

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 17 May 2024

NOTE : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV 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 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 drivers 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. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). 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. 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. 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 e-mailed 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.

MANAGEMENT ECHELON

POST 15/48 : **DEPUTY DIRECTOR-GENERAL: INFRASTRUCTURE MANAGEMENT REF NO: 170524/01**
Branch: Infrastructure Management

SALARY : R1 663 581 per annum (Level 15), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE REQUIREMENTS : Pretoria Head Office
: A Postgraduate Degree in Civil Engineering (NQF level 8) as recognised by SAQA. At least eight (8) to ten (10) years proven experience in Senior Management level. A Senior Management leadership programme certificate is required. Pre-entry certificate obtained from the National School of government is required prior to the appointment. Civil Engineering experience with specialisation in structural engineering, Experience in high level project management. Must be able to demonstrate capacity to change. Knowledge and experience of various water aspects. Experience within asset management and in large scale infrastructure development. Experience in consulting and stakeholder management. Knowledge and understanding of

Public Service Regulations and Promotion of Access to Information Act. Knowledge and understanding of PFMA. Knowledge of business and management principles, policy, and strategy development. Knowledge of strategic planning, resource allocation and human resources. Good people and diversity management. Understanding of the value chain and its impact on demand management. Knowledge of scenario planning, infrastructure, including development, operations, and maintenance. Knowledge and understanding of socio-economic issues. Analytical thinking and good development skills. Good strategic capability and leadership skills. Programme, project, and financial management. Change and knowledge management. Service Delivery Innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Good interpersonal and communication skills. Accountability and ethical conduct.

DUTIES : Oversee the conceptualisation of water resource infrastructure projects. Provide strategic direction and leadership in the operations and maintenance of water resources infrastructure by managing and overseeing Water Resources Infrastructure and maintenance. Managing the rehabilitation and management of land associated with strategic infrastructure assets. Ensure the provision of engineering services. The assurance of the design of civil structure for mechanical and electrical components. The assurance of the design of integrated environmental engineering solutions. Analysis of water availability contained within infrastructure facilities. Oversee the construction of water and sanitation infrastructure. Develop policies, strategies and systems that drive strategic deliverables within the Branch. Overseeing the management of financial- and human resources of the Branch: Infrastructure Management. Providing leadership during the transition for the establishment of the planned National Water Resource Infrastructure Agency (NWRIA). Note: This position will be impacted upon through the establishment of the NWRIA whereby the incumbent may be required to transfer to the Agency during the transition.

ENQUIRIES : Mr. C Greve Tel No: (012) 336 8402
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 : Recruitment and Selection Unit.

OTHER POSTS

POST 15/49 : **CHIEF ENGINEER GRADE A REF NO: 170524/02**
 Branch: Provincial Operations: Gauteng

SALARY : R1 200 426 - 1 371 489 per annum, (all-inclusive OSD salary package). This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.

CENTRE : Gauteng Provincial Office
REQUIREMENTS : An Engineering degree (B Eng / BSc (Eng) in Civil Engineering. Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer. The disclosure of a valid unexpired driver's licence. Knowledge and understanding of government legislation relevant to the sector. Knowledge and understanding of government procurement for the infrastructure projects. Understanding of programme and project management. Knowledge of engineering, legal and operational compliance. Knowledge of Mobile equipment operating engineering design and analysis. Knowledge in maintenance, 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. Good communication skills (both verbal and written). People management, planning and organising, conflict, change management, and negotiation skills. Strategic capability and leadership, problem solving and analysis, decision making, team leadership, creativity, customer focus and responsiveness.

DUTIES : 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 project 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. Support the implementation of RBIG, WSIG, MIG and USDG projects. 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 the 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.

