

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 26 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 Sanitations website, under career opportunities or the DPSSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). 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 30/183 : **SCIENTIST MANAGER (GRADE A) REF NO: 260822/01**
Branch: Water Resources Management: Water Resource Classification

SALARY : R912 048 per annum, (all-inclusive OSD salary package)

CENTRE : Pretoria Head Office

REQUIREMENTS : An MSc degree or equivalent qualification. Six (6) years post qualification in natural science experience. Compulsory registration with SACNASP as a professional Natural Scientist. A valid driver's license applications. The following competencies are essential: Scientific, managerial, co-ordination and organisational skills. Sound knowledge of integrated water resource management and water resource protection. Understanding of the water resource classification system and its application thereof. Knowledge and experience in Project management is essential. Understanding and knowledge of the National Water Act, 1998 and related legislation. Ability to manage human resources and finances. Strong leadership skills and the ability to promote transformation and service delivery excellence. Communication Skills, including written and verbal communication skills, and willingness to travel when required. Interpersonal skills and ability to work in a multi-disciplinary

		team. Knowledge and ability to conduct stakeholder engagement sessions very critical.
<u>DUTIES</u>	:	The incumbent will be part of a team with the primary responsibility of classifying water resources and determining associated resource quality objectives for current and future needs of significant water resources in the country; Review and recommend scientific projects; Align projects to organisational strategies; Implement PMDS; Monitor progress on the implementation of projects related to water resources protection; compile and manage budgets and control cash flows; He/she will be responsible for the following: Managing a multidisciplinary scientific team; Guiding the development of strategies, procedures and guidelines for the classification of water resources and resource quality objectives; Interfacing with line function water resource managers in the implementation of water resource protection requirements; and Providing technical service with regards to water resource protection to the Department of Water and Sanitation as part of the Chief Directorate: Water Ecosystems Management
<u>ENQUIRIES</u>	:	Ms L Matlala Tel No: 012-336 6707
<u>APPLICATIONS</u>	:	Pretoria (Head Office): 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.
<u>FOR ATTENTION</u>	:	Recruitment and Selection unit.
<u>POST 30/184</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICE REF NO: 260822/02</u> Branch: Provincial Coordination and International Cooperation: Eastern Cape
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	King Williams Town
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Public Administration or Equivalent. Three (3) to (5) years' experience in administration at Supervisory level. A valid Driver's licence. Knowledge and experience of general administration, clerical processes procedures and systems. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Understanding of departmental policies and procedures. Governmental financial systems. Committed to high level of quality control. Knowledge of implementing policies of Human Resources Management PMDS. Basic knowledge of Supply Chain Management principles and Contract Management. Organisational skills. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (both verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Manage office, direct visitors, arrange transport and accommodation. Render administration on logistical matters of the component including managing contracts. Ensure proper facilities management across the region. Ensure that parking space is available for all Staff in line with policy. Ensure that offices, entrances and surrounding of the buildings are clean. Prepare visual equipments. Ensure that logical administration is attended to accordingly. Manage meeting venues (boardrooms) and ensure they are clean. Manage incoming and outgoing correspondence including messenger services. Ensure that mails are open and distributed to relevant officials. Modify existing programmes where applicable. Analyse skills development gaps. Ensure that registry office is well kept and files are distributed to various officials who needs them. Ensure that correspondences are distributed to relevant officials. Manage workflow record systems. Monitor the correspondences that are distributed to various officials, Ensure that system is recorded and kept up to date all time. Implementation of policies. Analyse human development trends. Provide input policy amendment. Monitor budget expenditure of the unit. Do early warning systems. Give input and advice on the budget for the component. Do monthly reports. Manage all transport and corporate travel matters including curbing losses.
<u>ENQUIRIES</u>	:	Mr.MP Zenzile Tel No: 043 604 5528
<u>APPLICATIONS</u>	:	Eastern Cape (King Williams Town): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private bag X7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600.
<u>FOR ATTENTION</u>	:	Mr MK Noah Tel No: 043 604 5323

POST 30/185 : **ASSISTANT TECHNICAL OFFICER REF NO: 220822/03**
Branch: Water Resources Management, National Hydrological Services
Sub-Directorate: Geohydrological Monitoring and Information

SALARY : R176 310 per annum (Level 05)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Senior or Grade 12 certificate with Mathematics\Math Literacy as a passed subject. A valid B unexpired driver's license. Minimum of two (2) years Hydrometry related working experience. Good verbal and written communication skills. Computer literate. Willingness to travel extensively.

DUTIES : Collection of hydrological data from various Hydrological monitoring sites in the area of responsibility. Registering and capturing incoming hydrological data. Collection of water samples. Perform routine maintenance and inspections at geohydrological monitoring sites. Assist in the installation of monitoring instruments. Provide assistance to other technical personnel. The official will travel long distances and remain in the field for an extended time working away from the office. The official will assist with basic maintenance. Inspection reports must be completed and keeping of records of all problems. Collection of data from electronic data loggers. Liaise with land owners for access to gauging weirs.

ENQUIRIES : Ms Ndlangisa Babalwa Tel No: (012) 336 7909
APPLICATIONS : Pretoria (Head 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 to Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Recruitment and Selection Unit.