

DEPARTMENT OF WATER AND SANITATION

- CLOSING DATE** : 22 August 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 DPSSA 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.

OTHER POSTS

- POST 29/123** : **CONTROL ENGINEERING TECHNICIAN (GRADE A) REF NO: 220822/01**
Branch: Infrastructure Management: Central Operations
- SALARY CENTRE REQUIREMENTS** : R452 895 per annum, (OSD)
Vanderkloof Dam
- REQUIREMENTS** : A National Diploma in Civil Engineering or relevant qualification. Six (6) years post qualification technical (Civil Engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid driver's license will serve as added advantage. Proven experience in Project Management, Technical design and Analytical skills. Computer-aided engineering applications. Knowledge of legal compliance, Technical report writing. Problem solving, decision making, teamwork, creativity, customer focus, good communication skills, computer skills and people management skills.
- DUTIES** : Manage technical services to the Government Water Schemes and Water Users Associations. Manage administrative and related functions e.g. Monitor the implementation of Capital and Operational funded projects through conducting site inspections, site meetings, compilation and submission of progress reports. Research and development.
- ENQUIRIES** : Mr OH Moatshe Tel No: 051 405 9000 / 083 300 8558

APPLICATIONS : Central Operations (Vanderkloof Dam): Please forward your application quoting the relevant reference number to: The Provincial Head: Free State Region, Department of Water and Sanitation, NWRI Central Operation, Private Bag 528, Bloemfontein, 9300.

FOR ATTENTION : Mrs NSM Maloka

POST 29/124 : **CHIEF ARTISAN GRADE A: CIVIL REF NO: 220822/02**
Branch: Infrastructure Management: Central Operations WRIOM: Maintenance

SALARY : R392 283 per annum, (OSD)
CENTRE : Central Operations (Usutu River)
REQUIREMENTS : Appropriate Trade Test Certificate in Carpentry/Building. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. A valid drivers license. Knowledge in technical analysis. Knowledge of planning and organizing. Knowledge of Occupational Health and Safety Act. Computer literacy.

DUTIES : Manage technical services. Manage administrative and related functions. People management. Maintain and advance expertise. Financial management - prepare budgets and execute procurement for the section. Ability to work long hours, perform well under pressure, ability to work independently as well as in a team, and perform standby duties and occasional overtime work, including weekends and public holidays. Willingness to travel extensively. Candidates may be required to complete practical and theoretical tests.

ENQUIRIES : Mr Vermaak NJRD Tel No: (017) 846 6110
APPLICATIONS : Central Operations (Usutu River): Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 1004, Amsterdam 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource office.

FOR ATTENTION : Ms K.E. Thomo

POST 29/125 : **ARTISAN FOREMAN GRADE A: CIVIL REF NO: 220822/03 (X2 POSTS)**
Branch: Infrastructure Management: Central Operations WRIOM: Maintenance

SALARY : R308 826 per annum, (OSD)
CENTRE : Central Operations (Usutu River)
REQUIREMENTS : Appropriate Trade Test Certificate in Plumbing/Carpentry. Five (5) years post qualification experience as an Artisan. A valid driver's license. Planning, organising and analytical skills. Technical report writing skills. Knowledge of Occupational Health and Safety Act. Ability to work independently as well as in a team. Computer literacy will serve as added advantage.

DUTIES : Supervise the design and production of technical services. Supervise the maintenance of technical services. Perform administrative and related functions. Human and Capital resource management. Ability to work independently as well as in a team and ability to work long hours and perform well under pressure. Candidates may be required to complete a practical and theoretical test.

ENQUIRIES : Mr Vermaak NJRD Tel No: (017) 846 6110
APPLICATIONS : Central Operations (Usutu River): Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 1004, Amsterdam 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource office.

FOR ATTENTION : Ms K.E. Thomo

POST 29/126 : **PRINCIPAL WATER PLANT SUPERINTENDENT REF NO. 220822/04**
Branch: Infrastructure Management: Central Operations WRIOM

SALARY : R261 372 per annum (Level 07)
CENTRE : Usutu River (Heyshope)
REQUIREMENTS : A Senior / Grade 12 certificate. One (1) to two (2) years' supervisory experience. A certificate in Water Plant Treatment. A valid driver's license will serve as an added advantage. Good communication skills (verbal and written) Computer literacy will serve as an advantage. Knowledge of Human resources, Disciplinary knowledge in Occupational Health and Safety.