- ENQUIRIES** : Mr Mulalo Bvumbi, Tel No: (012) 392 1345
- APPLICATIONS** : Gauteng Provincial Office (Pretoria): For purposes 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, 0001.
- FOR ATTENTION** : Planning, Recruitment and Selection Unit.
- POST 15/50** : **CHIEF ENGINEER GRADE A REF NO: 170524/03**
Branch: Provincial Operations: Eastern Cape
Dir: Water Services Support
- SALARY** : R1 200 426 - R1 371 489 per annum, (all-inclusive OSD salary package). This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.
- CENTRE** : King William's Town
- REQUIREMENTS** : An Engineering Degree (B Eng / BSc Eng) or relevant qualification. Six (6) years post qualification experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's Licence. Knowledge of programme and project management. Understanding of engineering, legal, and operational compliance. Knowledge and understanding of engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Engineering design and analysis knowledge. 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, and creativity. Customer focus and responsiveness. Good communication skills both (verbal and written). Computer skills. People, financial, change, and conflict management. Planning, organising, and negotiation skills. Must be available to travel as and when required often at short notice.
- DUTIES** : Engineering design and analysis effectiveness. 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. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g., short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return

on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the development, motivation, and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinate's key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES
APPLICATIONS**

: Ms A Sizani Tel No: (043) 604 5404
 : Eastern Cape (King William's Town): For purposes of response handling, 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 and Selection Unit.

POST 15/51

: **CHIEF ENGINEER GRADE A REF NO: 170524/04**
 Branch: Infrastructure Management: Head Office
 Dir: Mechanical and Electrical Engineering

SALARY

: R1 200 426 - R1 371 489 per annum, (all-inclusive OSD salary package). This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.

**CENTRE
REQUIREMENTS**

: Pretoria Head Office
 : An Engineering Degree (B Eng / BSc Eng) or relevant qualification. Six (6) years post qualification experience. Compulsory registration with the 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 engineering, legal, and operational compliance. Knowledge and understanding of engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Engineering design and analysis knowledge. 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, and creativity. Customer focus and responsiveness. Good communication skills both (verbal and written). Computer skills. People, financial, change, and conflict management. Planning, organising, and negotiation skills. Must be available to travel as and when required often at short notice.

DUTIES

: Design and specification of mechanical engineering systems for water infrastructure, e.g. Pumps, Valves, Pipelines, overhead cranes, HVAC, etc. Oversee installation, testing and commissioning of such components and systems. Prepare mechanical designs and technical specifications. Review, evaluate, edit, and approves engineering designs according to design principles and theory. Ensure adequate standard of technical documentation, reporting and contribute to updating of standards. Coordinate design integration across the engineering disciplines within the Directorate as well as to other Directorates. Optimising design and cost-effectiveness of projects and risk management. Provide support and development of Water and Sanitation Service's Infrastructure. Provide support in contract management and administration. Inspect and/or test infrastructure equipment, systems and installations including preparation of reports of the findings and recommendations. Compile, review and comment on contract documentation proposals and Bids. Communicate and negotiate with contractors, consultants, and clients of the Directorate. Formulate policies and guidelines relative to the Directorate's functions. Provide leadership and direction to the Directorate. Provide assistance to manage financial allocations to projects and programs. Provide guidance and mentorship to candidate engineers and technicians within the Directorate.

ENQUIRIES

: Mr. E Manhimanzi Tel No: (012) 336 8621

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 and Selection Unit.

POST 15/52 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 170524/07**
Branch: Infrastructure Management: Head Office
Cd: Infrastructure Development
Dir: Infrastructure Implementation Planning
Sub-Dir: External Works

SALARY CENTRE REQUIREMENTS : R873 840 per annum, (all-inclusive OSD salary package)
: Pretoria Head Office
: A Bachelor of Technology (BTech) in Engineering. Six (6) years post qualification Engineering Technologist experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist. The disclosure of a valid unexpired driver's license except for persons with disabilities. Experience in providing technological advisory service in evaluating, providing quality assurance of technical designs and drawings with specifications, and making recommendations for approval by the relevant authority. Experience in planning technological and technical support to engineers. Practical experience in mentoring of graduate interns and training. Understanding of ECSA professional mentorship will be an added advantage. Knowledge of contract administration, project management and proven knowledge of technical drawing and design. Understanding of procurement processes in the public sector. Sound financial planning and management. Understanding of the National Water Act, Water Services Act, Environmental legislation, and the Public Finance Management Act. Understanding of the various forms of contract used for infrastructure projects. Understanding of feasibility processes and moving it to project implementation. Ability to communicate, conflict management, contract dispute resolution and negotiation skills. Computer literacy and the ability to use most of the MS Office programmes including MS Projects is highly recommended. Ability to work with design software like Autocad Civil 3d will be an added advantage. Willingness to mentor and guide candidates towards professional registration. Willingness to travel.

