

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 18 February 2022

NOTE : Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications, identity document and a valid driver's licence (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 exceeding 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.

OTHER POSTS

POST 04/126 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 180222/03**
Branch: Provincial Cooperation And International Coordination: Gauteng

SALARY : R744 255 per annum (Level 11), (all-inclusive package)

CENTRE : Gauteng Provincial Office

REQUIREMENTS : A relevant tertiary qualification in Financial Administration/Accounting at NQF Level 7. Three (3) to five (5) years management experience in Public Financial Administration. Relevant experience in a finance environment as an added advantage. Knowledge of financial accounting. Knowledge and understanding of all applicable legislation, policies, practices, and procedures. Extensive knowledge in Public Finance Management Act (PFMA) and National. Treasury Regulations. Knowledge of Public Service Anti-Corruption Strategies and anti-corruption and fraud prevention measures. Administrative and clerical procedures and systems. Departmental policies and procedures. Knowledge of Governmental financial systems. Principles and practice of financial accounting. Knowledge of SCOA. Ability to write reports and submissions. Ability to compile presentations. Knowledge of BAS, PERSAL, LOGIS and SAP. Good written and verbal

- communication skills. Excellent Computer literacy skills in MS Word, MS Excel and Outlook. A valid driver's licence. (Attach a copy).
- DUTIES** : Provide strategic guidance in handling the financial management matters of the provincial office. Ensure that budget related matters are attendant to accordingly, including the observation of the DWS business process. Ensure that financial policies and regulations are properly implemented. Control the administration of accounts and follow up on the budget to ensure that is properly utilised. Handle audit and related queries. Be responsible for Supply Chain Management, Asset Management, Payroll Management and Management of personnel of the sub-directorate.
- ENQUIRIES APPLICATIONS** : Mr J Mogane Tel No: 012 392 1482
: Gauteng Provincial Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 OR hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor, Pretoria, 0001.
- NOTE** : Preference will be given to coloureds, Indians, Africans and Whites females.
- POST 04/127** : **ENGINEER PRODUCTION: CIVIL GRADE A –C REF NO: 180222/01**
Branch: Water Resource Management
DIV: Surface and Groundwater Information - National Hydrological (River Gauging Networks) Monitoring Networks
(This is a re-advertisement, applicants who have previously applied need to reapply)
- SALARY** : R728 829 – R1 106 814 per annum, (all-inclusive OSD package), (Offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Pretoria Head Office
: An Engineering degree (B Eng / BSc Eng) or relevant qualification. Three (3) years post qualification engineering experience. Compulsory registration with ECSA as a Professional Engineer (Attach proof of registration). A valid drivers' Licence (Attach a copy). Communication and Administrative skills. Pertinent knowledge and experience within the field of hydrology and hydraulics. Construction experience. Knowledge of the application of General Conditions of Contract for construction works. Knowledge of the National Water Act (no 36 of 1998), as well as other relevant acts and legislation like the National Environmental Act (no. 107 of 1998) and dam safety legislation. Computer literacy.
- DUTIES** : Oversee the establishment of flow gauging sites and direct/indirect hydraulic calibration of flow gauging sites in addition, will be required to assist in all flood frequency activities and flow information improvement. Render civil designs for stream flow gauging weirs network in the country. Support Provincial Offices (Hydrometry) by ensuring that Environmental Impact Assessment for new gauging weir sites are carried out on time. Supervise the construction / rehabilitation of gauging weirs in various sites. Audit all relevant engineering reports and drawings in section. Provide professional and technical advice and engineering support services to other directorates and other organisations. Liaise with the hydrological components in the DWS regions on all relevant communal issues. Mentor and train Engineers, Scientists (Hydrologists) and Technicians.
- ENQUIRIES APPLICATIONS** : Mr Z. Maswuma Tel No: 012 336 8784
: Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Ms L Mabile
- POST 04/128** : **ENGINEER PRODUCTION GRADE A-C REF NO: 180222/02**
Branch: Water and Sanitation Services Management
- SALARY** : R728 829 per annum, (all-inclusive OSD package), (Offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Pretoria Head Office
: An Engineering degree (B Eng / BSc Eng) or relevant qualification. Three (3) years post qualification experience. Compulsory registration with ECSA as a Professional