DUTIES : Operate pumps and equipment in pump stations. Check faults reports daily and have repaired daily. Determine stock levels required for operational purposes. Safeguard hazardous chemicals. Check laboratory results and do adjustments where necessary. The inspection of associated pipelines.

ENQUIRIES APPLICATIONS : Mr. Cholo M.D Tel No: (017) 846 6107/8
: Central Operations (Usutu River - Heyshope): Please forward your application quoting the relevant reference number to: The Area Manager, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource office.

FOR ATTENTION : Ms. K.E. Thomo

POST 29/127 : **ADMINISTRATION CLERK (SUPERVISOR) REF NO: 220822/05**
Branch: Infrastructure Management Central Operations

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
: Gariep Dam
: A Senior / Grade 12 certificate. Three (3) to (5) five years relevant administrative experience. A valid drivers licence. Computer literacy skills. Knowledge and understanding of human resources prescripts. Knowledge of financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge and understanding of the legislative framework governing the public service. Interpersonal relations, flexibility and teamwork. Basic knowledge of problem solving and analysis. People diversity management. Client orientation and customer focus. Good communication skill both verbal and written. Accountability and ethical conduct. Willingness to travel.

DUTIES : Supervise and provide personnel administration support services in the component. Responsible to manage corporate services at Gariep scheme which will include transport management, human resource management and office support services. All policies in terms of the above-mentioned services must be implemented and consistently applied. Supervise personnel and conduct performance evaluations. Ensure that all reports are submitted within the financial year closure. Coordinate training of all sections at Gariep.

ENQUIRIES APPLICATIONS : Mr SM Segalo Tel No: 051 754 0001
: Central Operations (Gariep Dam): Please forward your application quoting the relevant reference number to: Scheme Manager Central Operations WRIOM-Branch, Department of Water and Sanitation, Private Bag X 09, Gariep Dam, 9922.

FOR ATTENTION : Mrs NSM Maloka

POST 29/128 : **SENIOR WATER PLANT SUPERINTENDENT REF NO: 220822/06**
Branch: Infrastructure Management: Central Operations Wriom

SALARY CENTRE REQUIREMENTS : R211 713 per annum (Level 06)
: Usutu River- Jericho Dam (Maintenance)
: A Senior / Grade 12 certificate. Three (3) to six (6) years of production level experience. A certificate in Water Plant Treatment. A valid driver's license will serve as an added advantage. Good communication skills (verbal and written) Computer literacy will serve as an added advantage. Knowledge of dam safety legislation. Disciplinary knowledge in Occupational Health and Safety. Knowledge in controlling and managing the water distribution for the Government Waterworks within the Area Office jurisdiction. Policy implementation. Monitoring and evaluation principles.

DUTIES Operate pumps and equipment in the Pump stations. Report faults in the working environment. Comply with OHS Act requirements in the working environment. Compile shift rosters for the officials working on Pump stations. Monitor, analyze, and record all relevant readings. Evaluate work performance of human resources and provide the job training.

ENQUIRIES APPLICATIONS : Mr Sehume ME Tel No: (017) 846 6107
: Central Operations (Usutu River - Jericho Dam): Please forward your applications to The Area Manager, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource office.

FOR ATTENTION : Ms K.E. Thomo

POST 29/129 : **WATER PLANT SUPERINTENDENT REF NO: 220822/07**
Branch: Infrastructure Management: Central Operations WRIOM

SALARY CENTRE : R176 310 per annum (Level 05)
: Usutu River- (Geelhoutboom)

REQUIREMENTS : A Senior / Grade 12 certificate. One (1) to three (3) years' experience. Certificate in Water Plant Treatment. Disciplinary knowledge in Occupational Health and Safety. Knowledge in controlling and managing the water distribution for the Government Waterworks within the area Office jurisdiction. Basic policy implementation. Monitoring and evaluation principles. Basic knowledge in managing human resources.

DUTIES : Operations of Computer pump Management System. Reporting of faults in the working environment. Purification of water. Operations of Water pumps. Ensure the protection of water plant installation. Candidate will be required to work in shift work.