DUTIES : Provide and manage technological advisory services. Ensure adherence and promotion of health and safety standards in line with statutory requirements. Manage administrative and related functions. Mentorship of Graduate interns and willingness to be a registered mentor with ECSA. Manage and supervise technological and related personnel and assets. Manage administrative and related functions. Monitoring and supervise the evaluation of technological designs and drawings. Technical and financial reporting. Interfacing with relevant Departmental Divisions. Solve broadly defined technological challenges using applications, proven techniques and procedures. Contribute and support the coordination of compilation and structuring of tender documents in line with the CIDB (Best Practice Guideline). Continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on engineering related matters. Manage and maintain interpersonal relationships with stakeholders and Implementing Agents.

ENQUIRIES APPLICATIONS : Mr. Werner Comrie Tel No: (012) 336 8992
: 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 15/53 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 170524/05**
Branch: Provincial Operations: Eastern Cape Office
Dir: Support Services

SALARY CENTRE : R849 702 per annum (Level 11), (all-inclusive salary package)
: King Williams Town

- REQUIREMENTS** : A National Diploma or Degree in Human Resource Management or relevant qualification. Three (3) to five(5) years experience in Human Resource Management at an Assistant Director Level. The disclosure of a valid unexpired driver's license. 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). 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 service 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** : Mr. MP Zenzile Tel No: (043) 604 5528
- 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 2 Hargreaves Avenue, Old SABC Building, King William's Town, 5601.
- FOR ATTENTION** : Mr.MP Zenzile Tel No: (043) 604 5528.
- POST 15/54** : **DEPUTY DIRECTOR: INTERNAL AUDIT GENERAL CONTROLS REVIEW**
REF NO: 170524/06
Branch: Director-General
Dir: Information Technology Audits
- SALARY** : R849 702 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A Bachelor's degree at (NQF level 7) in Internal Auditing/Auditing/Accounting. Three (3) years relevant experience at Assistant Director level in Internal Audit. Teammate Audit Management System and (4) four years' experience in data analysis will be required. Professional Internal Auditor (PIA), Certified Internal Auditor (CIA), and/or Certified Information Security Auditor (CISA) will be an added advantage. The disclosure of a valid unexpired driver's license. Generic Competencies: Planning and organizing. Coordination. Problem-solving and decision-making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of Standards for Professional Practice of Internal Auditing (SPPIA) and Code of Ethics. Knowledge of Information systems auditing standards including the Control Objectives for Information and related Technology (COBIT). Knowledge of application and general IT control reviews (security). Knowledge of data analysis, ACL, CAAT's. Knowledge of SDLC, IT security, network communications, client server environment. Ability to perform technical Information system audits. The Public Finance Management Act, Treasury Regulations and Generally Recognised Accounting Practice (GRAP). Effective use of Teammate audit management software. Willingness and ability to travel. Computer Literacy.

DUTIES : Manage the General Controls review Audit Sub-Directorate. Develop the risk based 3-year strategic annual Internal Audit coverage plans. Lead the Technology Audit Projects including System Development Reviews, Change Control Management, Database Controls, Contingency Planning/Disaster Recovery Reviews, Operating Systems Reviews, Applications Reviews and General Controls. Identifying and assessing technology and business risks, developing effective audit programs to address risks, executing appropriate test of controls, presenting results and recommendations to management, developing effective audit report. Participating in special projects to improve information system controls and management information. Partnering with management to develop practical and cost-effective solutions to IT internal controls issues. Serving as a department subject matter expert on technology controls and practices and providing audit teams with appropriate input on related audit coverage. Establishing strong relationships with technology business management to stay abreast of business issues and changes to the risk profile of the Department. Staying current on changes in information technology, audit, financial services, and regulatory compliance. Demonstrating a commitment to continuous improvement of IT audit processes and practices. Coaching, developing, and training audit staff. Ensuring that Audits are performed in line with the Institute of Internal Auditors (IIA) Standards and COBIT methodology. Manage the implementation of the approved audit operational plan. Manage the communication of the audit results and the audit outcomes. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort. Manage the sub programme human resource through developing, implementation and monitoring the annual staff development, job training and continued professional development.

