

DEPARTMENT OF WATER AND SANITATION

- CLOSING DATE** : 04 April 2022
- NOTE** : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications, identity document and a valid driver's license (where applicable) which need not 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. 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.

MANAGEMENT ECHELON

- POST 10/95** : **CHIEF ENGINEER (CIVIL) GRADE A REF NO: 040422/01**
Branch: Water Resource Management Div: National Hydrological Services
- SALARY CENTRE REQUIREMENTS** : R1 058 469 - R1 210 251 per annum (All-Inclusive Osd Salary Package)
Pretoria (Head Office)
An Engineering degree (B Eng / BSc (Eng) or relevant qualification in Civil Engineering. Six (6) years post qualification experience in the Water Engineering field. Compulsory registration with ECSA as a Professional Engineer (Proof of registration must be attached). A valid driver's license. (Attach a copy). Pertinent knowledge and experience within the field of hydrology and hydraulics Knowledge of programme and project management. Experience in water use licence and waste facilities designs assessments. Good working knowledge of National Environment Management Act (NEMA), National Water Week Act (NWA), Water Resources Infrastructure Development, ECSA Board notice, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA). Knowledge of Engineering Built environment, legal and operational compliance. Risk management; technical report writing; Research and development skills. Engineering and professional judgement. Communication skills both verbal and written. Computer skills; people management skills; planning and organizing. Conflict management; negotiation skills and change management. Strategic capability and leadership. Problem solving and analysis. Decision making, team leadership, creativity, financial management and customer focus and responsiveness.
- DUTIES** : Lead the technical team responsible to implement the optimisation of the national water resources monitoring network strategy across the country. Ensure the

establishment of flow gauging structures, direct and indirect hydraulic calibration of flow gauging sites and flood frequency analyses. Review, Accept and Approve all gauging weirs designs and engineering drawings for flow monitoring purposes, to sign it off as the professional engineer. Manage finances for the flow gauging weirs construction projects. Audit all engineering reports and drawings in section. Provide professional and technical advice and engineering support services to other directorates and external organisations. Manage the operations of the Vaal and Bloemhof dams, in the Orange-Vaal system, during extreme flood events. Liaise with the hydrolometry components in the DWS regions on all relevant communal issues. Mentor and train Engineers, Scientists (Hydrologists) and Civil Technologist & Technicians.

- ENQUIRIES APPLICATIONS** : Mr LZ Maswuma, tel. (012) 336 8784 or Cell: 082 8086380
 : 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
- NOTE** : This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016, i.e. provision of the candidate's current salary advice.

OTHER POSTS

- POST 10/96** : **CHIEF QUANTITY SURVEYOR GRADE A REF NO: 040422/02**
 Branch: Infrastructure Management Head Office

- SALARY CENTRE REQUIREMENTS** : R912 048 per annum (All-inclusive OSD salary package)
 : Pretoria Head Office
 : A Degree in Quantity Survey or relevant qualification. Six (6) years post qualification Quantity Survey experience required. A valid driver's license code EB with the exception of persons with disabilities (Attach a copy). Compulsory registration with SACQSP as a professional Quantity Surveyor. Strategic capability and leadership. Programme and project management. Change, financial, people management and empowerment. Knowledge management, problem solving and analysis. Client orientation and customer focus. Good communication skills both (verbal and written).

- DUTIES** : Quantity surveying analysis effectiveness. Perform final review and approvals or audits on quantity survey procedures. Coordinate quantity surveying efforts and integration across disciplines to ensure seamless integration with current technology. Maintain quantity survey operational effectiveness. Manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources. Set quantity surveying standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity surveying efficiencies according to organizational goals to direct or redirect quantity surveying services for the attainment of organizational objectives: financial management. Ensure availability and management of funds to meet the MTEF objective within the project environment services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor and control expenditure according to budget to ensure efficient cash flow management governance. Allocate, monitor and control resources. Complies risk logs (database) and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of quantity survey-related matters to minimize possible project risks. Manage and implement knowledge-sharing initiatives e.g. short – team assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management. Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates, key

performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES APPLICATIONS : Mr AL Chaminuka, Tel: 012 336 8511

: 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 10/97 : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: 040422/03**
Branch: Finance (Main Account)