ENQUIRIES APPLICATIONS : Mr Cholo MD Tel No: (017) 846 6108
Central Operations Usutu River- (Geelhoutboom): Please forward your application quoting the relevant reference number to: The Area Manager, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource office.

FOR ATTENTION : Ms K.E. Thomo

POST 29/130 : **HUMAN RESOURCE OFFICER REF NO: 220822/08**
Branch: Infrastructure Management: Central Operations WRIOM

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
Central Operations (Pretoria)

DUTIES : A Senior / Grade 12 certificate. 0 to 1 year appropriate experience in Human Resources Management will serve as an added advantage, particularly on leave management, Pillir, and pension administration. Knowledge of the PERSAL system, and computer literacy (Microsoft Package). Good Communication skills (written and verbal). Ability to work under pressure. Knowledge of HR prescripts and willingness to travel. Must be a team player. A valid driver's license will serve as an added advantage.

ENQUIRIES APPLICATIONS : Implement human resource administration practices: Conditions of Service (leave, IOD, PILIR, etc.), Address human resource administration inquiries: Keep filing records up to date, liaise with internal stakeholders regarding leave, IOD, etc., Provide HR registry services: Keep filing system of HR personnel and S-filing system updated e.g. open/ closing of files, etc.
Schwartz I Tel No: (012) 741 7359

FOR ATTENTION : Central Operations (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 273, Pretoria, 0001, or Hand Deliver at Praetor Forum Building, 1st Floor Reception, 267 Lillian Ngoyi Street, Pretoria, 0001.
Human Resource

POST 29/131 : **ADMINISTRATION CLERK (HR) REF NO: 220822/09**
Branch: Infrastructure Management Central Operations

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
Gariiep Dam

DUTIES : A Senior / Grade 12 certificate. Experience in Human Resources will serve as an added advantage. Knowledge of PERSAL system. Knowledge and understanding of Public Service Act, Public Service Regulations, Employment Equity Act and PFMA. Knowledge and experience of service conditions, service benefits, recruitment and selection and appointment procedures. Knowledge of administrative, clerical procedures and systems. Knowledge of database and spread sheet applications. Client orientation and customer focus skills. Good verbal and written communication skills. 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. Planning and organising.

DUTIES : Recruitment and selection (compiling advertisements, capturing of applications, verification of qualifications, security screening, reference checks, secretariat functions at shortlisting's, interviews, human resource development meetings, etc). Implement conditions of services (appointments, promotions, transfers, translations, leave, housing, medical aid, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR, probation, etc). Perform administration of Performance Management Development System. Ensure the verification and quality checking of PMDS documents. Liaise with internal and external stakeholders in relation to recruitment and selection and

service benefits. Implement termination of services. Load pensions on PCM. Implement appointments, transfers, and promotions on PERSAL. Deal with all HRM related queries daily, in accordance with Batho Pele Principles.

ENQUIRIES APPLICATIONS : Mr SM Segalo Tel No: 051 754 0001
: Central Operations (Gariep Dam): Please forward your application quoting the relevant reference number to: Scheme Manager Central Operations WRIOM-Branch, Department of Water and Sanitation, Private Bag X 09, Gariep Dam, 9922.

FOR ATTENTION : Mrs Nsm Maloka

POST 29/132 : **DRIVER AND MESSENGER REF NO: 220822/10**
Branch: Infrastructure Management Central Operations

SALARY CENTRE REQUIREMENTS : R147 459 per annum (Level 04)
: Central Operations (Pretoria)
: A Senior / Grade 12 certificate. One (1) to three (3) years of practical experience in registry, messenger, or driver services. A valid drivers license. Computer literacy in MS Office Software package. Ability to use and operate office equipment. Knowledge of government policies and procedures. Client orientation and customer focus. Good communication, interpersonal skills, ability to interact with people at all levels, and work in a team environment. Ability to pay attention to detail, handle confidential information, track, and trace documents. Accountability, analytical thinking, and problem-solving skills. Must be prepared to work under pressure, travel extensively, and work extended hours. Recognized tertiary qualification/certificate in Public Administration/Public Management/Records Management will serve as an added advantage.