ENQUIRIES APPLICATIONS : Mr. P. Jordaan, Tel No: (012) 336 8854
: 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 and Selection Unit

POST 15/55 : **ASSISTANT DIRECTOR: HR APPOINTMENTS REF NO: 170524/08**
Branch: Corporate Support Services
Dir: Human Resource Administration

SALARY CENTRE REQUIREMENTS : R552 081 per annum (Level 10)
: Pretoria Head Office
: A National Diploma or Degree in Human Resources or relevant qualification. Three (3) to five (5) years supervisory experience in Human Resources. The disclosure of a valid unexpired driver's license. Knowledge of policy development and implementation. Extensive knowledge of appointments; transfers, implementation of allowances. Proven knowledge of PERSAL (PERSAL Administration, Leave Administration and Establishment). Extensive knowledge of the OSD dispensations. Computer Literacy skills (MS Word, MS Excel, MS PowerPoint). Understanding of Government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication skills both (verbal and written). Accountability and Ethical Conduct. Knowledge of analytical procedures.

DUTIES : Processing of appointments for OSD and Non-OSD's, structuring of SMS, MMS and OSD packages on PERSAL. Provide advice and guidance on all salary related matters to employees and line managers. Monitor and evaluate HR compliance by Regions and Cluster offices. Processing of promotions and transfers on PERSAL. Processing of upgrades', grade and accelerated grade progressions for Non-OSD. Registration of System Change Controls (SCC's) when necessary. Ensure approval of all acting allowance submissions. Processing payment of acting allowances to qualifying employees on PERSAL. Respond to queries regarding the payment of acting allowances. Manage payments of pay progressions (PMDS). General Administration of leave. Daily monitoring of E-Leave system to ensure that all leave applications are cleared. Attend to leave audit queries. Approval of HR Transactions on PERSAL. Management and maintenance of HR databases. Management of staff. Ensure

compliance to legislation, policy, prescripts and HR delegations. Participate in policy formulation and development.

ENQUIRIES APPLICATIONS : Ms T Sejake Tel No: (012) 336 7470
: Pretoria (Head Office): Please forward your application quoting the 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 and Selection Unit.

POST 15/56 : **ASSISTANT DIRECTOR: HR INFORMATION MANAGEMENT REF NO: 170524/09**
Branch: Corporate Support Services
Dir: HR Administration
Div: HR Information Management

SALARY CENTRE REQUIREMENTS : R552 081 per annum (Level 10)
: Pretoria Head Office
: A National Diploma or Degree in Human Resources or relevant qualification. Three (3) to five (5) years experience in the field of Human Resources Management, particularly in the field of PERSAL establishment management, PERSAL information and PERSAL control. Three years supervisory experience. The disclosure of a valid unexpired driver's license. Extensive knowledge of public service human resources practices and legislation. Must be able to operate at intermediate or advanced level MS Excel, extensive PERSAL knowledge and experience, sound knowledge of Vulindlela, sound knowledge of the functioning and processes of HR Registry, experience in the management of HR Registry would be advantageous. Excellent verbal and communication skills, computer literacy, must have a valid PERSAL Establishment Administration certificate, Microsoft (MS) Excel Certificate at minimum intermediate level, MS Word certificate.

DUTIES : Responsible for the provision and storage of PERSAL information in the form of reports, screenshots and databases. Coding, implementation, maintenance and oversight of the departmental structure on PERSAL. Manage and supervise the activities of the departmental PERSAL Controllers. Conduct quarterly PERSAL audits of the activities of the PERSAL Controllers. Implement changes to the budget structure on PERSAL, i.e. responsibility and objective codes. Assist with the provision of audit reports and responses to audit findings. Assist with the provision of PERSAL system support to all PERSAL Users. Registration of System Change Controls (SCC's) when necessary. Creation and management of a PERSAL training database. Manage and supervise all HR Registry functions, processes and staff. Create, develop and implement a file plan for HR Registry, manage the disposal and archiving of HR records, control internal file movements, assist with the implementation, maintenance and support of an electronic file tracking system.

