

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 13 October 2023
- : 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 (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, driver's 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 in line with DPSA circular 19 of 2022. 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. For posts requiring a driver's license, annotate such details on 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 (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. 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 (only when shortlisted). 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. Faxed or emailed applications will not be considered. 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 35/43**

- : **CHIEF ENGINEER GRADE A REF NO: 131023/01 (X2 POSTS)**
Branch: Infrastructure Management: Head Office
SD: Dam Design (X1 Post)
SD: Bulk Pipe Systems (X1 Post)
(Re-advertisement applicants who previously applied are encouraged to re-apply)

SALARY
CENTRE
REQUIREMENTS

- : R1 146 540 per annum, (all-inclusive OSD salary package)
- : Pretoria Head Office
- : A Civil Engineering degree (B Eng / BSC (Eng) or relevant qualification. Six (6) years post qualification experience required. Compulsory registration with ECSA as a Professional Engineer. The disclosure of a valid unexpired driver's licence. Knowledge and understanding of government legislations relevant to the sector. Knowledge and understanding of government procurement for the infrastructure projects. Programme and project management skills. Knowledge of engineering, legal and operational compliance. Engineering design and analysis. Knowledge and skills in maintenance. Knowledge of engineering code of conduct, risk management, technical report writing, and financial management. Research and development skills. Computer-aided engineering applications. Creation of high-performance culture. Technical consulting. Engineering and professional judgement. Communication skills both (verbal and written). Computer skills, people management skills, planning and organising, conflict management, negotiation skills and change management. Strategic capability and leadership. Problem solving and

		analysis. Decision making, team leadership, creativity, customer focus and responsiveness.
<u>DUTIES</u>	:	Render technical advice and support to WSA's as project managers. Ability to monitor the development and assessment of technical reports, feasibility studies of all infrastructure projects implemented by the department. Approval/acceptance of all technical designs for projects implementation under the department. Provide technical and professional advice on the development needs and conceptualize possible solutions to meet water demands. Carry out monitoring of feasibility studies. Monitor refurbishment projects of bulk water infrastructures. Manage administrative, financial and personnel related matters. Conduct field inspections on implementing projects to ensure compliance towards norms and standards of water sector support. Engineering principles are to be applied to ensure water service infrastructure development and maintenance programme and project management, legal and operational compliance. Assist in developing annual business plans and budget for the directorate. Revise plans quarterly. Provide verbal and written reports to manager. Manage professional service providers (PSP's) contracts. Oversee and manage all work conducted by PSP's. Delegate work to PSP's. Oversee and monitor all PSP contracts.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Koadibane Tel No: (012) 336 7694
	:	Pretoria (Head Office): Please forward your applicant 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, 0001.
<u>FOR ATTENTION</u>	:	Planning, Recruitment and Selection Unit
<u>POST 35/44</u>	:	<u>CHIEF ENGINEER GRADE A REF NO: 131023/02</u> Branch: Water Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 146 540 per annum, (all-inclusive OSD salary package)
	:	Pretoria Head Office
	:	A Civil / Agricultural Engineering degree (B Eng / BSC (Eng) or relevant qualification. Six (6) years post qualification experience required. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer The disclosure of a valid unexpired driver's license. Relevant experience in the field of Water Engineering or Integrated Water Resources Management (IWRM) or Integrated Environmental Management (IEM). Ability to relate to and work with associated professional fields in a multi-disciplinary team. Experience in planning and implementation of water projects. Good writing, communication, policy, and strategy development skills.
<u>DUTIES</u>	:	Optimisation and planning of water resource utilisation and development in one of the Northern, Central, Eastern or Southern Planning Regions through the evaluation of various management/development options. Identification of available water resources and development needs through multidisciplinary studies at appropriate levels of detail. Involvement in the development of water management strategies. Conceptualisation of possible solutions to meet water requirements. Evaluation of technical options and associated social, economic, and environmental impacts. Coordination and processing of inputs from a wide range of disciplines. Capacity building and mentoring of young engineers. Liaison with other organisations and parties on projects/water resource related matters (at local, regional, national, and international level). Analyses of and recommendations on financial, legal, and institutional aspects for water resource projects. Ensure management of human resources. Provide leadership and ensure good management and administration.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. C Fourie at (082) 809 2355
	:	Pretoria (Head Office): Please forward your applicant 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, 0001.
<u>FOR ATTENTION</u>	:	Planning, Recruitment and Selection Unit
<u>POST 35/45</u>	:	<u>CHIEF ENGINEER GRADE A REF NO: 131023/03</u> Branch: Infrastructure Management: Southern Operation Dir: Water Resources Infrastructure Operations and Maintenance
<u>SALARY CENTRE</u>	:	R1 146 540 per annum, (all-inclusive OSD salary package)
	:	Bellville

- REQUIREMENTS** : An Engineering degree (B Eng / BSC / Eng) or relevant qualification. Six (6) years post qualification experience required. Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Knowledge of programme and project management. Understanding of legal and operational compliance. Knowledge of engineering and operational communication. Process knowledge and skills in maintenance. Mobile equipment operating skills. Knowledge engineering design and analysis. Understanding of research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement. Strategic capability and leadership. Problem solving and analysis. Decision making, team leadership, creativity, people, conflict, change, and financial management. Customer focus and responsiveness. Negotiation skills. Good communication skills both (verbal and written).
- DUTIES** : Perform final review, approvals, and audits on new engineering designs according to design principles and theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems, and resources. Set engineering maintenance standards, specifications, and service levels according to organizational objectives to ensure optimum operational availability. Governance. Provide technical consulting services for the operation on engineering matters to minimize possible engineering risks. Financial management. Ensure the availability and management of funds to meet the MTEF objectives within the Engineering environment. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development of human resources. Promote transformation.
- ENQUIRIES APPLICATIONS** : Ms. C Goboza at (076) 010 7956
- : For purpose of response handling: Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Planning, Recruitment & Selection Unit
- POST 35/46** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 131023/04**
Branch: Provincial Operation: KwaZulu-Natal
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive salary package)
 : Durban
 : A bachelor's degree in financial management or relevant tertiary qualification at NQF Level 7. Three (3) to (5) five years relevant experience in Finance at supervisory/ management (ASD) level. The disclosure of a valid unexpired driver's license. Knowledge and understanding of Human Resource Management legislation, policies, practices, and procedures. Knowledge and understanding of the Public Finance Management Act (PFMA), National Treasury Regulations and guidelines. Knowledge of Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administration and clerical procedures and systems. An understanding of Departmental policies, procedures, and government financial systems. Principles and practice of financial accounting. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Ability to write reports and submissions. Ability to compile presentations. Good communication skills both (verbal and written). Excellent Computer literacy skills in MS Word, MS Excel, and Outlook.
- DUTIES** : Manage the following units: Financial Accounting, Management Accounting, Supply Chain Management and Asset Management. Monitor the policy and legislative framework to ensure cognizance is taken of new developments. Develop and maintain policies and processes. Submit reports and plans as required. Effective management of Provincial office budget processes and MPAT reporting. Managing Regional asset register and safeguarding departmental assets. Managing Supply Chain Functions in line with regional compliance on all Financial Transactions as PFMA, Treasury Regulations, DORA, Public Service Regulations, PPPFA, BBBEE, Departmental policies, procedures, and circulars. Proper recording of all accounting transactions on