DUTIES : Render quality messenger and driver services to the Directorate. Safe conveying of officials to and from various destinations. Routine maintenance and inspections of the vehicle to ensure roadworthiness. Collect and deliver mail and official documents to and from various destinations. Retrieval and delivery of files to various offices. Tracking, tracing of correspondence documents, and keeping registers. Operate photocopier machines; provide photocopier and binding services for the Directorate. Render administrative assistance through the execution of tasks related to the Administration Support section as and when there is a need.

ENQUIRIES APPLICATIONS : Mr. M Muelelwa Tel No: 012 741 7349
: Central Operations (Pretoria): Department of Water and Sanitation, IBOM: Central Operations, Private Bag X273, Pretoria, 0001 OR hand-deliver at: Central Operations, 1st Floor Reception, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria, 0001.

FOR ATTENTION : Human Resources: Recruitment and Selection

POST 29/133 : **TRADESMAN AID CIVIL MAINTENANCE REF NO: 220822/11**
Branch: Infrastructure Management Central Operations

SALARY CENTRE REQUIREMENTS : R124 434 per annum (Level 03)
: Gariep Dam
: ABET certificate (Ability to read and write). One (1) to two (2) years relevant experience. Knowledge of machinery repairs, service and maintenance, plumbing, bricklaying, carpentry and construction. Basic knowledge in maintenance of structures. Basic disciplinary knowledge in Occupational Health and Safety. Basic disciplinary knowledge in Public Administration. Basic knowledge in supporting water utilization and water resource strategy. Basic knowledge of flood controlling. Basic understanding of government legislation. To assist the artisan in execution of maintenance, repairs and services of the machinery and civil installations in various dams, reservoirs and pipelines. Do maintenance in the Departmental houses, including construction of building structures. Assist with the maintenance in the dam wall. Carry tools, equipment and keep them in a good condition. Willingness to perform other related duties. Loading and off-loading. Adhere to Occupational Health and Safety regulations and ensure that protective equipment is used appropriately. Knowledge of administration in relation to the correct completion of forms.

DUTIES : To assist the artisan in execution of maintenance, repairs and services of the machinery and civil installations in various dams, reservoirs and pipelines. Do maintenance in the Departmental houses, including construction of building structures. Assist with the maintenance in the dam wall. Carry tools, equipment and keep them in a good condition. Willingness to perform other related duties. Loading and off-loading. Adhere to Occupational Health and Safety regulations and ensure that protective equipment is used appropriately. Knowledge of administration in relation to the correct completion of forms.

ENQUIRIES APPLICATIONS : Mr SM Segalo Tel No: 051 754 0001
: Central Operations (Gariep Dam): Please forward your application quoting the relevant reference number to: Scheme Manager Central Operations WRIOM-

Branch, Department of Water and Sanitation, Private Bag X 09, Gariiep Dam, 9922.

FOR ATTENTION : Mrs NSM Maloka

POST 29/134 : **GROUNDSMAN REF NO: 220822/12**
Branch: Infrastructure Management Central Operations

SALARY CENTRE REQUIREMENTS : R104 073 per annum (Level 02)
Bloemhof Dam
ABET Level 4. 0 to 1 year working experience. Knowledge of gardening equipment and appliances, Knowledge of lawn care process, Knowledge of pruning and trimming process and techniques, Basic Understanding of the government legislation. Knowledge of chemical use / chemical product knowledge, Knowledge OHS Act procedures.

DUTIES : Cleaning and maintain grounds and repair tools and structures such buildings, fences and benches using hand and power tools, Mix spray or spread fertilizers, herbicides or insecticides onto grass, shrubs and trees using hand or automatic sprayers or spreaders, Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other ground features, Maintain existing grounds/ gardens by caring for sod, plants and trees, Rake and mulch leaves, irrigate plants and lawns, Sweep parking lots, walkways, grounds, clean buildings by sweeping, washing floors and cleaning windows.

ENQUIRIES APPLICATIONS : Mr. S van der Westhuizen Tel No: (051) 405 9000
Central Operations (Bloemhof Dam) Please forward your application quoting the relevant reference number to: Department of Water and Sanitation, NWRI Central Operation, Private Bag 528, Bloemfontein, 9300.

FOR ATTENTION : Ms N Maloka