ENQUIRIES APPLICATIONS : Mr I. Govender Tel No: (012) 336 7683
: Pretoria (Head Office): Please forward your application quoting the 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 and Selection Unit

POST 15/57 : **ASSISTANT DIRECTOR: ICT SERVICE MANAGEMENT (FINANCIAL MANAGEMENT) REF NO: 170524/10**
Branch: Corporate Support Services Dir: Information Services

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Pretoria Head Office
: A relevant tertiary qualification in finance at NQF level 7. Three (3) years relevant financial management experience in an information and Communication Technology (ICT) environment at supervisory level. Understanding of Public Financial Management Act (PFMA), Treasury Regulations and guidelines, Public Service anti-corruption strategy and fraud prevention measures. Knowledge of IT Regulations, practice notes, circulars, and policy frameworks. Knowledge of the CobiT framework. Understanding of public sector supply chain management models and processes. Knowledge of contract management. Knowledge of budget processes in the public sector. Principles and practice of financial accounting. Knowledge and understanding

of total cost of ownership (TCO) in ICT, Return on investment (ROI) and business value modelling in ICT. Negotiation and report writing skills. Problem solving, analysis and people & diversity management skills.

DUTIES : Develop and implement policies and procedures for ICT demand management, ICT procurement and ICT financial management related costs and investments in line with SITA act and Cobit framework. Administer and co-ordinate the ICT contract management processes. Manage the IT budget through prioritising and budget allocations to align budget to strategy. Manage the ICT financial planning, expenditure monitoring, reporting and user change back system. Managed ICT costs and expenditure to optimize costs in line with Cobit 2019.

ENQUIRIES APPLICATIONS : Mr A Kekana, Tel No: (012) 336 8701
: 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 at the Continental Building, Corner Visagie, and Bosman, Pretoria, 0001.

FOR ATTENTION : Planning, Recruitment and Selection Unit

POST 15/58 : **IT TECHNICIAN REF NO: 170524/11**
Branch: Provincial Operations: Eastern Cape
Dir: Corporate Services

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: King William's Town
: A National Diploma or Degree in Information Technology. Three (3) years experience in IT. The following certifications will be advantageous: Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE), A+ and Network+. The disclosure of a valid unexpired driver's licence. Knowledge of Windows 7; Windows 8; Windows 10; Windows 11; MS Office 2016 and Office 365; Symantec Anti-virus; Microsoft SMS; Transversal systems (PERSAL; BAS; and LOGIS) and ITIL will serve as an advantage. Applicants must have a valid driver's license (Certified copy must be attached) and be willing to travel to various remote sites and offices. Knowledge of the Access to Information Act. Knowledge and experience of information technology development and enhancements. Knowledge of administrative and clerical procedures and systems. Knowledge of the PFMA Act and departmental policies and procedures. Competencies: An in-depth knowledge of client-server IT environments. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word; Ms Excel and MS PowerPoint). Ability to work under pressure. Good communication skills (verbal and written). Exposure to different business application platforms.

DUTIES : Manage calls logged on the call management system. Provision of end-user support with regard to hardware; software and network connectivity. Equipment and software analysis. Physical inspection of equipment for any visible defects. Testing and connection of peripherals on their stations including driver installation. Provision of necessary training in the operational use of equipment. Ensure that all IT policies, norms, and standards are enforced. Rolling out of new software on computer equipment as prescribed by the office of the CIO. Maintaining of existing hardware and software. Executing Root Cause Analysis with regard to hardware and software incidents and problems. Resolving warranty issues should equipment fall within this category. Providing clients with advice regarding future use of or replacement of equipment/software. Investigate equipment/software capabilities. Decommissioning of hardware and software. Receive equipment that is to be removed from the system. In the case of equipment with memory capabilities, ensure all data is permanently removed from devices. Executing client installations of Transversal systems (PERSAL, SAP, BAS, LOGIS) and ensuring software connectivity. Perform quality control for the Local Area Network (LAN). Perform installations, maintenance, and upgrading of computer hardware and second-line fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up to date. Initiate and coordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine backups for all the available servers. Knowledge of DWS Asset and Supply Chain Management will be an added advantage. Compile monthly performance reports. The appointees will be

expected to perform overtime and standby duties when necessary as well as assist the Regional ITC Officer with all IT-related tasks.