the financial systems. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting work as required. Revenue management will include cashier, banking and debt management, monitoring and reporting services are rendered. Expenditure management will include payments for compensation of employees, goods and service, transfers, subsidies, and reporting are efficiently and effectively performed. Provide financial administration and accounting services (legal/ journals, accounting and reporting, interim and annual statements). Management of performance and development. Undertake Human Resource and other related administrative functions. Develop and manage the operational plan of the sub-directorate and report on progress as required. Compile and submit all required administrative reports, serve on transverse task team as required.

- ENQUIRIES** : Ms. PV Mkhize Tel No: (031) 336 2700
- APPLICATIONS** : KwaZulu-Natal (Durban): Please forward your applications quoting the reference number to The Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.
- FOR ATTENTION** : The Manager (Human Resource)
- POST 35/47** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT – PROTO CMA REF NO: 131023/05**
Branch: Provincial Operation: Mpumalanga
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive salary package)
: Mbombela
: A bachelor's degree in financial management or relevant tertiary qualification at NQF Level 7. Three (3) to five (5) years relevant experience in Financial Accounting at Supervisory/Management Assistant Director (ASD) level. The disclosure of a valid unexpired driver's license. Knowledge and practical experience in financial reporting standards, billing management. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, guidelines and division of Revenue Act. Knowledge and understanding in human resource management legislation, policies, practices, and procedures. Knowledge and understanding of public service anti-corruption strategy, anti-corruption, and fraud prevention measures. Knowledge of administrative procedures and systems. Knowledge in commercial laws, departmental policies, and procedures. Experience in government financial systems. understanding of the framework for managing performance information, business strategy transaction and alignment. Good people and diversity management. Excellent client orientation and customer focus. Good communication skills both (verbal and written). Ability to write reports, submissions, and compile presentations.
- DUTIES** : Manage the financial revenue, expenditure management and management accounting Sub-Directorate. Undertake Supply Chain Management & Asset Management work, revenue, expenditure management and accounting work as required. Manage the sub-directorate revenue, expenditure management and management accounting. Manage and co-ordinate internal and external auditors. Improve understanding and application of the DWS's policy, procedures, and delegations. Provide professional expertise according to the financial requirements in the Region. Prompt mobilization of multi-disciplined team to attend urgent and emergency issues for customers at hand. Management of staff and adherence to strict deadlines. Conduct financial inspections. Build financial capacity, transfer of knowledge, and empower financial staff.
- ENQUIRIES** : Mr S Nkuna, Tel No: (013) 759 7317 / Ms FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr SG Nkosi Tel No: (013) 759 7335
- APPLICATIONS** : Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or Hand Deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.
- FOR ATTENTION** : Ms FM Mkhwanazi

POST 35/48 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 131023/06**
Branch: Provincial Operation: Western Cape

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)
CENTRE : Bellville
REQUIREMENTS : National Diploma / Bachelor's degree in Human Resource Management (NQF level 6 or 7) or equivalent qualification in Economics and Management Sciences with majors in relevant Human Resource field. Three (3) to five (5) years' management experience in Human Resource. The disclosure of a valid unexpired driver's licence. Proven computer literacy skills (MS Word, MS Excel, MS PowerPoint). Knowledge of PERSAL and BAS systems. Knowledge of policy development and implementation. Knowledge of Administration processes. Knowledge of HR prescripts, legislatives, and directives. Knowledge of Financial Management and Public Finance Management Act (PFMA). Understanding of Programme and Project management. Interpersonal skills, problem solving and analytical skills, people, and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Knowledge of Occupational Specific Dispensation (OSD).

DUTIES : Co-ordinate the establishment, training, and effective functioning of Skills Development Committees (SDC). To conduct skills audits. The facilitation of the review of the HRD strategy. The co-ordination and provision of input for the annual HRD Implementation Plan. To ensure the implementation of the HRD implementation plan. Perform job searches for qualified candidates according to relevant job criteria. Prepare and maintain employment record. To provide screening and referring services to the selection panel. Ensure interviews are arranged and travel arrangements provided for as necessary. Implementation of appointments, promotions, and upgrades. Ensure appointments, promotions, and upgrades are done timeously. Give advice on the implementation of HR Transaction policies and guidelines. Do the conducting of PMDS awareness and Education. To co-ordinate the establishment, training and effective functioning of Skills Development Committee (SDC). The development of a WSP implementation Plan. Implement the employee wellness programmes. Development of programmes to administer HIV/AIDS related diseases. Render awareness programme to all employees. Compile reports on the programmes rendered. Dealing with OSD related matters. Drafting of high-level submissions, memorandums and letters. Processing of acting allowances.