- Engineer (Proof of registration must be attached). A valid drivers' Licence (Attach a copy). Knowledge and understanding of the legal compliance to the National Water Act, 1998 (38 of 1998), Water Act, 1956 (Act 54 of 1956). Knowledge of water resources infrastructure operations, hydrology, supply chain management, contractual and legal requirements and of business planning. The incumbent must be willing to travel extensively nationally and willingness to work irregular hours.
- DUTIES** : Design new systems to solve practical engineering challenges, improve efficiency and enhance safety. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure through evaluation that planning and design by others is done according to sound engineering principles. Ensure training and development of technicians, technologists and candidate engineers. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Monitor and control expenditure.
- ENQUIRIES APPLICATIONS** : Ms P Ngqumshe Tel No: 012 336 5815
: Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Ms L Mabole
- POST 04/129** : **SCIENTIST PRODUCTION GRADE A-C REF NO: 180222/04**
Branch: Provincial Cooperation and International Coordination: Free State
- SALARY** : R628 014 - R953 715 per annum, (all-inclusive OSD package), (Offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Bloemfontein
: A BSc (Hons) Degree or relevant qualification. Three (3) years post qualification natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. A valid drivers' licence (Attach a copy) and willingness to travel. Proven knowledge, understanding and use of specialized software applications in the field of groundwater. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement. Science degree.
- DUTIES** : Implement National Water Act with focus on groundwater protection and management, groundwater protocol, groundwater strategies. Provide groundwater specialist input on water use license applications for mining, industries, municipalities, urban development and agriculture activities. Process water use license applications. Conduct site inspections and attend meetings for various water uses. Promote groundwater protection and management through the water use authorisation process and implement DWA's role and function with respect to groundwater protection and management. Provide assistance in drafting of specific groundwater license conditions. Interpretation and analysis of ground water data submitted and monitoring of the groundwater network.
- ENQUIRIES APPLICATIONS** : Mr V Blair, Tel No: 051 405 9000
: Free State Office (Bloemfontein), Please email your application quoting the reference number on the subject line to FSrecruitment@dws.gov.za
- FOR ATTENTION** : Ms L Wymers
- POST 04/130** : **CONTROL ENGINEERING TECHNICIAN (GRADE A)**
(MECHANICAL/ELECTRICAL) REF NO: 180222/05
Branch: Infrastructure Management
- SALARY** : R452 895 per annum, (OSD)

CENTRE REQUIREMENTS : Worcester
: A National Diploma in mechanical or electrical engineering. Six (6) years post qualification technical (engineering) experience. Compulsory registration with ECSA as a Mechanical/Electrical Professional Engineering technician. A valid driver's licence (Attach a copy). Proven experience in Project Management. Knowledge of Technical design and analysis and Computer-aided engineering applications. Knowledge of OHS Act, PFMA and labour laws. Experience in technical report writing. Computer skills (Microsoft Office specifically), planning and organizing skills. People management experience.

DUTIES : Manage technical services in conjunction with engineers, technologists, technicians and maintenance personnel. Ensure safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and financial functions of the section and for projects. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance of databases. Manage, supervise and control technical and related personnel and assets. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES APPLICATIONS : Mr P Barry Tel No: 041 508 9705
: Worcester: Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Building 3rd Avenue Walmer, Port Elizabeth

FOR ATTENTION : Ms. B Gqokoma

POST 04/131 : **ASSISTANT DIRECTOR: EMPLOYEE PERFORMANCE MANAGEMENT REF NO: 180222/06**
Branch: Provincial Coordination and International Cooperation: Western Cape