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11) (all-inclusive salary package)

: Pretoria Head Office

: A relevant tertiary qualification at NQF level 7 / Degree in Commerce majoring with Supply Chain Management, Law, Logistics or Accounting. Three (3) years' experience in Supply Chain Contract Management at middle management level (ASD). Knowledge and experience in policy development and implementation. Knowledge of Organizational and government structures. Applicants must have an in-depth knowledge of all applicable financial legislation and regulations, including exposure and experience in Preferential Procurement Policy Framework Act (PPFFA), Preferential Procurement Regulations, Treasury Regulations, Broad-Based Black Economic Empowerment Act (BBBEEA), Modified Cash Standards (MCS) requirements and the Public Finance Management Act (PFMA), Programme and Project management. Accountability and Ethical conduct. Good communication skills. Client orientation and customer focus. Problem solving and analysis.

DUTIES : To manage the Sub-directorate: Contract Management, to develop, review and implement a contract administration service through the monitoring, reporting and execution of amendments, additions, adjustments, variations, and addenda to contracts. Facilitate the development of SCM policies and procedures. Implement an effective control management system. Ensure the acquisition of goods and services complies with prescripts. Ensure disposal of management of redundant and unserviceable goods. Ensure that the activities outlined in the contracts are performed after the contract is awarded. Monitor and evaluate implementation in terms of contract also ensure that all contracts are vetted.

ENQUIRIES APPLICATIONS : Mr N Seroka, Tel No: 012 336 7039

: 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 10/98 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (REVENUE) REF NO: 040422/04**
Branch: Provincial Coordination And International Cooperation: Eastern Cape

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 9)

: East London

: A relevant tertiary qualification at NQF level 7 in Financial Management. Three (3) years relevant supervisory experience. A valid driver's license (Attached a copy). Knowledge and experience of the revenue management value chain (cashier, banking, debt management billing process and customer relations management). 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, guidelines and Public Finance Management Act (PFMA), 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 (National Water Act, Act No. 36 of 1998 (NWA) and procedure of setting out raw water tariffs as guided by the National Pricing Strategy in terms of this Act). Knowledge of equal opportunities and affirmative action guidelines and laws. 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 Eastern Cape Province (Mzimvubu-Tsitsikamma Proto CMA) and ensure that all billable water users are billed regularly and accurately. Manage the collection of revenue in Mzimvubu-Tsitsikamma Proto CMA. 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. Tariff determination process in the region: setting out of raw water tariffs calculations, consultation processes for the approval of raw water tariffs. Be able to provide all revenue management reports that are required on ad hoc basis, monthly and quarterly. 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 APPLICATIONS** :
- Ms Z Roto, Tel: 043 701 0342
- Eastern Cape (East London) Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600.
- FOR ATTENTION** :
- Ms LT Malangabi, Tel: 043 604 5476
- POST 10/99** :
- ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 040422/05**
Branch: Infrastructure Management: Southern Operations (WRIM)
- SALARY CENTRE REQUIREMENTS** :
- R382 245 (Level 9)
- Gqeberha / Port Elizabeth
- A relevant tertiary qualification at NQF level 7 in Financial Management with Financial/Management accounting 1 to 3 as subjects. Three (3) years supervisory experience. Experience of working in a project environment will be beneficial. Knowledge of the Public Finance Management Act, Treasury Regulations and guidelines. Knowledge of the principles and practice of financial accounting. Working knowledge of government financial systems (SAP, Persal) is recommended. An understanding of Supply Chain Management policies and procedures. Computer literacy skills. Sound interpersonal skills and communication skills (verbal and written). Must be able to work under pressure, be self-motivated, responsible and reliable.
- DUTIES** :
- Collate budget inputs and cash flows from line managers. Prepare budget submissions during the annual budget process. Assist with tariff determination processes and consolidate inputs. Coordinate the shifting of funds as necessary in consultation with the relevant managers. Prepare monthly expenditure reports and submit to management for financial reporting. Manage the processing of payment transactions in line with financial management prescripts. Ensure that all financial records are in compliance with financial policies. Update and consolidate risk requester quarterly and obtain progress on action from the risk register. Conduct risk assessments. Implement internal control measures. Attend to the relevant internal and external queries, including audit queries. Assist with reports on unauthorized, irregular, fruitless, and wasteful expenditure. Provide budget and financial support to management. Supervision of employees and training to subordinates. Ensure management, maintenance and safekeeping of assets.
- ENQUIRIES APPLICATIONS** :
- Mr JM Viljoen, Tel No 041 508 9703
- Gqeberha / Port Elizabeth: Please forward your application to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Gqeberha (Port Elizabeth), 6065

or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.
FOR ATTENTION : Ms B Gqokoma