ENQUIRIES : Ms L Peter Tel No: (021) 941 6207
APPLICATIONS : Western Cape: (Bellville): Please forward your applications quoting the relevant reference number to The Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Ms L Peter

POST 35/49 : **SCIENTIST PRODUCTION GRADE A - C REF NO: 131023/07**
Branch: Provincial Operation: Mpumalanga
Dir: Water and Sanitation Services Management

SALARY : R687 879 – R1 035 084 per annum, (all-inclusive OSD packages), (offer will be based on proven years of experience)
CENTRE : Mbombela
REQUIREMENTS : A Science degree (BSc) (Hon) or relevant qualification in Geohydrology / Hydrology / Earth Science specialized in Groundwater Studies. Compulsory registration with the SACNASP as a Professional Natural Scientist. Three (3) years post qualification natural scientific experience in Geohydrology / Hydrology / Earth Science fields. Good sound knowledge of geohydrological processes, groundwater assessment and integrated water resources management. The disclosure of a valid unexpired driver's license. Knowledge and experience in the following will serve as an added advantage: Acquisition, auditing and provision of groundwater related data, geological borehole descriptions and logging, geophysics, monitoring network maintenance and extension, GIS, HYDSTRA, NGA/NGDB and applications in groundwater assessment and monitoring. Technical report writing skills. Proven knowledge, understanding and use of specialized software applications in the field of groundwater. Be able to apply, analyze and interpret various groundwater

		models. Ability to apply scientific research, methodologies, and project management principles. Computer aided scientific applications. Presentation skills. Problems solving and analysis, abilities, and negotiation skills. Good communication skills both (verbal and written). People and Conflict Management. Willingness to travel.
<u>DUTIES</u>	:	Implement National Water Act with focus on groundwater protection and management, groundwater protocol, groundwater strategies. Monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework. Assist with groundwater monitoring, assessment, and reporting systems in the region. Create public awareness of the science system. Apply appropriate scientific data, information and advice as requested. Interpret, evaluate, and analyses scientific data. Provide groundwater specialist input on water use license applications for mining, industries, municipalities, urban development, and agriculture activities. Conducting of site inspections and attend meetings for various water use licence applications. Liaise with clients and other stakeholders to obtain outstanding information on groundwater reports submitted. Promote groundwater protection and management through the water use authorization process and implement DWS's role and function with respect to groundwater protection and management. Provide assistance in drafting of specific groundwater license conditions. Interpretation and analysis of ground water data submitted. Manage special geohydrological projects.
<u>ENQUIRIES</u>	:	Ms M Ralushai Tel No: (013) 759 7524 Ms / FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr SG Nkosi Tel No: (013) 759 7335.
<u>APPLICATIONS</u>	:	Mpumalanga (Mbombela) Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or Hand Deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorum Building, Mbombela, 1200.
<u>FOR ATTENTION</u>	:	Ms FM Mkhwanazi
<u>POST 35/50</u>	:	CHIEF ARTISAN GRADE A REF NO: 131023/08 Branch: Infrastructure Management: Central Operation Div: Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R434 787 per annum, (all-inclusive OSD salary package) Free State (Gariiep Dam) Appropriate Trade Test Certificate. The disclosure of a valid unexpired driver's license. Ten (10) years post qualification experience required as an Artisan / Artisan Foreman. Knowledge in technical analysis. Knowledge in computer aided technical applications. Knowledge and skills in production processes. Knowledge in customer focus and responsiveness. Knowledge in planning and organizing. Understanding GIS application and spatial data. Theory, principles, and practices of GIS. Knowledge of GIS standards, software applications, and software customizations. Basic understanding of technologies such as GPS, Photogrammetry and Remote Sensing Projections. Knowledge of cartography principles. Problem solving and analysis. Decision making, ability to work independently and in a team. Communication and interpersonal skills. Computer skills. Project management. Planning, organizing and execution. Willingness to travel extensively all over the country and work irregular hours.
<u>DUTIES</u>	:	Manage mechanical and electrical services and support in conjunction with Technicians/Artisans and associates in the field, workshop, and technical office activities. Ensure that all machinery is maintained in accordance with the manufacturers specifications i.e., pumps, valves, compressors, hydraulic systems, pipelines, generators, sluices, auxiliary drives, cranes, passenger lifts, water vessels, etc. Ensure that planned maintenance schedules are utilized by the mechanical and electrical maintenance team. Manage maintenance backlogs, planned maintenance and breakdowns. Ensure and accept appointment as GMR 2(7) for mechanical equipment. Ensure and promote the Occupational Health and Safety Act and ensure its regulations are complied with. Provide inputs into existing technical problems, manuals, standard drawings, and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operation and maintenance plan. Update databases. Manage assets, artisans, and related personnel. Control and monitor

expenditure according to the budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical 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. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Perform any other related duties.

ENQUIRIES : Mr. SM Segalo Tel No: (051) 405 9000
APPLICATIONS : Free State/Gariep Dam: Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300 or hand deliver to Bloem Plaza Building, second floor, Corner Charlotte Maxeke & East Burger Street, second floor, Bloemfontein.

FOR ATTENTION : Ms NSM Maloka

POST 35/51 : **ASSISTANT DIRECTOR: BILLING OPERATIONS REF NO: 131023/09 (X2 POSTS)**
 Branch: Finance WTE
 SD Billing Operations

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7 (Financial Accounting III a prerequisite). Three (3) to five (5) years' relevant experience. Three (3) years supervisory experience in the financial environment/sector. Working experience with an ERP system. Practical knowledge of Financial Reporting Standards. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Guidelines and Division of Revenue Act. Knowledge and understanding on Human Resource Management Legislation, policies, practices, and procedures. Public Service Anti-Corruption Strategy, anti-corruption, and fraud prevention measures. Knowledge and experience in administrative, clerical procedures and systems. Knowledge of Commercial Laws, Departmental policies, and procedures. Knowledge and experience of Governmental Financial Systems. Framework for managing performance information. Business strategy transaction and alignment. Problem solving, analysis, people, diversity management, client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct skills. Flexibility to Travel.

DUTIES : Implement and monitor billing management policies, strategies, procedures, and financial reporting prescripts to ensure the completeness and accuracy of billing and financial reporting. Maintenance of systems to ensure seamless flow of information and reconciliation of billing related systems. Ensure timeous resolution of billing adjustments and customer queries. Staff management and training. Manage and Co-ordinate Internal and External Auditors.

ENQUIRIES : Ms L Serepong Tel No: (012) 336 8456
APPLICATIONS : 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, 0001.