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Bellville
: A National Diploma or Degree in Human Resources Management. Three (3) to (5) five years' supervisory experience in Human Resources Development / Performance Management. A valid driver's licence (Attach a copy). Knowledge of policy development and implementation. Knowledge of human resource development. Disciplinary knowledge in human resource development. Understanding of government legislation financial management, PFMA and human resource development. Knowledge of techniques and procedures for the planning and execution of operations. Knowledge of analytical procedures. Programme, project management and relationship 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 : Manage performance management and development system. Ensure full compliance to all human resource development prescripts, policies, practices and circulars. Develop and maintain internal control measures for HRD. Conduct research into best practices and trends in these areas. Implementation of HRD strategic objectives. Conduct Departmental training needs assessment pertaining to PMDS. Conduct PMDS training and awareness sessions. Brief managers on policy requirements. Issuing of circulars and communications on HRD matters. Coordinate contracting and assessment. Ensure alignment of employee's performance agreements with departmental objectives. Coordinate assessments and moderations committees. Coordinate implementation of performance rewards. Ensure management of poor performance. Measure compliance in terms of PMDS policies and information processes. Monitor compliance of performance agreements signed. Monitor compliance of quarterly reviews. Finalisation of moderation process. Maintain performance management information system (electronic and manual). Compile reports and submissions for management and external stakeholders. Supervision of staff.

ENQUIRIES : Mr. B Saki Tel No: 021 941 6018

APPLICATIONS : Western Cape (Bellville) Please email your application quoting the relevant reference number to the subject line WCRecruitment@dws.gov.za

FOR ATTENTION : MS.K Melelo

POST 04/132 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (WTE) REF NO: 180222/07**
Branch: Provincial Cooperation And International Coordination: Northern Cape
Div: Financial Accounting (WTE)

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Kimberley
: A relevant tertiary qualification in Financial Management at NQF Level 7. Three (3) three years' experience at supervisory level. A valid driver's licence (Attach a copy). Knowledge of Public Finance Management Act, Treasury Regulations and other financial guidelines and procedures. Practical knowledge of government financial systems (SAP & PERSAL). 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 : Cashier, banking service and electronic payments: Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee that the banking of monies is done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value forms. Debt management: Oversee the identification and accurate recording of debts owed to the department. Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span. Oversee the process of obtaining the accounting officer's approval for debt collection conditions. Obtain the accounting officers approval for debt payback conditions and time span on the cases handled. Oversee the accurate allocation of monies received. Monitoring and reporting on revenue: Oversee and monitor income against budget and review reconciliations. Oversee and undertake the develop of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Expenditure management: Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee quality assure al payroll transactions. Authorises reimbursement transactions on the accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (SAP). Oversee verification of information for payroll certification. Goods and services: Oversee verification of source documents. Oversee the quality assurance and verification of transactions on SAP. Ensure that expenditure is in line with budget and item provisioning. Oversee the correct capturing of banking details on the accounting system. Oversee creditor reconciliation (ensure that service providers are paid timely and correctly. Reporting: Oversee the processing of information to determine expenditure against budget. Review and analyse expenditure report, distribute to budget holders, and obtain inputs on expenditure status. Oversee the compilation of interim and annual reports on conditional grants. Ensure the safeguarding of all source documents. Supervise employees to ensure an effective financial accounting service: General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees about all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, Implement, and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES APPLICATIONS : Ms M J Ramoshaba Tel No: 053 830 8800
: Northern Cape (Kimberley): Please email your application quoting the relevant reference number to: ncrecruitment@dws.gov.za

FOR ATTENTION : Ms C Du Plessis

POST 04/133 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (WTE) REF NO: 180222/08**
Branch: Provincial Coordination and International Cooperation: Gauteng

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Gauteng Provincial Office
: A relevant tertiary qualification in Financial Management at NQF Level 7. Three (3) three years' experience at supervisory level within Financial Accounting. A valid driver's licence (Attach a copy). Knowledge of Public Finance Management Act, Treasury Regulations and other financial guidelines and procedures. Practical knowledge of government financial systems. While working experience of SAP and Persal System are a necessity. 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 on SAP. Oversee quality assurance and verification of transactions on SAP and Persal System. Manage the processing of staff related payments and disallowances on Persal and System. 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 APPLICATIONS : Ms G Skosana, Tel No: 012 392 1312
: Gauteng Provincial Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 OR hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor, Pretoria, 0001

POST 04/134 : **CHIEF ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 180222/09**
Branch: Water Resource Management
SD: Resource Quality Monitoring (RQM)

