction on the implementation of departmental programmes on research, training and other advisory services programmes within the department. Ensuring proper reporting to PICC and the department's full participation in FOSAD clusters and other Interdepartmental Forums. Representing the Department at the Portfolio Committee, Cabinet and its Committees. Spearheading the department's compliance with governance related activities e.g. promote sound financial management and reporting including GRAP and GAAP. Lead the department's international engagements on SADC, AU and all global water related engagements/co-operation.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

: Mr. C Greve Tel No: 012 336 7985
 : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
 : Mr. Mark Ramsing
 : Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the 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 10mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late, applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during on or before the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS prior to appointment being approved. Candidates will be required to complete a financial disclosure form

and undergo a security clearance. The applicant must be a South African citizen or a person with permanent residence status. 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.

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OTHER POSTS

POST 33/67 : **ENGINEER PRODUCTION GRADE A-C (CIVIL) REF NO: 041021/01**
Branch: Infrastructure Management Southern Operations

SALARY : R718 059 – R1 090 458 per annum, (All-Inclusive OSD Salary Package) (Offer will be based on proven years of experience)

CENTRE : Bellville

REQUIREMENTS : An Engineering degree (B Eng / BSC (Eng) or relevant qualification. Three (3) years post qualification engineering experience required. Compulsory registration with ECSA as a Professional Engineer. (Attach a copy) A valid driver's license (Attach a copy). Knowledge of the following fields will be an added advantage: Water infrastructure maintenance management, Flood Hydrology, Engineering Economics, Project Management, Water resources system operation, Environmental management, General Conditions of Contract for Construction Works, the National Water Act and the Public Finance Management Act.

DUTIES : Condition assessment of bulk raw water infrastructure. Risk based programming of infrastructure maintenance and rehabilitation. Planning of infrastructure projects. Designing rehabilitation solutions to infrastructure failure. Preparing drawings and tender documentation for infrastructure maintenance and rehabilitation projects. Managing procurement of service providers to do rehabilitation and maintenance work. Serving as Client's Agent in construction contracts. Managing maintenance and rehabilitation projects and programmes including planning, cost management and progress reporting. Inputs into the development of annual performance plans and budget for the sub-directorate Technical Support Services. Management of staff under his/her supervision. Capacity building and technical assistance on bulk raw water infrastructure to stake holders. Mentoring of graduates and technicians.

ENQUIRIES : Mr. G Daniell Tel No: 041 508 9706

APPLICATIONS : Bellville: Please email your application quoting the relevant reference number on the subject line to SORrecruitment3@dws.gov.za

FOR ATTENTION : Ms. B Gqokoma

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

POST 33/68 : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: 041021/02**
Branch: Infrastructure Management Southern Operations

SALARY : R376 596 per annum (Level 09)

CENTRE : Port Elizabeth

REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience. A valid driver's license (Attached a copy). Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge and application of the Water Act. Knowledge and application of International Financial Reporting Standards applicable to revenue, SA Generally Accepted Accounting Practice (GAAP), Treasury Regulations and guidelines and the Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Generally Recognized Accounting Practice (GRAP) Division of Revenue Act (DORA). Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of departmental policies and procedures. Knowledge of any ERP system with preference for SAP. Framework for

managing performance information and Problem solving and analysis. Good verbal and written communication skills. Client orientation and Customer focus. The incumbent must be willing to travel extensively. Accountability and Ethical Conduct.

