

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 27 June 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 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. All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. 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 three (3) 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 21/142 : **DIRECTOR: MEDIA LIAISON REF NO: 270622/01**
Branch: Corporate Support Services Cd: Communication Services

SALARY : R1 073 187 per annum (Level 13), (all-inclusive salary package)

CENTRE : Pretoria Head Office

REQUIREMENTS : A Degree in Communications, Media Studies, Public Relations or Journalism at NQF 7 and any relevant undergraduate qualification or equivalent. A post graduate degree will be an added advantage. Five (5) years' experience at middle /senior management level. Knowledge and experience in Communications and Mass Media. Relevant exposure to political activities. Knowledge and experience of Ministry operations. Broad knowledge and understanding of the functional areas covered by the executive authority's operations. Working knowledge of the political and parliamentary processes. Knowledge and skilled in the communication space. Ability to communicate with different stakeholders including the media houses. Knowledge and understanding of the applicable prescripts, policies, and procedures. Strategic capability and leadership. Financial, change and knowledge management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus.

- Excellent communication skills (both verbal and written). Competent in speech writing skills. Accountability and ethical conduct.
- DUTIES** :
- Handle administrative support and enquiries on communication matters in the Department, Office of the Minister and the Office the Deputy Ministers. Handle priority enquiries and those on emergency basis concerning the water sector. Management of all communication services and enquiries on time. Liaise with the different media houses on behalf of the Department, Minister and Deputy Ministers. Establish and maintain good working relations with the media. The management of media events. Liaise with different stakeholders on ministerial matters. To be vigilant and abreast with political dynamics in the water sector and in the country as a whole. Ensure that the media component strategic objectives are aligned with the GCIS strategic plans and are updated regularly. Oversee that the Ministry support services components handle correspondence accordingly. Departmental Media Liaison to work relatively closely with the Minister's Media Liaison Officer. The drafting of speeches, media statements, articles and other documents as directed. Development and implementation of media communication and media liaison strategies. Media monitoring and coordinate media events and other public engagements.
- ENQUIRIES APPLICATIONS** :
- Dr M Mathebula Tel No: (012) 336 8012
- 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** :
- Planning, Recruitment and Selection unit

OTHER POSTS

- POST 21/143** :
- DEPUTY DIRECTOR: SANITATION CO-ORDINATION REF NO: 270622/03**
Branch: Provincial Coordination and International Cooperation: Eastern Cape

- SALARY CENTRE REQUIREMENTS** :
- R882 042 per annum (Level 12), (all-inclusive salary package)
- King Williams Town
- A National Diploma or Degree (NQF level 6/7) in Built Environment. Three (3) to five (5) years relevant experience. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Project Management. Problem solving and analysis. Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Valid driver's License.

- DUTIES** :
- The implementation of provincial sanitation programmes. Ensure development of strategic objectives for provincial sanitation programme. Development of provincial programmes in line with strategic objectives. Roll out provincial programmes that are in line with sanitation regulations, norms, and standards. Co-ordinate and oversee sanitation programmes implementation in all sectors. Regular reporting on programme achievements. Ensure that inputs, buy-in and collaboration by all stakeholders into sanitation programmes are made. Strategic objectives developed. Sanitation programmes formulated and implement. Regular reports compiled. Establish and maintain provincial relations with all stakeholders. The development of provincial and district level sanitation policies, strategies in line with national strategic objectives. Coordinates stakeholder inputs into provincial sanitation strategies and policies. Develop provincial inputs into National Policy and Strategies. Establish and maintain sanitation forums. Promote a culture of learning and exchange of information (Sector Advocacy). Stakeholder policy and strategic inputs. Provincial policies and strategies. Inputs into National Policy and Strategies. Sanitation forums established. Sector Advocacy. The co-ordination of sanitation planning in the province. Coordinate provincial sanitation programme planning. Provide inputs into provincial sanitation funding requirements. Ensure inputs into water services and integrated development plans. Ensure alignment of National and Provincial priorities within individual WSDP's and IDP's. Co-ordinated provincial sanitation programme plan. Inputs into WSDP's and IDP's. Provincial priorities aligned within WSDP's and IDP's.
- ENQUIRIES** :
- Ms A Sizani Tel No: 043 604 5404

