

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 03 June 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, 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. 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. 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.

OTHER POSTS

POST 17/26 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 030624/02**
Branch: Infrastructure Management: Central Operations
Directorate: Operations Central

SALARY CENTRE REQUIREMENTS : R1 003 890 per annum (Level 12), (all-inclusive salary package)
: Central Operation (Pretoria)
: A National Diploma / Degree in Administration or relevant. Three (3) to (5) five years at Junior management (ASD) level experience in Administration. Knowledge of policy development and implementation. Knowledge and experience of administration process. Knowledge and understanding of HR information. Disciplinary knowledge in HR information. Understanding of Government legislations, financial management and knowledge of PFMA. Understanding of techniques and procedures for the planning and execution of operations. Knowledge of programme and project management. Knowledge of relationship management. Problem solving and analysis. Knowledge of people and diversity management. Client orientation and customer focus. Good communication skill (written and verbal). Accountability and ethical conduct
Knowledge of analytical procedures.

DUTIES : Manage Corporate Services in the Infrastructure Management: Central Operations Office and general support of personnel. Provide strategic and general management input and consult with management, interest groups and stakeholders. Assist with the development and implementation of Strategic Plan. Manage the Human Resource unit with regard to HR planning and

strategy, policy and implementation, talent management, organisational design, employee relations, EAP and transformation. Manage general administration with regard to document management, administrative support, transport and travel logistics and general service delivery to units. Manage communication with regard to advocacy, communication strategy and media relations. Ensure and develop legal compliance with regard to contract management. Labour relation, legislation and litigation. Compilation of Corporate Service budget.

ENQUIRIES APPLICATIONS : Mr N. Buthelezi Tel No: (012) 741 7302
 : Central Operations (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 273, Pretoria, 0001 or hand deliver at Praetor Forum Building, 1st Floor Reception, 267 Lillian Ngoyi Street, Pretoria, 0001.

FOR ATTENTION : Mr KL Manganyi

POST 17/27 : **CERTIFICATED ENGINEER: REF NO: 030624/03**
 Branch: Infrastructure Management: Southern Operations
 Directorate: Operations Southern

SALARY CENTRE REQUIREMENTS : R1 003 890 per annum (Level 12), (all-inclusive salary package)
 : Bellville
 : A National Diploma / B-Tech / Degree in Mechanical or Electrical Engineering fields plus Government Certificate of Competency (Factories). Three (3) years experience in the application of General Machinery Regulations. The disclosure of a unexpired valid driver's license. Proven experience and skills in project management. Engineering design and analysis knowledge. Experienced in computer-aided engineering applications. Knowledge of applicable legislation. Technical report writing skills. Proven skills to create high performance culture. Engineering and professional judgment. People management and negotiation skills

DUTIES : Ensure compliance with the OHS act and its Regulations. Ensure safe installations. Ensure appropriate safe environment including appropriate safety equipment. Instruct remedial measures. Ensure implementation of remedial measures. Plan, design, and lead engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Evaluate tender specifications. Ensure through evaluation that planning and design is done according to sound engineering principles and norms and standards and code of practice or in the absence thereof, develop new standards. Continuous professional development to keep up with new technologies and procedures. Ensure knowledge generation and dissemination. Lead and liaise with relevant bodies/councils on engineering-related matters. Provide expert advice on OHS act and its Regulations. Ensure cost-effective, safe operations.

ENQUIRIES APPLICATIONS : Mr. P Barry Tel No: (041) 508 9705
 : Southern Operations (Port Elizabeth/Gqeberha): Please forward your application to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.

FOR ATTENTION : Mr M Jonkerman

POST 17/28 : **CERTIFICATED ENGINEER REF NO: 030624/04**
 Branch: Infrastructure Management: Eastern Operations
 Directorate: Operations Eastern

SALARY CENTRE REQUIREMENTS : R1 003 890 per annum (Level 12), (all-inclusive salary package)
 : Tugela Vaal
 : A National Diploma / B-Tech / Degree in Mechanical or Electrical Engineering fields plus Government Certificate of Competency (Factories). Three (3) years experience in the application of General Machinery Regulations. The disclosure of a valid unexpired driver's license. Proven experience and skills in project management. Engineering design and analysis knowledge. Experienced in computer-aided engineering applications. Knowledge of applicable legislation. Technical report writing skills. Proven skills to create high performance culture. Engineering and professional judgment. People management and negotiation skills.