POST 10/100 : **LEGAL ADMINISTRATION OFFICER (MR5) REF NO: 040422/06**
Branch: Corporate Support Services: CD: Legal Services

SALARY CENTRE REQUIREMENTS : R378 990 per annum (OSD)
: Pretoria Head Office
: An LLB Degree or equivalent NQF 7 legal qualification. At least eight (8) years' appropriate post-qualification legal experience. Ability to draft legal documents that provide clear motivation/justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations, the Public Service Act and Regulations, Promotion of Administrative Justice Act and Promotion of Access to Information Act. An ability to interpret legislation, good analytical and research skills, good verbal and written communication skills in English, good drafting skills, computer literacy, an ability to work in a team. A proactive and problem solving and positive attitude and the ability to adhere to deadlines are essential.

DUTIES : Render legal advisory services on diverse legal issues to the Minister, the Director-General and officials of the Department. Conduct research that will provide information and case law relevant to the legal matter at hand and present motivation/ proposals on how the specifics case should be approached to obtain a desirable/ justifiable outcome/ result. Manage litigation instituted by and against the Department, including water tribunal appeals. Conduct legislative review, drafting of Bills, subordinate legislation and regulations. Provide legal support, advice, drafting and vetting of contracts.

ENQUIRIES APPLICATIONS : Ms M Khuduga Tel No: (012) 336 7835
: 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 10/101 : **SENIOR TRAINING OFFICER REF NO: 040422/07**
Branch: Provincial Coordination And International Cooperation: Limpopo

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 8)
: Polokwane
: A National Diploma / Degree in Human Resource Development / Training and Development Services. Three (3) to five (5) years' experience in Human Resource Development and/ or Management environment. Two (2) years supervisory experience will be an added advantage. A valid and unexpired driver's license (Attach a copy) will be an added advantage. Knowledge of administration procedures. Knowledge of HRD issues. Basic financial management and knowledge of PFMA. Good client orientation and customer focus. Good verbal and written communication skills. Computer literate (Word, Excel, PowerPoint and high knowledge of PERSAL functionality. Understanding Public Service legislation, policies, guidelines processes and procedures. Programme and Project Management. Knowledge Management. Problem solving and Analysis. People and Diversity Management. Communication. Accountability and Ethical Conduct. The suitable candidate must be willing to work under pressure, handle conflict, have good verbal and written communication skills and be a team leader.

DUTIES : Provide support on the implementation of workplace plan (WSP). Administer the implementation of PDMS. Render the administration of Bursaries, internships and learnership. Facilitation and coordination of compulsory induction programme and departmental induction. Implementation of Human Resource Development programs (AET, Training, Workshops, seminars and conferences). Determine the need for learning programmes. Conduct training needs and analysis to develop new training programmes. Coordinate learning programmes. Monitor, assess and record training activities and training program effectiveness for improving existing programmes. Conduct and coordinate research. Facilitate skills development programmes.

ENQUIRIES APPLICATIONS : Mr. Mpe MJ, Tel No: 015 290 1351
: Polokwane: Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49

Joubert Street, Corner Thabo Mbeki and Joubert Streets, Azmo Place Building
(Registry Office 4rth floor).
Mr HH Khosa.