ENQUIRIES APPLICATIONS : Mr. B Bharat Tel No: (043) 604 5440
: 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 2 Hargreaves Avenue, Old SABC Building, King William's Town, 5601.

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

POST 15/59 : **ASSISTANT DIRECTOR: DEBT COLLECTION REF NO: 170524/12 (X2 POSTS)**
Branch: Finance WTE
Dir: Debt Management

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Pretoria Head Office
: A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience in Finance. The disclosure of a valid unexpired driver's license. Knowledge and understanding of Human Resource Management legislation, policies, practices, and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-Corruption Strategy and Anti-Corruption and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Practical experience in governmental financial systems: SAP and PERSAL. Principles and practices of financial accounting. Framework for managing performance information. Behavioural competencies: people and diversity management, client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Identify on monthly basis any debts outstanding for a period of 90 for full debt management processes to be carried over before handing over to legal or Service providers. Handle legal matters received from Clusters for collection by legal Facilitate and provide information as may be required by the Service Provider to resolve queries' response as per turnaround time. Monitor the performance of the appointed Service Providers in terms of the recovery of the debt over the contract period. Evaluate/screen the cases handed over and identify the account queries. Payment of all undisputed invoices within 30 (thirty) days of receipt and approval of an invoice. Ensure that monthly and quarterly reports as well as a copy of the quarterly report are sent to the Customer as well as management for progress reporting. Ensure that the payment report is given to PSP's as per the participation agreement. Attend to and monitor any debt management related queries from PSP's. Keep detailed records of all communication with debtors, including phone calls, emails, and letters. Record all AOD signed by the PSP and monitor repayments adhered to as per the signed AOD. Meet collection targets set by the department, such as monthly quotas or recovery rates. Generate and provide reports on collection activities, including accounts worked, payments collected, and outstanding balances. Negotiate payment plans or settlements with debtors to resolve outstanding debts. Verify all submissions from clusters for correctness and completeness and send to Deputy Director for recommendations. Manage commission claim for Service Providers as well as write offs Withdrawal of fully settled repayments from Service Providers. Staff management and training. Attend meetings as and when required. Supervisor staff and sign their performance agreements and assessments. Assist the Deputy Director in the effective execution of his/her responsibilities. Assist with financial year-end procedures and compiling of audit file. Attend to audit queries and formulating of responses.

ENQUIRIES APPLICATIONS : Ms. MA Mbhele Tel No: (012) 336 7025
: 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 15/60 : **SENIOR SUPPLY CHAIN PRACTITIONER ASSET MANAGEMENT REF NO: 170524/13**
Branch: Provincial Operations: North-West

SALARY : R376 413 per annum (level 08)
CENTRE : Mmabatho Provincial Office
REQUIREMENTS : A National Diploma or Degree in Supply Chain Management/purchasing/logistics or relevant qualification. Three (3) to five (5) years' experience in SCM administration environment. Knowledge of procurement administration environment. Knowledge of financial legislation. Knowledge of BAS, SAP, LOGIS and GAAP. Understanding of Social and Economic development issues. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills both (verbal and writing). Accountability and Ethical Conduct.

DUTIES : Render demand and acquisition support. Provide effective provisioning of logistical support services. Coordinate receiving activities. Reconcile BAS and LOGIS. Manage finance lease Assets. Coordinate Verification of assets. Update the Asset register. Provide inputs for compilation of AFS. Manage Disposal and loss of Assets. Perform secretariat duties for loss and disposal committees.

ENQUIRIES : Mr B Mashigo Tel No: (018) 387 9569
APPLICATIONS : North-West (Mmabatho): Please forward your application quoting the relevant reference number to the Provincial Head: Northwest, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or hand deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor.