DUTIES : Ensure compliance with the OHS act and its Regulations. Ensure safe installations. Ensure appropriate safe environment including appropriate safety

equipment. Instruct remedial measures. Ensure implementation of remedial measures. Plan, design, and lead engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Evaluate tender specifications. Ensure through evaluation that planning and design is done according to sound engineering principles and norms and standards and code of practice or in the absence thereof, develop new standards. Continuous professional development to keep up with new technologies and procedures. Ensure knowledge generation and dissemination. Lead and liaise with relevant bodies/councils on engineering-related matters. Provide expert advice on OHS act and its Regulations. Ensure cost-effective, safe operations.

**ENQUIRIES
APPLICATIONS**

: Mr T Mkhize Tel No: (033) 239 1900
 : Eastern Operations Midmar (Howick): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation Private Bag X1652, Bergville, 3350 or hand deliver to R103 Prospect Road, Howick.

FOR ATTENTION

: Mr M Mncwabe

POST 17/29

: **CERTIFICATED ENGINEER REF NO: 030624/05**
 Branch: Infrastructure Management: Northern Operations:
 Mechanical/Electrical Support
 Directorate: Operations Central

**SALARY
CENTRE
REQUIREMENTS**

: R1 003 890 per annum (Level 12), (all-inclusive salary package)
 : Hartbeespoort
 : A National Diploma, BTech, BEng or BSc in Mechanical or Electrical engineering with Government Certificate of Competency (GCC). Previous appointment as a GMR 2.1, 2.7 or in a General Machinery regulations supervisory role will be an added advantage. The disclosure of a valid unexpired driver's license. Experience in an engineering plant or factory environment. Previous experience in a water and sanitation related infrastructure (pumps, pipes, valves, cranes, electrical reticulation network) will be an added advantage. The role requires experience in Projects and Contracts management, physical asset management, maintenance engineering and application of government treasury procurement regulations. SAP Knowledge and experience will be an added advantage. Technical report writing skills. Proven skills to create high performance culture. Engineering and professional judgment. People management and negotiation skills.

DUTIES

: Ensure compliance with the OHS act and its Regulations. Ensure safe installations. Ensure appropriate safe environment including appropriate safe equipment. Ensure implementation of remedial measures. Plan, design, and lead engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Evaluate tender specifications. Ensure through evaluation that planning and design is done according to sound engineering principles and norms and standards and code of practice or in the absence thereof, develop new standards. Continuous professional development to keep up with new technologies and procedures. Ensure knowledge generation and dissemination. Lead and liaise with relevant bodies/councils on engineering-related matters. Provide expert advice on OHS act and its Regulations. The candidate will be occupying a senior role in the cluster and will therefore be expected to support and work closely with all the other managers to ensure that the cluster meet its annual performance targets.

**ENQUIRIES
APPLICATIONS**

: Mr Itumeleng Mmutloane Tel No: (012) 200 9000
 : Northern Operations (Hartbeespoort): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, P/Bag X352, Hartbeespoort, 0216 or hand deliver to the Dept of Water and Sanitation, Old Rustenburg Road, 8 Forrel Street, Hartbeespoort, 0216.

FOR ATTENTION

: HR Unit

POST 17/30

: **ENGINEER PRODUCTION GRADE A-C REF NO: 030624/06**
 Branch: Provincial Operations: Mpumalanga
 Directorate: Water and Sanitation Services Support