- APPLICATIONS** : Eastern Cape (King Williams Town): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag x 7485 King William's Town, 5600 or hand deliver at the No 2 Hargreaves Avenue, OLD SABC Building, King William's Town 5600.
- FOR ATTENTION NOTE** : Ms LT Malan Gabi Tel No: (043) 604 5476
: 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.
- POST 21/144** : **ASSISTANT DIRECTOR: HUMAN RESOURCES REF NO: 270622/04**
Branch: Provincial Coordination and International Cooperation: North-West
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Mmabatho
: A National Diploma or Degree in Human Resources or relevant qualification. Three (3) year's supervisory experience in HR Administration at Senior HR Practitioner level. Proof of PERSAL training. Extensive knowledge of and ability to operate the PERSAL system. In-depth knowledge of recruitment and selection processes. In-depth knowledge of the Public Service Regulatory Framework. Proof of Emerging Management Development Programme/Training. Excellent communication (verbal and written) skills. Supervisory skills. Computer literacy. Good interpersonal skills. A valid driver's licence.
- DUTIES** : Manage and co-ordinate the Human Resource functions in Region within the Department to contribute to the rendering of a professional human resource management service. HR provisioning (recruitment and selection, appointments, transfers, qualifications verification, secretarial functions at interviews, absorptions, probationary periods, etc.). Management of leave of absence (annual/vacation leave, sick leave, departmental special leave, PILIR and IOD leave) , terminations of service, transfers and allowances in line with National policies and directives in the Region• Ensure the successful implementation of Departmental/Public Service policies on matters related to human resource management in order to adhere to the relevant prescripts/legislation. Inform, guide and advice line managers or employees on human resource policies and directives. Authorise transactions on PERSAL according to delegations. Hold workshops advising line managers/employees on key HR policy issues.
- ENQUIRIES APPLICATIONS** : Mr M.J Ntwe Tel No: (018) 387 9531/ (082)6574685
: North-West (Mmabatho): Please forward your application quoting the relevant reference number to the Regional Head: North-West, Department of Water and Sanitation, Private Bag X5, Mmabatho, 2735 and/or deliver at Mega City Shopping Centre, Corner Dr James Moroka Drive and Sekame Road, Unit 99 Ground Floor.
- FOR ATTENTION** : Mr MJ Ntwe
- POST 21/145** : **SENIOR HUMAN RESOURCE PRACTITIONER: CONDITIONS OF SERVICE REF NO: 270622/05**
Branch: Provincial Coordination and International Cooperation: North-West
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
: Mmabatho
: A National Diploma or Degree in Human Resources or relevant qualification. Three (3) to five (5) years' experience in Human Resource Management matters. PERSAL certificates in Leave Administration and PERSAL Administration. A valid driver's licence. In depth knowledge of PERSAL system. Extensive knowledge of employee benefits. Knowledge of administrative procedures. Disciplinary knowledge of labour law. Knowledge. Knowledge of dispute resolution process. Knowledge of labour relation policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Knowledge Management. Problem solving Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Self-efficacy.
- DUTIES** : Maintenance of data base and raw relevant reports in relation to implementation of Human Resources Management policies. Facilitate implementation of Human Resource of Human Resource policies, strategies,

procedures and practices on Administration of leave absence of in the public Service, Leave Auditing, Termination of Service (Pension Case Management System), Housing allowance, Long Service Recognition, Records Management (HR Registry), Recruitment and Selection. Provide Human Resource information and knowledge management services. Management and Supervision of own supervisees.

ENQUIRIES
APPLICATIONS

: MJ Ntwe Tel No: (082) 657 4685
: North-West (Mmabatho): Please forward your application quoting the relevant reference number to the Regional Head: North-West, Department of Water and Sanitation, Private Bag X5, Mmabatho, 2735 and/or deliver at Mega City Shopping Centre, Corner Dr James Moroka Drive and Sekame Road, Unit 99 Ground Floor

FOR ATTENTION

: Mr MJ Ntwe