FOR ATTENTION : Planning, Recruitment & Selection Unit

POST 35/52 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 131023/010**
 Branch: Provincial Operation: Gauteng

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF Level 7. Three (3) years' experience at the supervisory level within finance environment. The disclosure of a valid unexpired driver's license. Knowledge of Public Finance Management Act, Treasury Regulations and other financial guidelines and procedures. Practical knowledge of government financial systems. Working experience and knowledge of basic government financial

		operating systems (PERSAL and BAS) are a necessity. Good communication skills both (verbal and written). Computer literacy. Good problem solving and analytical skills, People and Diversity management. Client orientation and customer focus. Accountability and ethical conduct.
<u>DUTIES</u>	:	Management of the payroll and accounts payable functions. Provide cash, revenue management, bookkeeping and financial accounting services including cashiers' office. Oversee creditor's reconciliations and ensure correct and timeous processing of invoices on BAS and LOGIS Procurement Integration. Oversee quality assurance and verification of transactions on PERSAL, BAS, LOGIS Procurement Integration System. Manage the processing of staff related payments and disallowances on PERSAL system. Review and analyse reports including accruals, commitments, 30 days' reports etc. Render professional advice and guidance to regional line functionaries on the interpretation and implementation of financial procedures and policies. Perform internal financial inspections and prepare for audits. Ensure safeguarding of source documents. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports. Supervision of employees.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr ML Mukwevho Tel No: (012) 392 1378
	:	Gauteng Provincial Office (Pretoria): Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor Reception, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms. Beaula Mekwa
<u>POST 35/53</u>	:	<u>ASSISTANT DIRECTOR: COMPLIANCE AND OVERSIGHT REF NO:131023/11</u> Branch: Provincial Operation: Gauteng
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (level 09)
	:	Pretoria
	:	A National Diploma/bachelor's degree in Auditing or Internal Auditing. Three (3) to five (5) years working experience in Auditing. Knowledge of Public Service Regulations, Public Service Act, Public Finance Management Act, Treasury Regulations and Corporate Governance issues. Experience and sound understanding of internal auditing, auditing principles, and risk management. Experience in a compliance environment. The disclosure of a valid unexpired driver's license. Computer literacy. Good communication skills both (verbal and written). Problem-solving skills. Ability to think strategically. A sound understanding of Enterprise Risk Management principles and philosophy. Excellent facilitation skills. Able to organize and motivate others, who in many cases may be in a senior position. Sound understanding of the framework for the Strategic Plan and Annual Performance Plan. Leadership skills. Project management skills. Sound understanding of anti-corruption strategy and fraud prevention measures. Ability to work independently and under pressure. Willingness to travel.
<u>DUTIES</u>	:	Develop and implement compliance procedures and guidelines. Ensure compliance with legislative requirements. Compile risk management strategies; perform risk analysis, risk identification, risk monitoring and risk reporting. Establish, communicate, and facilitate the use of the appropriate Enterprise Risk Management methodologies, tools, and techniques. Work with individual components and units to establish, maintain and continuously improve risk management capabilities. Facilitate enterprise-wide risk assessments and monitor priority risks across the organization. Implement planning, execution, and reporting of investigation assignments on both Main and Trading accounts. Perform pre-audit checks on all documents. Manage and coordinate audit-related activities. Conduct regular spot checks. Assist management with investigations into fraud, corruption, and theft in the Provincial Office. Promote a culture of professionalism. People management (mentoring, ensuring on-the-job training and development and conducting appraisal and feedback).
<u>ENQUIRIES NOTE APPLICATIONS</u>	:	Ms. T Mashiloane Tel No: (012) 392 1489
	:	Preference will be given to coloured, Indian, and White
	:	Gauteng Provincial Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or Hand delivered at 285 Francis Baard Street, Bothongo Plaza East Building, 15th Floor Reception.

FOR ATTENTION : Mr. D Masoga

POST 35/54 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 131023/12**
Branch: Provincial Operation: Eastern Cape

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: King William's Town
: A Bachelor's Degree in Accounting / Financial Management, Supply Chain Management, or equivalent tertiary qualification in a recognized accounting field (NQF level 7). Three (3) years of supervisory experience in an Asset Management environment. The disclosure of a valid unexpired driver's license. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of Basic Accounting Systems (BAS), GRAP, and Logis. Computer literacy with sound knowledge of the MS Office suite preferably Excel. Demonstrate leadership / interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information systems. Willingness to work cooperatively with others as a team. Good communication skills both (verbal and written).

DUTIES : Ensure that assets are properly accounted for in the Asset Register and comply with National Treasury Guidelines. Update new additions, movements, transfers, and disposals. Reconcile BAS/Trial Balance with the Asset Register on a monthly basis. Monitor all entries made on the Asset Register as per minimum requirements for movable and immovable assets. Retiring of all losses and disposed assets in the register. Update inventory lists. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the Department's asset requirements are included in the budget. Perform quarterly asset count. Conduct bi-annual physical verification of movable assets and reconcile against the Asset Register. Implement and manage registers for Finance Leases. Verify the existence of Finance Leases and prepare monthly reconciliation between Bas and amortization tables versus the Finance Leases register. Ensure reconciling items are cleared. Ensure proper monthly and annual reporting and reconciliations. Quality assurance of asset management processes. Assist in preparing AFS for interim & final audits for both internal & external Auditors. Quarterly review performance of staff within Asset Management in line with the Human Resources Management guidelines.

ENQUIRIES APPLICATIONS : Mr. ML Sigobo Tel No: (043) 604 5401
: Eastern Cape (King William's Town): Please forward your application quoting the reference number to The Department of Water and Sanitation, Private Bag X7485, King Williams Town, 5600 or hand deliver at 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600.

FOR ATTENTION : Mr. MK Noah Tel No: (043) 604 5323.

POST 35/55 : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 131023/13**
Branch: Provincial Operation: Eastern Cape

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: King William's Town
: A National Diploma or Bachelor's Degree in Supply Chain Management / Logistics / Purchasing Management qualification. The disclosure of a valid unexpired driver's license. Three (3) to (5) five years' experience in SCM administrative environment. Knowledge of procurement administrative procedures. Knowledge of financial legislation. Knowledge of BAS, SAP, and GAAP. Disciplinary knowledge of dispute resolution processes. Knowledge management. Problem-solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Render demand and acquisition support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or a similar system. Request and receive quotations. Capture specifications on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. compile draft documents as required. Contractors' database is updated and well-maintained. Orders are placed accordingly. All notices are registered and issued properly. Provide effective provisioning of logistical support services. Ensure that correct procedures are

followed on issuing vehicles. Ensure that the requested items are received, and the services are rendered as requested. Capture information into BAS system. Analyse procurement trends. Implement policies. Engage supplier regarding purchased materials and payment thereof. Develop an action plan for the section. Supervise human resources. Check if the information is captured correctly on the system. Ensure that financial procedures are observed in the section. Compile monthly reports. Documents are provided for approval. Ensure vehicles are issued properly. Administer the provision of tender services and contract management. Record all bid documents received. Forward relevant records to bid committee for processing. Keep register of bid documents. Documents forwarded to the bid committee for further processing. Administer the payment process for the goods and services acquired. Verify the correctness: and accuracy of the invoices. Check if the amounts correspond with the received quotations. Ensure that goods and services are received before payment. Pay invoices after service has been rendered.