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
: Roodeplaat Dam, Resource Quality Information System (RQIS)
: A Senior / Grade 12 certificate with Mathematics / Mathematics Literacy / Science. Six (6) to ten (10) years' experience in surface or groundwater technical environment in collecting and processing water-related data. A valid driver's licence (Attach a copy). A valid skipper's license, competency in aquatic health monitoring techniques and ability to swim will be an advantage. A proven record of experience in fieldwork or water sampling and monitoring will be an advantage. An understanding and knowledge of surface water quality and health monitoring i.e. collecting samples, using a data management system and field instruments to record water quality information. Computer literacy in Microsoft Excel, Word and Outlook. Knowledge of surface water monitoring instruments and data processing and administration. Knowledge and understanding of water quality processes and the relevant database and or systems. Competency in the use of Global Positioning System (GPS) or other mapping applications. Knowledge of relevant water quality monitoring equipment and Occupational Health and Safety (OHS). Good interpersonal relations and organizational skills. Good communication skills both (verbal and written). Willingness to travel.

DUTIES : Routinely collect water samples from rivers, dams, lakes and wetlands. Recording of water quality information/data in the field. Auditing of water quality data, maintaining compliance documentation, compliance data logs, and/or internal tracking forms. Provide technical assistance in the archiving, processing and capturing of water quality and health data. Assist with training of regional office

personnel and external samplers. Assist with the preparation of sampling materials, collection of samples from post offices, safekeeping and calibration of field equipment. Assist with aquatic health monitoring sheets and monitoring activities.

ENQUIRIES : Mr E Mogakabe Tel No: 012 808 9596 Cell: 082 808 9844
APPLICATIONS : Roodeplaat Dam Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms L Mabole

POST 04/135 : **SUPPLY CHAIN CLERK (PRODUCTION) REF NO: 180222/10**
Branch: Infrastructure Management: Southern Operations

SALARY : R176 310 per annum (Level 05)
CENTRE : Worcester
REQUIREMENTS : A Senior / Grade 12 Certificate. Basic knowledge of supply chain functions, practices as well as the ability to capture data, operate computer and collect statistics. Basic knowledge of work procedures in terms of the working environment. Working knowledge and understanding of legislation governing the public service. Flexibility and ability to work in a team. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. Show accountability and ethical conduct.

DUTIES : Render asset management clerical support. Compile and maintain asset records. Verify asset register. Render demand and acquisition clerical support. Update and maintain contracts register. Capture quotations on the system. Provide secretariat functions. Render logistical support services. Place orders for goods. Receive requests for goods from end users. Maintain quotations register. Receive and verify goods from suppliers and capture goods receipts on the system.

ENQUIRIES : Ms M Batayi Tel No: 021 941 6196
APPLICATIONS : Worcester: Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Building 3rd Avenue Walmer, Port Elizabeth.

FOR ATTENTION : Ms. B Gqokoma

POST 04/136 : **TRADESMAN AID REF NO: 180222/11**
Branch: Infrastructure Management: Southern Operations

SALARY : R124 434 per annum (Level 03)
CENTRE : Port Elizabeth
REQUIREMENTS : A Grade 10 certificate. One (1) to two (2) years' experience in assisting surveyors during field surveys. Experience must include assisting with labelling and taking spot shots with a total station or GPS-RTK. Must have good technical problem solving abilities. Basic knowledge of surveying will be a recommendation. Must be able to communicate in English. Ability to swim will serve as an added advantage. A valid drivers licence (Attach a copy) will serve as an advantage. Willingness to travel.

DUTIES : Assist technicians and surveyors in performing survey services, which include the following: building and painting of beacons, assist with levelling, taking spot shots with ranging rod and prism or GPS as indicated by technicians, clearing survey areas by cutting grass, reeds and chopping down trees. Operating small boats. Maintenance of boats, trailers and general equipment. Maintaining survey equipment and also perform inspections after returning from task. Loading and unloading equipment from boats and vehicles. Clean boats, equipment and workplace when returning to the office. Report any unserviceable and lost equipment to the technician. The incumbent will work away from the office for extended periods of time.

ENQUIRIES : Mr HFM Lodewyk Tel No: 041 508 9707
APPLICATIONS : Port Elizabeth: Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port

FOR ATTENTION

: Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Building 3rd Avenue
Walmer, Port Elizabeth.
Ms. B Gqokoma