FOR ATTENTION : Mr MJ Ntwe

POST 15/61 : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: 170524/14**
Branch: Corporate Support Services
Dir: Employee Health and Wellness

SALARY : R376 413 per annum (Level 08)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma (NQF level 6) qualification in Social Work / Psychology. One (1) to (3) three years' experience in Employee Health and Wellness environment. The disclosure of a valid unexpired driver's license. Computer literacy and the ability to use various software packages such as MS Word, Excel, Power Point, Microsoft Outlook, and Internet. Knowledge and experience in employee health and wellness program. Knowledge and understanding of wellness policy implementation, monitoring, and evaluation principles. Knowledge of program coordination, facilitation, and implementation. Uphold the principle of sense of confidentiality. Problem solving and analysis. Creativity, cultural awareness, and initiative skills. Excellent communication skills both (verbal and written). Willingness and ability to travel.

DUTIES : Implement wellness programs, policies, and strategies. Align employee health and wellness programs with the business plan. Marketing of EHWP services. Initiate the monitoring and evaluation of wellness programs and employee wellness programs. Create and maintain database of wellness programs. Follow up on meetings with clients. Execute administrative related duties to the wellness programs. Prepare wellness reports for management information purposes. Serve as secretariat during wellness engagement.

ENQUIRIES : Ms A Moabelo, Tel No: (012) 336 7787
APPLICATIONS : Pretoria (Head Office): Pleas 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 and Selection unit
NOTE : Preference will be given to African females and people living with disabilities.

POST 15/62 : **SENIOR INTERNAL AUDIT REF NO: 170524/15**
Branch: Director-General
Dir: Forensic Investigations

SALARY : R376 413 per annum (Level 08)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma or Degree in Accounting / Auditing. Two (2) to (4) four years' experience in internal auditing / forensic audit / investigation. Candidates must have/clearly demonstrate relevant experience and duration in conducting forensic audit/investigations in their CV. Knowledge of principles and practices of financial accounting. The disclosure of a valid unexpired driver's license. Completion of or studying towards a post graduate qualification in Auditing or Forensic Auditing/CFE/CFP will serve as an added advantage.

DUTIES : Conduct investigations into allegations of fraud and corruption within the prescribed time frames. Performing the planning, execution, and reporting phases of assigned forensic investigations in accordance with ACFE standards. Compile preliminary and detailed forensic reports in line with the approved forensic methodology and quality assurance standards. Gather documentation and maintain/compile a comprehensive record of completed investigations and other evidence. Conduct investigative interviews. Prepare monthly reports on the status of assigned investigations. Participate in fraud awareness and ethics promotion programmes within the Department. Testifying in disciplinary, criminal, and civil proceedings as and when required on behalf of the Department. Conduct monthly follow-ups on implementation of recommendations. Contribute to the overall Departmental Fraud Prevention/Anti- Corruption Strategy. Provide secretariat services during investigations and administrative support to the Directorate. Complete weekly/monthly time sheets. Supervise Interns. Communicate with stakeholders and other law enforcement agencies on the reported cases.

ENQUIRIES : Ms SR Toto Tel No: (012) 336 8228
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.

FOR ATTENTION : Planning, Recruitment and Selection unit

POST 15/63 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C REF NO: 170524/16 (X2 POSTS)**
Branch: Provincial Operations: Eastern Cape
Dir: Water Services Support

SALARY : R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)
CENTRE : King William's Town
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's licence. Knowledge of programme and project management, technical design, and analysis knowledge. Understanding of research development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Problem Solving and analysis. Decision making, teamwork, Creativity, customer focus and responsiveness. Excellent communication skills both (verbal and written). Computer literacy skills, People, and change management. Planning and organizing.

DUTIES : Render technical services. Assist Engineers, Technologists and associates in field, workshop, and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Engineers and Technologists assisted with technical activities. New technology incorporated into technical manuals, standard drawings and approved technical designs. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement, and maintain databases. Supervise and control technical, related personnel, assets, and

approved budget. Technical/Engineering Operational Plan inputs consolidated. Databases developed, implemented, and maintained. Supervised personnel and asset. Research and development. Continuous professional 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 engineering related matters. Professional development. Improved technical expertise.