DUTIES : Implement and monitor billing and debt management policies, strategies and procedures. Manage the billing process for the Western Cape and Eastern Cape Province and ensure that all billable water users are billed regularly and accurately. Understanding and knowledge of the revenue value chain and billing processes. Manage the collection of revenue in the Cluster. Manage the accounts of strategic users and ensure that customers are billed accurately (in line with contractual agreements) and on time. Attend monthly and ad hoc meetings with strategic customers as part of managing Revenue Management contracts. Manage the customer relations office and ensure that all customer issues raised are resolved speedily and that invoices and statements are sent to customers on time. Assist with the tariff determination process in the Cluster. Provide monthly age analysis reports on debtor's accounts. Be able to provide all Revenue Management reports that are required on ad hoc basis and perform account reconciliations and adjustments. Attend to audit queries from internal and external auditors. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Supervision of employees and the delegation of functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and career development opportunities. Ensure timeously development of job description and implementation of Work Plans (Performance Agreements) and Personal Development Plans (PDP's) for all employees in the sub - Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr. N Khan Tel No: 041 508 9725
APPLICATIONS : Port Elizabeth: Please email your application quoting the relevant reference number on the subject line to SORrecruitment4@dws.gov.za
FOR ATTENTION : Ms. B Gqokoma
NOTE : Preference will be given to African, Indian, Coloureds, White Females and Persons with Disabilities.

POST 33/69 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 041021/03**
Branch: Provincial Coordination and International Cooperation: Free State
Dir: Financial Management

SALARY : R376 596 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF Level 7. Three (3) three years 'experience at supervisory level. A valid driver's license (attach a copy). Knowledge of Public Finance Management Act, Treasury Regulations and other financial guidelines and procedures. Practical knowledge of government financial systems. Good written and verbal communication. Computer literacy. Good problem solving and analytical skills, People and Diversity management. Client Orientation and Customer Focus. Accountability and Ethical Conduct.

DUTIES : Management of the payroll, accounts payable, cash and debt functions. Oversee creditor's reconciliations and ensure correct and timeous processing of invoices. Oversee quality assurance and verification of transactions on BAS/LOGIS. Manage the processing of staff related payments and disallowances. Review and analyze reports including accruals, commitments, 30 days' reports etc. Render professional advice and guidance to regional line functionaries on the interpretation and implementation of financial procedures and policies. Perform internal financial inspections and prepare for audits. Ensure safeguarding of source documents. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports. Supervision of employees.

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

FOR ATTENTION : Ms L. Wymers

POST 33/70 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 041021/04**
Branch: Provincial Coordination And International Cooperation: Western Cape
Div: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Bellville
: A relevant tertiary qualification at NQF level 7. Three (3) years working experience in supply chain acquisition, logistic and demand management at supervisory level. A valid driver's license (copy must be attached). Excellent communication skills both written and verbal. Good planning and organising skills. Be computer literate and have sound knowledge of Microsoft Office, i.e. MS Word, MS Excel, MS Outlook, MS PowerPoint and Internet Explorer. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Broad Based Black Economic Empowerment Act 53 of 2003. Knowledge of contract management. Knowledge of strategic sourcing. Public sector supply chain management models and processes. Programme and project management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct. Knowledge of Supply Chain Management Regulations, practice notes, circulars and policy frameworks. Must be able to work on BAS and LOGIS systems. Excellent Interpersonal relations.

DUTIES : Manage and supervise acquisition, logistic and demand management. Ensure full compliance to all acquisition, logistic and demand management prescripts, policies, practice notes and delegations of authority. Develop and maintain internal control measures for procurement. Coordinate inputs in the Demand Management Plan. Ensure that procurement is in line with the approved demand plan. Ensure effective utilisation of the CSD. Compilation/verification of all monthly SCM reports. Manage the process of sourcing of quotations between R0 –R1 000 000. Ensure that documents submitted to logistics for order creation are fully compliant with acquisition management prescripts. Provide regular feedback to clients with regards to quotations finalisation. Management of the bid processes in the region and ensure effective functioning of all Bid Committees. Management and effective utilisation of Transversal Contracts. Ensure implementation and compliance of the Instruction Notes as issued by National Treasury as well as Departmental SCM Policy. Identify and mitigate risks within the unit. Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly. Assist in the compiling of monthly SCM performance reports. Perform human resources and administrative activities relating to the SCM. Supervision of staff.

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

FOR ATTENTION : Ms K Melelo