SALARY

: R833 499 – R1 254 282 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

CENTRE

: Mbombela

- REQUIREMENTS** : A BSc Degree in Civil Engineering degree (B/ Eng/ BSc Eng) or relevant qualification. Three (3) years post qualification engineering experience required. The disclosure of a valid unexpired driver's license. Compulsory registration with ECSA as a Professional Engineer. Experience in dam engineering specifically in aspect of dam safety evaluation, instrumentation and rehabilitation is highly recommended. Experience in asset lifecycle management of water resources infrastructure will is recommended. Experience in project and contracts management is recommended. Understanding of procurement processes in the Public Sector. Sound financial planning and management. Further studies in project management or water infrastructure field will be an added advantage. Ability to communicate, conflict management, contract dispute resolution and negotiation skills. Computer literacy and the ability to use most common MS office programs is highly recommended. Ability to work with structural analysis software such as MSc Marc, Prokon and AutoCAD Civil 3d will be an added advantage.
- DUTIES** : Incumbent will be expected to conducting dam safety evaluations, dams monitoring and implementation of rehabilitation projects in line with Chapter 12 of the National Water Act of 1998 as well as Government Notice R139 of February 2012. Manage small to medium size projects and oversee all aspects of project implementation in accordance with the applicable standard contracts such as SAICE GCC 2015, FIDIC and NEC suits of contracts. Manage the technical, environmental, contractual, risk, social and financial aspects of dams' rehabilitation projects. Ensure compliance with technical standards, legal requirements, timeframes and approved budgets during the implementation of projects. Knowledge of the Public Management Financial Act (PFMA) is essential.
- ENQUIRIES** : Mr. Ntabeni P.H Tel No: (013) 759 7306 / Ms Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446
- APPLICATIONS** : Mpumalanga (Mbombela): Please forward your application 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 17/31** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 030624/07**
Branch: Infrastructure Management Eastern Operations
Directorate: Operations Eastern
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Midmar Dam
: Relevant tertiary qualification at NQF level 7. Three (3) years related contract management experience at supervisory level. 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 fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Be familiar with Departmental policies and procedures, Governmental financial systems. Problem solving and Analysis, people and Diversity Management, be Client Orientation and Customer Focus.
- DUTIES** : Supervise monitor, analyse and determine actions to ensure proper contract administration, administer variations to the contracts, evaluate applications for the price adjustments and penalty clauses. Evaluate applications for variations, amendments and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off good/services. Conduct compliance report on Supply Chain Management processes, monitor contract compliance by determining whether products/services are delivered at the right time, of the right quantity, right place, and right condition. Monitor supplier performance according to the contract and service level agreement.
- ENQUIRIES APPLICATIONS** : Mr S Ngobese Tel No: (033) 239 1900
: Midmar (Howick): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation Private Bag X1652, Bergville, 3350 or hand deliver to R103 Prospect Road, Howick.
- FOR ATTENTION** : Mr M Mncwabe

POST 17/32 : **IT TECHNICIAN REF NO: 030624/08**
Branch: Infrastructure Management Southern Operations
Directorate: Operations Southern

SALARY : R444 036 per annum (Level 09)
CENTRE : Port Elizabeth /Gqeberha
REQUIREMENTS : An Appropriate Diploma/Degree in Information Technology and Certified Engineer; MSCE or MCSA and Comptia Certified A+ or Comptia Certified Network +. Three (3) years appropriate experience or relevant certified plus six (6) years appropriate experience. The disclosure of a valid unexpired driver's license. Certificate with Mathematics as a subject. Knowledge of the Access to information Act. Knowledge of information security protocols. Knowledge and experience of information technology developments and enhancements. Knowledge of administrative and clerical procedures and systems. Knowledge of the PFMA Act and departmental policies and procedures. Knowledge of DWS Asset – and Supply Change Management procedures and functions will be an added advantage.

DUTIES : Installation of new hardware and software acquired. Equipment and software analysis. Physical inspection of equipment for any visible defects. Testing and connection of peripheral on their stations including driver installation. Provision on necessary training in operational use of equipment. Rolling out of new software on computer equipment as prescribed by Office of the CIO. Maintaining of existing hardware and software. Executing Root Cause Analysis with regards to hardware software incidents and problems. Resolving warranty issues should equipment fall within this category. Providing clients with advice regarding future use or replacement of equipment /software. Support the configuration of hardware and software. Investigate call for reconfigured hardware software. Investigate equipment/software capabilities. Decommissioning of hardware and software. Receive equipment that is to be removed from the system. In case of equipment with memory capabilities – ensure all data is permanently removed from devices. All hard – and software installations in the DWS domain. Executing client installations of Transversal system (Persal, SAP, BAS, Logis) and ensure software connectivity. Installation of LAN equipment and connectivity (UTP Cabling, Wi-Fi devices etc.). Ensure Server and WAN availability in conjunction with outsourced partner/s. Remote office and end user support within the responsibility area of IBOM: Southern Operations. Ensure that all IT policies, norms and standards are enforced. Compile monthly IT expenditure and performance reports. The appointee will be expected to perform overtime and standby duties when necessary and assist the Manager Information Systems Support with all IT Related tasks.