FOR ATTENTION :

POST 10/102 : **SENIOR STATE ACCOUNTANT: REF NO: 040422/08**
Branch: Provincial Coordination And International Cooperation: Eastern Cape Div:
Infrastructure Development Management

SALARY : R321 543 per annum (Level 8)
CENTRE : King William's Town
REQUIREMENTS : A National Diploma or Degree in Financial Management or Project Management with Accounting as Subject. Two (2) to (3) three years' relevant experience in Project Management Finance. A valid driver's license (attach copy). Computer literacy. Extensive knowledge of Project Management. Knowledge and understanding of the legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA, PFMA, Treasury Regulations and Public Service Act. Knowledge of SAP, BAS and LOGIS systems. Problem solving and analysis. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Provide financial management support to Infrastructure Development Management (IDM). Compile, coordinate and verify IDM budget inputs from programme manager (MTEF allocation). Ensure budget capturing as per ENE on earmarked funding in - year monitoring and overall expenditure control. Monitor and update commitments, accruals and payables register for IDM projects. Monitor over and under expenditure, identify and correct misallocations on payments. Coordinate budget adjustments and facilitate virement, fund shift and rollover of funds. Ensure payments captured are against the correct SCOA codes. Authorise journals on misallocations. Draw BAS reports to monitor expenditure and cash flows on BAS. Compile sundry payment advices for direct transfers and appropriated funding to pay to the relevant implementing agencies. Ensure that funds are transferred to the municipalities as per the National Treasury scheduled dates (schedule 5b/ direct grants). Complete the project creation form for new or amend projects and send them to the system controller to capture on BAS. Ensure that commitments for all schedule 6b projects created are revised when there is budget re-allocation on projects. Ensure proper handling of all schedule 6b invoices from the implementing agencies. Checking that all supporting documents are attached on invoices and compile the invoices for schedule 6b for payment processing. Ensure that all schedule 6b invoices to be paid have budget, within the appointment value of a consultant/ contractor also within the approved project cost by the department. Ensure that all invoices are processed and paid within 30 days and the disbursements sent to the municipalities or implementing agencies. Ensure accruals and payables for IDM identified are recorded and reported monthly. Prepare monthly expenditure report per project for the programme manager also request the statements from the municipalities and implementing agencies to do reconciliations for projects. Ensure that all payment batches for IDM are ready for both internal and external audit purposes and attend to all audit queries that are IDM financial related. Administer the issuing of advances for IDM to the implementing agencies, conduct reconciliation on advances and ensure that they are cleared. Ensure any monies owed by/to the implementing agencies are collected. Manage monthly accruals and commitment report for projects and submit for financial statements. Ensure that Work in Progress register is updated on monthly basis. Ensure any irregularities identified are reported as and when they occur to SCM of the region so that they can report on a month end report. Compile and submit inputs for interim and annual financial statements. Monthly capturing financial data for projects on the Management Performance Assessment Tool (MPAT) for report purposes. Enable facilitation of compliance on financial prescripts such as PFMA, Treasury Regulations, Dora etc. Proper handling of all IDM financial management related enquiries such as assisting in parliamentary questions, compiling presentations etc. Manage sub-ordinate and operations to achieve planned outcomes.

ENQUIRIES : Mr. ML Sigobo, Tel: 043 604 5417
APPLICATIONS : Eastern Cape (King William's Town): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600.