ENQUIRIES : Mr. ML Sigobo Tel No: (043) 604 5401
APPLICATIONS : Eastern Cape (King William's Town): Please forward your application 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.
FOR ATTENTION : Mr. MK Noah Tel No: (043) 604 5323

POST 35/56 : **CONTROL WATER CONTROL OFFICER REF NO: 131023/14**
 Branch: Infrastructure Management: Central Operation
 Sub Div: Maintenance

SALARY : R359 517 per annum (Level 08)
CENTRE : Vaal Dam
REQUIREMENTS : A Senior / Grade 12 Certificate with six (6) to (10) ten years experience in water control environment. The disclosure of a valid unexpired driver's license. Knowledge in controlling and managing water distribution for all government water services, sate dams, irrigation boards, water use associations, canals and rivers within the provincial management operations and clusters knowledge in water-related policy implementation. Knowledge in financial and human resource management. Knowledge and implementation of Occupational Health and Safety (OHS) Act. Monitoring and evaluation principles. Knowledge in supporting water utilization and water resource strategy. Knowledge of drought and flood management. Understanding of government legislation. Knowledge in grievance and disciplinary procedures. Knowledge in monitoring and reporting water pollution and alien legislation. Knowledge in basic civil, mechanical, and electrical maintenance.

DUTIES : Manage water infrastructure resources. Manage water control section. Manage the invoices for the stakeholders. Manage dams within Upper Vaal Area in terms of inspections and supervision of the water resource operations. Consolidation of water measurement and distribution of data and report to Area Manager. Manage water infrastructure: canals, dams, sluices, etc. Ensure maintenance of water resources reports for water measurements and distributions. Manage budget for the water control unit. Ensure implementation of OHS within the Area.

ENQUIRIES : Mr. CM Mokone Tel No: (016) 371 3039
APPLICATIONS : Central Operation (Vaal Dam): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X02, Deneysville, 1932 or hand deliver to Vaal Dam Plot 1 Mackenzie Street Deneysville 1932.

FOR ATTENTION : Simon Mbongo/ Madzivhadela

POST 35/57 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A - C REF NO: 131023/15 (X2 POSTS)**
 Branch: Infrastructure Management: Head Office

SALARY : R353 013 – R531 117 per annum, (all-inclusive OSD salary package), (offer will be based on proven years of experience)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma in Civil Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. The disclosure of a valid unexpired driver's license. Compulsory registration with the Engineering

Council of South Africa (ECSA) as an Engineering Technician. Experience in technical design and analysis. Extensive computer-aided design (CAD) and related engineering application experience. Excellent communication skills (both written and verbal), good report writing and presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team.

DUTIES : Provide technical services and support in a design drawing office environment. Produce and edit civil engineering designs and drawings. Work independently as well as in teams assisting engineers and technologists. Promote safety in line with statutory and regulatory requirements. Ensure quality of technical designs and drawings in line with standards and specifications. Compile and submit reports as required. Provide guidance and mentorship for Graduate trainees and candidate technicians. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES APPLICATIONS : Mr. V Monene Tel No: (012) 336 7842 / Mr D Johnson Tel No: (012) 336 8201
: 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.

FOR ATTENTION : Planning, Recruitment and Selection unit

POST 35/58 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A – C REF NO: 131023/16**
Branch: Infrastructure Management: Central Operation
Div: Civil Engineering

SALARY : R353 013 – R531 117 per annum, (all-inclusive OSD packages), (offer will be based on proven years of experience)

CENTRE REQUIREMENTS : Free State
: A National Diploma in Civil Engineering or relevant qualification. Three (3) years post qualification Engineering Technician experience required. The disclosure of a valid unexpired driver's license. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technician. Knowledge of programme and project management. Knowledge of technical design and analyses of dams and canals. Significant dam engineering experience related to design, construction, management, operation, maintenance, and safety of dams with a safety risk. Knowledge of the water sector and relevant legislation (including but not limited to Chapter 4 and Chapter 12 of National Water Act (NWA, Act No. 36 of 1998) and the Dam Safety Regulations published in Government Notice R. 139 of 24 February 2012). Understanding of research and development. Knowledge of computer-aided engineering applications including relevant computer software. Technical report writing, networking, and professional judgement. Problem solving and analysis, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.

DUTIES : Render technical services and support. Provide inputs in engineering drawings, research, design, manufacturing, operations and maintenance to the Area Offices and Scheme Offices. Assist Control Engineering Technicians and associates in the field, workshop and technical office activities and appraisals for technical reports, Business and Demand Plans. Monitor the implementation of Government Water Resource Schemes projects through conducting site inspections, site meetings, compilation, and submission of progress reports. Development of Condition Assessment and Civil Maintenance Inspections. Address breakdowns and perform fault findings. Optimize the life cycle of equipment. Initiate maintenance/refurbishment projects. Technical support for Dam Safety Rehabilitation Projects. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Evaluate technical designs and engineering drawings with specifications complete with bill of quantities and submit for approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit monthly and quarterly expenditure reports as required. Evaluation of quotations and

proposals together with verifying and certifying invoices for payment from contractors and Public Service Providers. Execute cost analysis and feasibility studies for new and refurbished equipment. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the technical / engineering operational plan. Develop, implement, and maintain databases. Supervise technical personnel and control strategic infrastructure.

ENQUIRIES : Mr SM Segalo Tel No: (051) 405 9000
APPLICATIONS : Central Operation (Free State): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300 or hand deliver to Bloem Plaza Building, second floor, Corner Charlotte Maxeke & East Burger Street, second floor Bloemfontein.

FOR ATTENTION : Ms NSM Maloka

POST 35/59 : **SURVEY TECHNICIAN PRODUCTION GRADE A – C REF NO: 131023/17**
Branch: Infrastructure Management: Central Operation
Div: Maintenance

SALARY : R353 013 – R531 117 per annum, (all-inclusive OSD salary package), (offer will be based on proven years of experience)

CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma in Survey or Cartography. Three (3) years post-qualification survey experience in technical survey Topographical, Hydrographical, Cadastral, Engineering Surveys for design and construction, Precise Deformation, Aerial and Survey ground control and Control surveys. Compulsory registration with the South African Geomatics Council (SAGC) as a Survey Technician/Surveyor. The disclosure of a valid unexpired driver's license. Knowledge of GPS, echo sounders (Hydrographic system), total stations, and levels. Computer literacy with proven computer skills in respect of operating systems; CAD and Survey calculation packages in particular Model Maker, Surpac, and MS Office, Hypack and Trimble Business Centre. Experience in boat handling and outboard motors will serve as an added advantage.