ENQUIRIES : Mr. CS Nzimande Tel No: (041) 508 9719
APPLICATIONS : Southern Operations (Port Elizabeth/Gqeberha): Please forward your application to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.

FOR ATTENTION : Mr M Jonkerman

POST 17/33 : **CONTROL WATER CONTROL OFFICER REF NO: 030624/09**
Branch: Infrastructure Management: Eastern Operations
Directorate: Operations Eastern

SALARY : R376 413 per annum (Level 08)
CENTRE : Klipfontein Dam
REQUIREMENTS : A Senior / Grade 12 certificate. Six (6) to ten (10) years work experience in Water Control Environment. Knowledge in controlling and managing the water distribution for all Government Water Schemes, State Dams, Irrigation Boards, Water Use Associations, Canals and Rivers within the provincial management operations and clusters. Knowledge in water related Policy implementation, financial management act and human resources. Knowledge in basic civil, mechanical, and electrical maintenance, supporting water utilisation and water resource strategy, implementation in OHS Act. Understanding of Government legislation. Knowledge of drought and flood management, grievance and disciplinary procedures, monitoring and reporting water pollution. Good written and verbal communication skills, interpersonal skills, problem solving skills, computer literacy. Accountability and ethical behaviour.

DUTIES : Evaluate the distribution of water supply to water users to promote higher productivity and cost effectiveness. Development of operational

roaster/schedule and manage the distribution of water to water users. Manage the water supply and abstraction and investigate problems thereof and initiate remedial steps. Ensure that routine dam safety inspections and dam management are performed in line with dam safety regulations. Compile and manage the budget of the component with regard to water supply function.

ENQUIRIES APPLICATIONS : Mr SB Mathonsi Tel No: (033) 239 1900

: Eastern Operations Midmar (Howick): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation Private Bag X1652, Bergville, 3350 or hand deliver to R103 Prospect Road, Howick.

FOR ATTENTION : Mr M Mncwabe

POST 17/34 : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 030624/10**
Branch: Infrastructure Management Southern Operations
Directorate: Operations Southern

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Port Elizabeth/Gqeberha
: A National Diploma or Degree in Human Resource Management or relevant qualification. Three (3) to five (5) year's experience in Personnel Management matters. Extensive working knowledge of PERSAL. Knowledge of the Public Service Act, Public Service Regulations, and relevant Policies. Computer literacy. Knowledge of administrative procedures, basic financial management and knowledge of PFMA. The disclosure of a valid unexpired driver's license. Disciplinary knowledge of Human Resources, Problem solving and Analysis.

DUTIES : Execution of financial administration. Rendering of administration of procurement of goods and services of the component. Maintenance of data base and draw relevant reports in relation to implement Human Resources Management Policies. Facilitate the implementation of Human Resource policies, strategies, procedures and practices on Recruitment and Planning, PMDS, policies, HRD, Employee Relations. Provide Human Resources information and knowledge management services. Maintenance of data base and raw relevant reports in relation to implementation of Human Resources Management policies. Facilitate implementation of Human Resource of Human Resource policies, strategies, procedures and practices on Administration of leave absence of in the public Service, Leave Auditing, Termination of Service (Pension Case Management System), Housing allowance, Long Service Recognition, Records Management (HR Registry), Recruitment and Selection. Provide Human Resource information and knowledge management services. Management and Supervision of own supervisees.

ENQUIRIES APPLICATIONS : Mr. CS Nzimande Tel No: (041) 508 9719
: Southern Operations (Port Elizabeth/Gqeberha): Please forward your application to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.

FOR ATTENTION : Mr M Jonkerman

POST 17/35 : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: 030624/11**
Branch: Infrastructure Management: Southern Operations
Directorate: Operations Southern

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Gqeberha (Port Elizabeth)
: A National Diploma / Degree in Social Science or Social Work. Three (3) to five (5) year's experience in Social Services. The disclosure of a valid unexpired driver's license. Sound knowledge of Employee Wellness. Policy implementation. Monitoring and evaluation principles. Communication skills, Problem solving skills and Time Management. Creativity and Awareness. Programme coordination, facilitation/presentation skills and Report writing skills. Cultural Awareness. Initiative. Computer skills and policy development skills. Good interpersonal relations and ability to deal with all levels of management. Understanding of Government legislation. Sound knowledge of the Healthy Lifestyle Programmes, HIV/AIDS, Sick leave, PILIR, Stress Management.