ENQUIRIES : Ms. A Sizani Tel No: (043) 604 5404
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 X 7485, 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 15/64 : **CHIEF ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 170524/17**

Branch: Provincial Operations: Eastern Cape
Dir: Water Resources Support

SALARY : R308 154 per annum (Level 07)
CENTRE : East London

REQUIREMENTS : A Senior / Grade 12 certificate with Mathematics / Mathematics Literacy. Six (6) to (10) ten years' experience in surface or groundwater technical environment in collecting and processing of water related data. Computer Literacy. The disclosure of a valid unexpired Driver's License. Knowledge of data administration. Knowledge of hydrological or geo-hydrological processes and systems. Knowledge in handling laboratory and monitoring equipment. High level knowledge in surface and groundwater data processing. Knowledge of Occupational Health and Safety (OHS). Good communication skills both (verbal and written). Good interpersonal relations. Good organizing skills. Technical report writing skills. Understanding of relevant software systems.

DUTIES : Process, supply and disseminate water data to system. Ensure that data and field forms for surface and groundwater are received, registered, and processed within set time frames. Edit and process water related data. Ensure that processed data is archived according to departmental standards. Evaluate and quality assure the water data on relevant databases. Process and disseminate surface water data to stakeholders. Quality control of hydrological time series data. Ensure that processed data is archived according to departmental standards and is available on the national archive. Ensure that the quality auditing processes are adequate. Adapt the quality auditing processes where necessary. Water related data audited and relevant data owners are informed of findings. Maintain improved data on relevant databases. Verify the data extracted from relevant systems. Present the findings to the custodian of the data if corrections are needed or apply the necessary corrections before data dissemination. Ensure that correct data is extracted before it is disseminated. Data disseminated to all (internal and external) stakeholders. Check monthly Returns from ATO's and archive. Monitor real time system operation. Compile and distribute Realtime site updates report. Ensure that Realtime sites issues are addressed. Identify and updates maintenance of surface water gauging sites on Hydstra. Assist with performance of surveys, calibration & Stream flow gauging activities. Ensure that the data is electronically uploaded upon the successful application of quality auditing processes. Support technicians and Scientist in the execution of their tasks including quality control. Scan inspection reports and file them under Hydstra or K/drive and file cabinets. Provide technical support with regards to the requested technical activities. Ensure that recommendations from field visits are reported to supervisor. Convert binary (raw logger) data to text data in preparation for import to relevant systems Water related data / information maintained. Provide on-job training in the field of expertise. Provide inputs for the training materials in data processing. Data collectors assisted and guided in their data collections processes. Provide monthly feedback on the training interventions and its successes of failures. Attend planned meetings and others as per invitation and availability. Provide inputs to the Monthly reports and any other report/s requested. Prepare submissions, leaves, claims, travel plan and sign register.

ENQUIRIES : Mrs. V. Puye-Ndzamela Tel No: (048) 801 1303

APPLICATIONS : Eastern Cape (East London): 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 15/65 : **FINANCE CLERK REF NO: 170524/18**
Branch: Finance: WTE
Dir: Financial Accounting
Sd: General Ledger

SALARY : R216 417 per annum (Level 05)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Senior / Grade 12 certificate with Accounting as a passed subject. Basic knowledge of financial management practices as well as the ability to capture data, operate computer and collate financial statistics. Computer literacy. Basic knowledge and insight of the Public Service Financial legislations, procedures, and Treasury regulations, (PFMA, DORA, PSR, PPPFA, Financial manual). Knowledge of SAP or any other finance related operating system. Basic knowledge of Microsoft office products (Excel, Word and PowerPoint). Knowledge management. Ability to work under pressure. Willingness to travel as and when required. Knowledge of general administration within the public services. Good interpersonal relations. Good communication skills both (verbal and written).

DUTIES : Check and capture transactions on SAP. Check and capture Sundry Payments, receipts, and journals on SAP. Monitor and clear suspense accounts. Assist with Reserve and Commercial banks reconciliations. Collecting and filing of banks statements. Assist with Audit information requests and responses. Ensure that all filling is complete. Responsible for cashier's office. Rectify misallocations.

ENQUIRIES : Mr. G Ledwaba Tel No: (012) 336 7158
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.

FOR ATTENTION : Planning, Recruitment and Selection unit