DUTIES : This post requires a qualified person to perform Topographical, Hydrographical, Deformation, other surveys and ad hoc tasks. Able to take control of survey teams in the field. Make use of computer equipment to produce final maps and reports. Perform duties away from the office and must be able to travel excessive distances. Able to work under pressure to provide survey reports and final drawings within the prescribed time frame. Good communication skills to communicate with the public, colleagues, and clients.

ENQUIRIES : Mr LI Radebe Tel No: (051) 405 9000
APPLICATIONS : Central Operation (Bloemfontein): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300 or hand deliver to Bloem Plaza Building, second floor, Corner Charlotte Maxeke & East Burger Street, second floor Bloemfontein.

FOR ATTENTION : Ms NSM Maloka
NOTE : Candidates may be subjected to a skills and knowledge test.

POST 35/60 : **ARTISAN FOREMAN GRADE A REF NO: 131023/18**
Branch: Infrastructure Management: Central Operation
Div: Civil Maintenance

SALARY : R344 811 per annum, (all-inclusive OSD salary package)
CENTRE : Free State: Gariep Dam
REQUIREMENTS : Appropriate Trade Test Certificate. The disclosure of a valid unexpired driver's license. Five (5) years post qualification experience required as an Artisan. The disclosure of a valid unexpired driver's license. Knowledge of legal compliance. Knowledge of Technical analysis. Computer-aided applications. Knowledge of technical report writing. Team Leadership. Production, process knowledge and skills. Knowledge of problem solving and analysis. Decision making. Ability to work independently and in a team. Analytical and creativity skills. Communication and interpersonal skills. Computer skills. Project management. Planning, organizing and execution. Technical report writing. Problem solving and analysis, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal

		and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.
<u>DUTIES</u>	:	Supervise technical design and production of civil technical services. Supervise and produce design according to specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognized standards. Supervise the maintenance of civil technical services. Repair civil structures and facilities according to standards. Repair civil structures and facilities against specifications. Service civil structures and facilities according to schedule. Perform administrative and related functions. Update register on maintained and repaired faults. Compile and submit reports as required. Provide inputs to the civil maintenance plan. Ensure adherence to safety standards, requirements, and regulations. Human Capital resource management. Supervise and mentor staff. Plan resources available and schedule maintenance work.
<u>ENQUIRIES</u>	:	Mr. SM Segalo Tel No: (051) 405 9000
<u>APPLICATIONS</u>	:	Free Strate/Gariep Dam: Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300 or hand deliver to Bloem Plaza Building, second floor, Corner Charlotte Maxeke & East Burger Street, second floor Bloemfontein.
<u>FOR ATTENTION</u>	:	Ms NSM Maloka
<u>POST 35/61</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C REF NO: 131023/19</u> Branch: Provincial Operation: Mpumalanga Dir: Regulations, Compliance and Monitoring SD: Water Services Regulation
<u>SALARY</u>	:	R310 767 – R531 117 per annum, (all-inclusive OSD packages), (offer will be based on proven years of experience)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A National Diploma in Environmental Management / Natural Sciences. Two (2) years' experience in drinking and wastewater environment post obtaining a qualification will be an added advantage. The disclosure of a valid unexpired driver's license. Computer skills including MS Office (Word, Excel, PowerPoint). Good presentation and communication skills. Good understanding of the National Water Act 1998, Water Services Act 1997, Environmental legislations such as NEMA and other related legislations. A good understanding of the functioning of water and wastewater treatment works. Willingness to travel extensively.
<u>DUTIES</u>	:	Perform detailed inspections of water and wastewater treatment plants and compilation of inspection reports. Investigation of water quality and wastewater treatment plants and compilation of inspection reports. Investigation of water quality and wastewater quality failures and pollution incidents and compilation of reports. Monitoring of drinking water quality and wastewater effluent quality and issuing of non-compliance letters. Implementation and support of the National Blue and Green Drop Program within water services authorities and monitoring of compliance and progress. Evaluation and providing comments on the environmental impact assessment reports and Environmental Management Plans.
<u>ENQUIRIES</u>	:	Ms KV Mubva Tel No: (013) 759 7435 / Ms FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr SG Nkosi Tel No: (013) 759 7335
<u>APPLICATIONS</u>	:	Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag x11259, Mbombela, 1200 or Hand Deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorum Building, Mbombela, 1200.
<u>FOR ATTENTION</u>	:	Ms FM Mkhwanazi
<u>POST 35/62</u>	:	<u>STATE ACCOUNTANT REF NO: 131023/20</u> Branch: Provincial Operation: Western Cape
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	A National Diploma / Bachelor's Degree in Financial Management or relevant 3-year qualification. One (1) year relevant Management Accounting experience. Knowledge and understanding of financial Legislation, policies,

practices, and procedures. Knowledge and understanding of financial prescripts such as DORA. Knowledge of Treasury Regulations and PFMA. Working knowledge of BAS system. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Framework for managing performance information. Problem solving and analysis. People and diversity management. Client Orientation and Customer Focus. Good communication skills. Accountability and ethical conduct. Good presentation skills.

DUTIES : Assist in the Compilation of Demand Management plan for Budget Holders. Responsible for Budget Capturing and requesting financial reports on BAS. Perform Finance projects For WSIG and RBIG programs in the Region. Drive the budget process (ENE, AENE, MTEF and Rollovers) for the Region. Supervise and evaluate personnel. Handling of audit queries. Compile and submit Budget reports to the National Office. Compilation of cash flow of earmarked funding. Identification, Correction and Prevention of Misallocations and Misclassifications. Perform BAS, LOGIS and PERSAL reconciliation.