DUTIES : Establish, facilitate, and implement wellness programmes, policies, and strategies within the Cluster. Monitoring and evaluation of wellness

programme. Conduct analysis on the implementation of wellness programme. Create and maintain database on wellness programme. Marketing and promotion of EHWP services within the Cluster. Provide an assessment, referral, intervention and appropriate counselling and aftercare services to employees based on relevant qualifications and experience. Ensure the implementation of Special programmes such as HCT, Financial wellness that is retirement planning, garnishee management, financial education, as well as substance abuse and absenteeism management. Coordinate lifestyle management services, life skills and sport activities for staff at the Cluster. Prepare and consolidate wellness reports and registers for management information purposes. Coordinate Employee wellness meetings. Serve as secretariat during wellness engagements. Follow up on meetings with clients. Align the employee wellness programme with the business plan and organizational strategy of the department. Execute administrative related duties to the wellness programme. Maintain a filing system.

ENQUIRIES APPLICATIONS : Mr. CS Nzimande Tel No: (041) 508 9717
 : Southern Operations (Port Elizabeth/Gqeberha): Please forward your application to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.

FOR ATTENTION : Mr M Jonkerman

POST 17/36 : **SENIOR SUPPLY CHAIN PRACTITIONER (SUPPLY CHAIN MANAGEMENT) REF NO: 030624/12**
 Branch: Infrastructure Management Eastern Operations
 Directorate: Operations Eastern

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
 : Midmar Dam
 : A National Diploma or Degree in Supply Chain Management / Logistics / Purchasing Management. Three (3) to five (5) years working experience in Supply Chain Management administration environment. Knowledge of procurement administrative procedures, knowledge of financial legislation, BAS, SAP, GAAP. Knowledge of labour law, dispute resolution process, labour relations policies. Understanding of Social and Economic development issues. Basic financial management and knowledge of PFMA. Good written and verbal communication skills, interpersonal skills, problem solving skills, computer literacy. Accountability and ethical behaviour.

DUTIES : render demand and acquisition support. Provide effective provisioning of logistical support services, administer the provision of tender services and contract management, manages asset disposal and administer the payment process for the goods and services acquired.

ENQUIRIES APPLICATIONS : Mr S Ngobese Tel No: (033) 239 1900
 : Midmar (Howick): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation Private Bag X1652, Bergville, 3350 or hand deliver to R103 Prospect Road, Howick.

FOR ATTENTION : Mr M Mncwabe

POST 17/37 : **SENIOR ADMINISTRATION OFFICER (ADMINISTRATIONS) REF NO: 030624/13**
 Branch: Infrastructure Management Eastern Operations
 Directorate: Operations Eastern

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
 : Tugela
 : A National Diploma / Degree or in Public Administration or Social Sciences. Three (3) to (5) year's experience in administration matter. Knowledge of Management, Knowledge of administrative procedures, Disciplinary knowledge of labour law, Knowledge of dispute resolution, Knowledge of labour relations policies, Understating of Social and Economic development issues. Basic Financial management and knowledge of PFMA. People and Diversity management, accountability, and Ethical Conduct. Problem Solving and Analysis, Client Orientation and Customer Focus, Good Communication skills.

DUTIES : Provide administrative support to all personnel in the component, implement administrative procedures for the component, analyse business plan of the component, analyse procurement trends, implement policies, develop action plan for the section. Assisting with the execution of financial administration,

develop implementation plan, ensure financial procedures are observed in the section, assist with compilation of the budget, compile monthly reports early warning systems. Render administration of procurement of goods and services of the component, advise management on good administrative practices, provide feedback on identified administrative gaps, facilitate the correct application of disciplinary procedures, provide records on goods and services procured. Maintain register of the component up to date, allocate task to staff and manage progress thereof, keep register up to date. Render Human Resources, implement approved resolutions do PMDS for the component, arrange venues workshops for the component.