FOR ATTENTION : Ms LT Malangabi 043 604 5476

- POST 10/103** : **ENGINEERING TECHNICIAN GRADE A-C REF NO: 040422/09 (X2 POST)**
Branch: Provincial Coordination And International Cooperation: Eastern Cape
- SALARY** : R316 536 – R480 678 per annum (OSD) (Offer Will Be Based on Proven Years of Experience)
- CENTRE** : Cradock and East London
- REQUIREMENTS** : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician (Attach proof of registration). A valid driver's license (Attach a copy). Technical design and analysis of hydrological infrastructure. Knowledge of hydrological data processing and management. Knowledge of project management and legislation. Knowledge and experience in Computer-aided engineering applications. Technical report writing and technical consulting skills. Research and development of self and relevant technical engineering technology to improve expertise. Good computer literacy and computer programming skills. Good communication skills both (verbal and written) and negotiation skills. Problem-solving and analysis; decision making, teamwork, creativity, financial management, people management, customer focus and responsiveness.
- DUTIES** : Stream flow gauging using ADP and conventional stream gauging methods. Survey of gauging structures using automatic/dumpy level / total station. Survey of flood (rated) sections, calibration of flow gauging stations, produce reports and drawings. Inspection and Supervision of maintenance of flow gauging stations. Maintenance of electronic data logging instruments. Supervision of personnel. Hydrological data editing and processing. Management of hydrological data bank and real-time data system. Procurement of maintenance material/equipment. Travel extensively as and when required. Manage the collection of hydrological data within the area of responsibility and as requested. Provide technical support to requests received from within the Eastern Cape and outside. Ensure the compliance to the Occupational Health and Safety Act in line with statutory and regulatory requirements. Liaise with landowners for access to sites/properties. Must be prepared to work away from the office for extended periods of time.
- ENQUIRIES** : Mr. KV. Moganedi, Tel: 048 801 1308
- APPLICATIONS** : Eastern Cape (East London): Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600.
- FOR ATTENTION** : Ms LT Malangabi, Tel: 043 604 5476
- POST 10/104** : **ARTISAN FOREMAN (GRADE A): (FITTER AND TURNER) REF NO: 040422/10**
Re-advertisement, applicants who have previously applied must reapply)
Branch: Infrastructure Management Central Operations
- SALARY** : R308 826 per annum (OSD)
- CENTRE** : Jericho Dam (Usutu River)
- REQUIREMENTS** : Appropriate Trade Test Certificate. Five (5) years post-qualification experience as an Artisan. A driver's license (Attach copies). Team leadership. Knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production, process knowledge and skills. Problem-solving and analytical decision making, teamwork and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication skills both (verbal and written) and computer literacy. Planning and organising skills. Conflict management. Ability to work independently and under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Drawing skills and ability to read drawings. Candidates may be required to complete a practical and theoretical test. Willingness to travel.
- DUTIES** : Maintenance of bulk raw water infrastructure (dams, reservoirs, pump stations and pipelines) and machinery. Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements, and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.
- ENQUIRIES** : Mr M.J Kgwedi Tel No: (017) 846 6000

APPLICATIONS : Central Operations (Usutu River) Please email your application quoting the relevant reference number on the subject line to arfftur@dws.gov.za

FOR ATTENTION : Ms Thomo K

POST 10/105 : **ARTISAN FOREMAN (GRADE A) (MECHANICAL) REF NO: 040422/11**
Branch: Infrastructure Management: Southern Operation: Div: Build, Operate and Maintenance

SALARY : R308 826 per annum (OSD)
CENTRE : Breede / Gouritz Wma, Worcester
REQUIREMENTS : Appropriate Trade Test Certificate. Five (5) years post qualification experience as an Artisan. A valid code B driver's license (attach a copy). Technical report writing. Communication and computer skills. The applicant must be able to read, write and interpret manufacturing drawings. Knowledge and experience regarding compliance to the Occupational Health and Safety Act in workshop and –site environment is essential.

DUTIES : Manage the mechanical workshop with about 10 people and ensure compliance to prescribed standards to ensure safe and serviceable infrastructure (pumps, valves, sluices, auxiliary drives, cranes, water vessels) on Western Cape Government Water Schemes through planned maintenance, scheduled and unscheduled repairs and refurbishment projects. Manufacture items from own planning and from design drawings. Source, liaise and obtain quotations from suppliers and ensure product compliance to specifications and standards. Accept appointment as a Section 2(1), responsible person, for mechanical equipment. Evaluate and identify staff training needs and assist with training facilitation process. Manage and evaluate staff performance on an ongoing basis. Work requires traveling to remote areas and to overnight away from home on a regular basis. Standby and occasional overtime work, including weekends and public holidays, will be expected from time to time.

ENQUIRIES : Mr P Gillespie, Cell: 082 809 5718
APPLICATIONS : Southern Operation (Worcester): Please forward you applications 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 Office Park Building, c/o 3rd Avenue and Heugh Road, Walmer.

FOR ATTENTION : Ms. B Gqokoma
NOTE : Applicants may be subjected to skills testing as part of the recruitment process, to prove technical competence for the post.

POST 10/106 : **COMMUNITY DEVELOPMENT OFFICER REF NO: 040422/12**
Re-advertisement. All those who previously applied may not re-apply
Branch: Provincial Coordination And International Cooperation: Eastern Cape

SALARY : R261 372 per annum (Level 7)
CENTRE : King Williams Town
REQUIREMENTS : A National Diploma or Degree in Human Science. Two (2) to (4) four years relevant working experience. Knowledge and understanding of the relevant legislation, policies, practices and procedures. Ability to work in a team setup. Job knowledge, report writing and effective management. Strategic and operational plan management. Policy implementation, monitoring and evaluation principles. Conflict management, creativity and awareness. Professional development, programme and project management. Cultural awareness, flexibility and initiative. Good communication skills both (verbal and written). Valid Driver's License.