ENQUIRIES APPLICATIONS : Mr E Mahasela Tel No: (021) 941 6091
: Western Cape (Bellville): Please forward your applications quoting the relevant reference number to The Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Mr V Mzimba

POST 35/63 : **CHIEF ASSISTANT TECHNICAL OFFICER REF NO: 131023/21**
Branch: Water Resource Management
Dir: Resource Quality Information Services
SD: Analytical Services

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Roodeplaat Dam
: A National Senior Certificate or Grade 12 Certificate (with Mathematics / Mathematics Literacy). Six (6) to Ten (10) years of experience in a laboratory environment. Computer Literacy. Knowledge of OHS. Knowledge of ISO 17025.

DUTIES : Preparation, supply, and coordination of transport for sampling material that is to be sent to various water Monitors. Must be able to do material checks and ensure that routing of material is done on time and that all printing of tags and schedules for each monitor are up to date and correct. Assist in management of client requests for sampling material and its routing. Must be able to create worksheets ensuring that all logged samples are batched as per different analyzing groups. Must be able to log samples on Water Management System (WMS). Must be able to handle problem sample queries and resolving them by doing logs and re-checks on WMS and Laboratory Information Management System (LIMS). Prepare filter papers and fill Lugol and ethanol to glass bottles and will also be expected to pack Petri dishes. The seniority of the post requires the incumbent to lead in stock taking. Assist in Quality Controls that are part of SANAS accreditation standards, thus basic understanding of ISO 17025 is important.

ENQUIRIES APPLICATIONS : Ms V Sigonyela at (081) 316 0338
: 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. 0001.

FOR ATTENTION : Planning, Recruitment & Selection Unit

POST 35/64 : **COMMUNITY DEVELOPMENT PRACTITIONER REF NO: 131023/22**
Branch: Provincial Operation: Free State
Dir: Water and Sanitation Support Services
Sector Collaboration and IGR

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Bloemfontein
: A National Diploma or Bachelor's Degree in Social Science / Community Development / Development Studies. The disclosure of a valid unexpired driver's license. Computer proficiency. One (1) to (3) three years' experience in the management of projects and programmes. One (1) to (3) three years'

experience in the public service/ stakeholder management and community development. Good communication skills both (verbal and written). Liaison, interpersonal, presentation, report writing and networking skills. Sound knowledge of the principles of community development and service delivery. Knowledge of Water Services Act. Willingness to travel extensively and work long hours.

DUTIES : Support, coordinate and participate in public education programmes. Coordinate the involvement of Water and Sanitation Forums in DWS programmes. Coordinate capacity-building sessions for Water and Sanitation Forums. Investigate community water provision and related water sector complaints. Engage municipalities and update the weekly water and sanitation services monitoring report. Conduct provincial public education programmes. Assist municipalities to establish and coordinating Project Steering Committees for DWS funded projects. Participate and represent the Department at IGR Forums and DDM.

ENQUIRIES APPLICATIONS : Mr MA Mamabolo Tel No: (051) 405 9000
: Free State (Bloemfontein): Please forward your application quoting the relevant reference number to The Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand delivery at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second Floor.

FOR ATTENTION : Ms L Wymers

POST 35/65 : **WATER CONTROL OFFICER REF NO: 131023/23**
Branch: Infrastructure Management: Central Operation

SALARY CENTRE REQUIREMENTS : R241 485 per annum (Level 06)
: Mooirivier (Boskop Dam)
: A Senior / Grade 12 Certificate. Appropriate experience within the field of water distribution for the period of at least one (1) to three (3) years as a Water Control Aid will serve as an added advantage. The disclosure of valid unexpired driver's license. Mathematical literacy as a passed subject will serve as an added advantage. Experience in internal water control courses will serve as an added advantage. Knowledge in controlling and managing the water distribution for Government Waterworks. Understanding policy implementation, monitoring and evaluation principles. Knowledge in managing human resources. Disciplinary knowledge in Occupational Health and Safety Act. Disciplinary knowledge in public administration. Knowledge in flood control. Understanding of government legislations, policies, and procedures.

DUTIES : Control and monitor the release and distribution of water. Keep records of water balances and meter readings for billing purposes. Collect and keep records of hydrological data. Apply Health and Safety regulations within the Water control division. Assist with evaluation of work performance of subordinates. Conduct routine dam safety inspections and dam management in line with dam safety regulations. Conduct routine mechanical maintenance. Conduct administration functions within the section.

ENQUIRIES APPLICATIONS : Mr TM Rantekane Tel No: (018) 294 9320
: Mooiriver Boskop Dam: Please forward your application quoting the relevant reference number to: The Area Manager: Department of Water and Sanitation, Private Bag X936, Potchefstroom, 2520.

FOR ATTENTION : Ms. M Maduna

POST 35/66 : **FINANCE CLERK: PRODUCTION REF NO: 131023/24**
Branch: Provincial Operation: Western Cape

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Bellville
: A Senior / Grade 12 certificate or equivalent qualification. Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge Management. Problem solving and Analysis. People and Diversity Management. Client orientation and customer focus. Communication. Accountability and ethical conduct.

DUTIES : Receive invoices, stamp, and Record on Invoice register. Check and Capture transactions on PERSAL. Check and capture Sundry Payments, receipts, and Journals on BAS. Request reports on PERSAL and BAS. Monitor outstanding S&T advances. Be responsible for Cashier functions. Safekeeping of cash and checking of Petty cash issued. Replenish Petty Cash when required. Be responsible for Payroll administration. Distribution of Salary and supplementary Payslips to Officials, Update Registers, compile sundry payments for big creditors, Batch control. Ensure monthly statements for creditors are reconciled. Compile monthly reports.

ENQUIRIES APPLICATIONS : Ms S Kapela Tel No: (021) 941 6318
: Western Cape (Bellville): Please forward your applications quoting the relevant reference number to The Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Mr V Mzimba

POST 35/67 : **SECURITY OFFICER REF NO: 131023/25**
Branch: Infrastructure Management: Central Operation

SALARY CENTRE REQUIREMENTS : R171 537 per annum (Level 04)
: Vaal Dam Pump Station
: A Senior / Grade 12 certificate, Grade C security certificate. National Key Point (NKP) training. The disclosure of a valid unexpired driver's license. One (1) to three (3) years' experience in the security industry. Computer literacy and skills in MS Office Software package. Knowledge of prescribed security legislation e.g., MISS, Protection of Information Act, etc. Knowledge and experience of emergency procedures. Knowledge of Health and Safety. Sound knowledge, interpretation, and application of security code of conduct, security legislations and directives. Good listening, communication, interpersonal skills, ability to interact with people at all levels and work in a team environment. Analytical thinking, problem-solving, ability to handle conflict and excellent report writing skills. Able to work under pressure.