ENQUIRIES : MS Z Mpungose Tel No:(033) 239 1900
APPLICATIONS : Midmar (Howick): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation Private Bag X1652, Bergville, 3350 or hand deliver to R103 Prospect Road, Howick.

FOR ATTENTION : Mr M Mncwabe

POST 17/38 : **SAFETY OFFICER REF NO: 030624/14**
 Branch: Infrastructure Management: Central Operations
 Directorate: Operations Central

SALARY : R308 154 per annum (Level 07)
CENTRE : Jericho Dam
REQUIREMENTS : A National Diploma (NQF Level 6) qualification in Safety Management / Occupational Health and Safety. One (1) to three (3) year's experience in Occupational Health and Safety / SHE related field. Knowledge of and completed courses in SHE related legislation. SAMTRAC and OHSAS 18001 will be an added advantage. A valid unexpired driver's licence. Computer literacy skills/Competencies: Leadership skills, Communication Skills both written and verbal, strong relationship building ability, analytical thinking, and self-confidence. Ability to work independently and within a team.

DUTIES : Attend OHS Committee meetings. Obtain minutes of the safety committee meeting. Monitor compliance with issuing of PPE. Assist supervisors in maintaining safety record files. Perform OHS induction on contractors, visitors and employees. Give support and willing to assist during emergency situation/incidents. Implement OHS system, facilitate training to all employees, managers and contractors in the office regarding health and safety, conduct risk assessment for the operations of the office, execute internal safety audits and inspections, enhance safety awareness, ensure implementation of the OHS policies, report on all internal accidents and related incidents. Recommending any changes that may be necessary to ensure that the office complies with the health and safety regulations. Assess and provide on-job training to subordinates.

ENQUIRIES : Machete William Tel No :(017) 846 6033
APPLICATIONS : Jericho Dam: Please forward your application quoting the reference number to the Department of Water and Sanitation, Private Bag X1004, Amsterdam, 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource office.

POST 17/39 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: 030624/15**
 Branch: Infrastructure Management: Eastern Operations
 Directorate: Operations Eastern

SALARY : R308 154 per annum (Level 07)
CENTRE : Midmar Dam
REQUIREMENTS : A Senior / Grade 12 certificate. Three (3) to five (5) year's experience required in Supply Chain Management. Render clerical services and undertake logistical support services. Basic knowledge of supply chain duties, practices as well as ability to operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of working environment. Good written and verbal communication skills, interpersonal skills, problem solving skills, computer literacy. Accountability and ethical behaviour.

DUTIES : Render asset management clerical services, render demand and acquisition clerical support. Render logistical support services and supervise staff.

ENQUIRIES : Mr N Singh Tel No: (033) 239 1900

APPLICATIONS : Midmar (Howick): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation Private Bag X1652, Bergville, 3350 or hand deliver to R103 Prospect Road, Howick.

FOR ATTENTION : Mr M Mncwabe

POST 17/40 : **CHIEF SECURITY OFFICER REF NO: 030624/16**
Branch: Infrastructure Management: Northern Operations
Directorate: Operations Northern

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Mokolo Pump Station
: A Senior / Grade 12 certificate. Security Grade B Certificate (Newly issued PSIRA registration, annotate registration on CV). Three (3) to (5) five years supervisory experience in a security environment. A valid 3 Firearms (. A valid SAPS Firearm competency certificate for Rifle, Shotgun and Pistol). The disclosure of a valid unexpired driver's licence. Strategic and operational plan on security management. Policy implementation. Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge of emergency procedures. Knowledge in Occupational Health and Safety (OHS). Riot control and first aid competencies. Monitoring and evaluation principles. Research procedures and techniques on security issues. Good communication and listening skills. Interpersonal, and leadership skills. Accountability and ethical conduct. Investigation, and problem-solving skills.