DUTIES : Mobilisation, marketing, Co-ordination of district and provincial adjudications of the Baswa le Meetse project. Coordination of the celebration of special days (Water week, Weedburster week, environmental week etc). Manage resources for the Baswa le Meetse and the celebration of special days. Compilation of reports for the projects and filing thereof. Establishment of partnerships with relevant stakeholders for BLM and the celebration of special day's implementation. Conduct monitoring and evaluation to assess impact at the participating schools. Assist with the development and share a vision and mission for the section. Communicate effectively with the stakeholders in the sector about the functions of the section. Inform stakeholders participating in forums. Awareness to water management institutions and stakeholders. Assist with input into strategic and business planning for the section. Assist with the development and management of the budget for the section. Assists in water advocacy programmes. Assist with the institutional business planning support appraisal and monitoring. Collaboration with stakeholders. Monitoring and Evaluation reports.

ENQUIRIES APPLICATIONS : Ms. N Sikweza, Tel: 043 604 5560
 : Eastern Cape (King Williams Town): Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600.

FOR ATTENTION : Ms LT Malangabi 043 604 5476

POST 10/107 : **HUMAN RESOURCE CLERK PRODUCTION REF NO: 040422/13**
 Branch: Provincial Coordination And International Cooperation: Limpopo, Dir: Talent Management

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 5)
 : Polokwane
 : A Senior / Grade 12 certificate. Basic knowledge and insight of Human Resource Development prescripts. Knowledge of clerical functions, practices as well as ability to capture high volume data on MS Excel and MS Access. Basic knowledge and understanding of PERSAL system. Knowledge and understanding of legislative framework governing Human Resource Development. Interpersonal relations, flexibility and teamwork. Basic knowledge of problem solving and analysis. Client orientation and customer focus. 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.

DUTIES : Render general clerical support services in Human Resource Development. Assist with administration of Performance Management Development System. Ensure the verification and quality checking of PMDS documents. Create and maintain the PMDS database and populate monthly statistics on the database. Assist with monthly reporting on PMDS statistics. Assist with successful implementation of performance cycle. Assist with administration and the coordination of Training and Development. Ensure the capturing of Personal Development Plans (PDP) on the access database. Ensure PDP's are filed in official's files. Assist with the coordination and implementation of training interventions. Ensuring all training interventions are aligned to PDP's. Update the training database with training attended. Assist with the monthly reporting on training interventions attended. Assist with special projects as directed by the Province. Ensure the effective administration of bursary project. Ensure results, statements of accounts and payments are done in line with bursary policy. Liaise with SCM regarding payment of prescribed books, institution and reimbursements. Assist with all logistics for Compulsory Induction Programme (CIP). Liaise with course attendees and facilitators. Assist with the Internship programme. Take care of logistics for Graduate Trainee (GT) meetings (MODCOM). Deal with all HRD related queries on a daily basis, in accordance with Batho Pele Principles.

ENQUIRIES APPLICATIONS : Ms MJ Mpe, Tel No: 015 290 1351
 : Polokwane: Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, Azmo Place Building (Registry Office 4rth floor).

FOR ATTENTION : Mr HH Khosa.

POST 10/108 : **FINANCE CLERK PRODUCTION REF NO: 040422/14**
 Branch: Provincial Coordination And International Cooperation: Western Cape, Div: Revenue Management

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 5)
 : Bellville
 : A Senior / Grade 12 certificate. Computer literacy (MS Office) skills. Knowledge of SAP. Knowledge and understanding of PFMA, Treasury Regulations. Knowledge of accrual accounting. Knowledge of general office administration within the public service. Problem-solving, analysis, client orientation, customer focus, accountability, and ethical conduct skills. Good communication skills.

DUTIES : Attending to telephonic customer queries. Printing of invoices and statements as requested by clients. Conduct customer reconciliation to verify the correctness of the customer account. Ensure that billing adjustments is affected on customer account as per findings of the customer reconciliation. Filing of documents and general administration duties. Assist in reminding clients of their outstanding debt.