DUTIES : Perform NKP access control functions. Ensure security/safety in the building and the premises. Ensure the prohibition of unauthorized removal of equipment, documents and stores from building or premises. Ensure all incidents are recorded in the occurrence books /registers. Operate control room security equipment. Arrest transgressors at the National Key Point.

ENQUIRIES APPLICATIONS : Mr. C Mokone Tel No: (016) 371 3034
: Central Operation (Vaal Dam): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X02, Deneysville, 1932 or hand deliver to Vaal Dam Plot 1 Mackenzie Street Deneysville 1932.

FOR ATTENTION : Simon Mbongo/ Madzivhadela

POST 35/68 : **GENERAL FOREMAN (CIVIL) REF NO: 131023/26**
Branch: Infrastructure Management: Central Operation

SALARY CENTRE REQUIREMENTS : R171 537 per annum (Level 04)
: Free State (Gariiep Dam): Orange Fish Tunnel
: Grade 8. One (1) to Two (02) years' experience. The disclosure of a valid unexpired driver's license. Knowledge of legal compliance. Knowledge of Technical analysis. Computer-aided applications. Knowledge of technical report writing. Team Leadership. Production, process knowledge and skills. Knowledge of problem solving and analysis. Decision making. Ability to work independently and in a team. Analytical and creativity skills. Communication and interpersonal skills. Computer skills. Project management. Planning, organizing and execution. Technical report writing. Problem solving and analysis, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.

DUTIES : General maintenance and repairs in bulk water infrastructures and construction environments. Basic repairs to damaged equipment. Refer equipment to other service providers for repairs. Conduct general routine inspections and general maintenance of grounds and equipment. Supervise cleaning of buildings and structures including tunnels. Supervise subordinates

on a regular basis. Keep water measurement structures and surroundings clean, and report defects. Ensure equipment and grounds are in good condition. Keep records and job cards of maintenance work.

ENQUIRIES APPLICATIONS : Mr SM Segalo Tel No: (051) 405 9000
Free State (Gariep Dam): Orange Fish Tunnel: Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag 528, Bloemfontein,9300 or hand deliver to Bloem Plaza Building, second floor, Corner Charlotte Maxeke & East Burger Street, second floor Bloemfontein.

FOR ATTENTION : Ms NSM Maloka

POST 35/69 : **DRIVER REF NO: 131023/27**
Branch: Water Resource Management
Dir: Resource Quality Information Services

SALARY CENTRE REQUIREMENTS : R147 036 per annum (Level 03)
Roodeplaat Dam
A Grade 10 certificate or equivalent qualification. Code 10 driver's license with two (2) to three (3) years' experience in driver / messenger services. Knowledge of organisational policies and procedures. Basic knowledge of government regulations, practice notes, circulars, and policy frameworks. Ability to work under pressure and meet deadlines. An understanding and commitment of government objectives, policies and programmes. Good client orientation and customer focus. Knowledge of process flow. Communication and writing skills needed as well as ability to work in a team.

DUTIES : Responsible for transporting of personnel. The delivery and collection of documents and passengers. Function in accordance with applicable legislative requirements. Routine maintenance of vehicles. Routine inspection on visible defects around the exterior of the vehicles. The monitoring of various fluid levels. Monitor the utilization of vehicles in the absence of Transport Clerk. Attend to special requests. The recording of fuel and fluids levels. The recording of operations of the vehicles. The periodic checks on vehicle maintenance standards. Ensure the safekeeping of vehicles.

ENQUIRIES APPLICATIONS : Ms G Gafane Tel No: (012) 808 9500 / 060 571 3362
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.

FOR ATTENTION NOTE : Planning, Recruitment & Selection Unit
The successful candidate will be subjected to a driving test.

POST 35/70 : **SECURITY OFFICER REF NO: 131023/28**
Branch: Corporate Support Service
Dir: Security Management

SALARY CENTRE REQUIREMENTS : R147 036 per annum (Level 03)
Pretoria Head Office
A Senior / Grade 12 certificate. PSIRA Grade C certificate as compliance to Private security regulatory authority. Two (2) to three (3) years' experience in the field of Security industry. Knowledge of access control (control of access to public premises and vehicle Act), movement of equipment or assets and stores. Knowledge of prescribed security procedures e.g., MISS, MPSS, Protection of information Act and Security related legislations/ regulations. Knowledge of emergency procedures.

DUTIES : Perform access control functions by controlling access and egress and determining whether visitors have appointments or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the access control register is controlled, and issue control documents/cards as required. Escort visitors to the relevant employees/venues where required. Operate X-Ray machines in performance of access control to detect unauthorized and dangerous equipment e.g., firearms and dangerous objects) where required. Ensure that unauthorized persons and dangerous objects do not enter the building/premises. Perform proper lockups for all offices and access points. Identify suspicious conduct. Follow up on incidents. Report all the identified security breaches and non-compliance to the supervisor. Ensure safety in the building and the premises through undertaking building and the

premises patrol to identify and check that doors are locked and unlocked as required, water leaks and taps are closed, fire hazards, exposed electrical contacts and other fire hazards emanating from, for instance chemicals. Lights, on and off as required, suspicious objects and packages. Apply emergency procedures (in situation like bomb scares, riots etc.) and alert emergency services department management. Monitor and respond to the alarm system. Ensure that equipment/assets and documents do not leave or enter the building or premises unauthorized. Records should be in place by completing or ensuring that registers. to control the movement of the equipment, stores and documents are completed. Ensure that no equipment/assets and documents of the department leave the building/premises unauthorized. Inspect vehicles entering and leaving the premises. Gather information and report on missing or stolen equipment and assets. Handle documents and point of entry according to classification and the prescripts. Ensure that all incidents are recorded in the occurrence book/register by handling incident reports according to classification and prescript. Operate control from room security equipment through monitoring of all movements e.g. Events and activities within the department's premises using CCTV equipment. Ensure that security systems are in good working condition. Immediately report all incidents monitored, report to the supervisor. Monitor all access points for effective access control. Report all identified non-compliance to security policy and procedure to improve office security. The successful candidate would be required to work shifts night shifts including weekends and public holidays.

ENQUIRIES
APPLICATIONS

- : Mr. M Buys Tel No: (012) 336 8321
- : 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, 0001.
- : Planning, Recruitment and Selection unit

FOR ATTENTION