ENQUIRIES : Ms S Myesi Tel: 021 941 6161

APPLICATIONS : Western Cape (Bellville): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville,

FOR ATTENTION : Ms K Melelo

POST 10/109 : **ASSISTANT TECHNICAL OFFICER REF NO: 040422/15 (2 POSTS)**
Branch: Provincial Coordination And International Cooperation: Western Cape, Div: Worcester

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 5)
: Worcester
: A Senior / Grade 12 certificate (with Mathematics/Mathematics Literacy), Computer Literacy. Basic knowledge in handling technical equipment. Valid driver's license (attach copy). Must have good communication and writing skills, good interpersonal skills, good planning and executing skills. Willingness to travel long distances and irregular hours in remote areas when necessary and be able to perform administrative duties. Willingness to learn new skills is vital to adapt to new dynamic working environment. Knowledge of Hydrological databases and programs (HYDSTRA).

DUTIES : Capture Hydrological (Surface water) data on the relevant databases and systems. Maintain (editing) surface water databases. Manage (filing) documents related to surface water data and systems. Maintaining the technical surface water library, archive, and documented systems. Disseminate surface water data on request to managers and clients. Assist with capturing calibration information and the processing of such data.

ENQUIRIES APPLICATIONS : Mr C Botma Tel: 023 34 22671
: Western Cape (Worcester): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville,

FOR ATTENTION : Ms K Melelo

POST 10/110 : **GENERAL FOREMAN REF NO: 040422/16**
Branch: Infrastructure Management: Southern Operation

SALARY CENTRE REQUIREMENTS : R147 459 per annum (Level 4)
: Theewaterskloof Dam
: A Grade 8 certificate. One (1) to two (2) years' experience in general maintenance and repair work at bulk water infrastructures. A valid driver's license (Attach a copy). Knowledge of Occupational Health and Safety procedures. Basic knowledge in controlling and maintaining bulk water supply infrastructure and grounds. Basic knowledge of routine inspection on equipment and grounds. Basic understanding of Public Administration and Government legislation. Good communication, reading and writing skills. Basic knowledge of sluices and valves. Willingness to work shifts, overtime and perform standby duties, including on weekends and public holidays. Must have the ability to perform under pressure. Work outside in adverse weather conditions, on structures with steep steps and vertical ladders. Work in confined spaces accessible through manholes with poor lighting and little ventilation prevail.

DUTIES : General maintenance and repairs at bulk water infrastructures and construction equipment. Basic repairs to damaged equipment. Refer equipment to other service providers for repairs. Conduct general routine inspection and general maintenance of grounds and equipment. Supervise subordinates on a regular basis. Keep water measurement structures and surroundings clean and reports defects. Ensure equipment and grounds are in good condition. Keep record and job cards of maintenance work.

ENQUIRIES APPLICATIONS : Mr. JJ Raats, Cell: 082 805 9838
: Southern Operation (Theewaterskloof Dam): Please forward your applications 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,

FOR ATTENTION : Ms. B Gqokoma

POST 10/111 : **GENERAL WORKER REF NO: 040422/17**
Branch: Provincial Coordination And International Cooperation: Western Cape, Div: Data Management

<u>SALARY</u>	:	R104 073 per annum (Level 2)
<u>CENTRE</u>	:	George
<u>REQUIREMENT</u>	:	An ABET certificate (be able to read and write). Knowledge of construction and maintenance work. Knowledge of Occupational health and safety. Knowledge of gardening equipment and appliances. Knowledge of power tools. Knowledge of carpentry/bricklaying/welding. Knowledge of daily maintenance procedures for effective machine/equipment performance.
<u>DUTIES</u>	:	Perform routine and structural maintenance operations at gauging sites. Refurbishment of gauging sites. Construction of gauging weirs and infrastructure. Technical assistance and special tasks. General maintenance and housekeeping of camping facilities. Maintain and take care of machinery, equipment, tools and goods. The incumbent will work away from the office for extended periods of time and must be willing to travel in the execution of these duties.
<u>ENQUIRIES</u>	:	Mr R Bennie Tel: 044 802 2701
<u>APPLICATIONS</u>	:	Western Cape (George): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville,
<u>FOR ATTENTION</u>	:	Ms K Melelo