DUTIES : Align and implement security policies and regulations. Ensure firearm regulation is implemented accordingly. Coordination of training on firearms as to ensure competency. Implement emergency contingency and procedures. Conduct site inspections on official residence and offices. Safeguard Departmental assets. Conduct security awareness. Manage the total physical security at the area offices and National Key Point (NKP). Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS/MPSS. Maintain and implement physical security measures to minimize risks. Monitor and inspect security control registers. Inspections of all installations of all buildings and advise management of all risks. Investigate all incidents that have occurred in the offices and liaise with relevant stakeholders. Develop and implement the contingency and disaster recovery plan in terms of the relevant legislation. Liaise with State Security Agency (SSA), South African Police Services (SAPS), other security agencies and DWS National Security Manager. Manage private security service provider's contracts. Provide operational and administrative assistance about security activities, forums, trainings, vetting, risk assessments and security reports. Manage and evaluate staff performance on an on-going basis. Conduct investigations where necessary.

ENQUIRIES APPLICATIONS : Mr MJ Kgwaswane at (087) 943 3702
: Mokolo Pump Station the area Manager: Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, P/Bag X352, Hartbeespoort,0216 or hand deliver to the Dept of Water and Sanitation, Old Rustenburg Road, 8 Forrel street, Hartbeespoort, 0216.

FOR ATTENTION : HR Unit Section

POST 17/41 : **WATER CONTROL OFFICER REF NO: 030624/17**
Branch: Infrastructure Management: Southern Operations
Directorate: Operations Southern

SALARY CENTRE REQUIREMENTS : R255 450 per annum (Level 06)
: Wolwedans Dam (Mosselbay)
: A Senior / Grade 12 certificate with Mathematical literacy as an added advantage. Internal water control courses will be an added advantage. One to three years' experience in water control related functions. A mathematical background is essential for this position. Good communication and interpersonal skills and an ability to solve practical problems. The following will serve as recommendations: Knowledge in controlling and managing the water distribution for all Government Waterworks within the Area Office's jurisdiction. Policy implementation. Monitoring and evaluation principles. Knowledge in managing human resources. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in public administration. Knowledge in supporting water utilization and water resource strategy. Knowledge of flood

- controlling and understanding of Government legislation. Willingness: To work overtime and abnormal hours, travel alone in remote areas and frequently stay away from home, work in adverse conditions and confined spaces. The incumbent should also be physically fit to work on heights (ladders, high dam walls, galleries etc.)
- DUTIES** : Monitor and control water distribution to water users. Control and monitor the release and distribution of water. Compile the feeder charts from applications received from water users. Keep records of water balances and meter readings for billing purposes. Collect and keep records of hydrological data. Apply health and safety regulations to the component. Inspect and report on maintenance of the infrastructure. (dams, weirs, canals, pipelines, etc.)
- ENQUIRIES APPLICATIONS** : Mr. J Visagie Tel No: (071) 861 8960
: Southern Operations (Port Elizabeth/Gqeberha): Please forward your application to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.
- FOR ATTENTION NOTE** : Mr M Jonkerman
: official housing is available at Wolwedans Dam.
- POST 17/42** : **WATER CONTROL OFFICER REF NO: 030624/18**
Branch: Infrastructure Management: Central Operations
Directorate: Operations Central
- SALARY CENTRE REQUIREMENTS** : R255 450 per annum (Level 06)
: Potchefstroom (Schoon Spruit Government Water Scheme)
: A Senior / Grade 12 certificate. Appropriate experience within the field of water distribution for the period of at least one (1) to (3) three 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 at (082) 784 6229
: Potchefstroom Please forward your application quoting the relevant reference number to: The Area Manager: Department of Water and Sanitation, Private Bag X936, Potchefstroom, 2520 or hand deliver at 126 Chris Hani Street Potchefstroom, Department of Water and Sanitation.
- FOR ATTENTION** : Ms. M Maduna
- POST 17/43** : **ADMINISTRATION CLERK (HR) REF NO: 030624/19**
Branch: Infrastructure Management Central Operations
Directorate: Operations Central
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Potchefstroom
: A Senior / Grade 12 certificate plus. A National Diploma in Human Resources Management. One (1) to two (2) year's experience will serve as an added advantage. The disclosure of a valid unexpired driver's licence. Knowledge of the PERSAL and Computer literacy in Ms packages. Knowledge of HR prescripts governing the public service. Good Interpersonal skills, customer care and communication skills. Ability to work well in a team and under pressure. Willingness to travel outside working hours.
- DUTIES** : Render HR Administrative function. Administer Recruitment and Selection, HR Transactions, performance management and development system, Information management (Establishment), IOD, Incapacity Pension Administration, Typing and drafting of letters, memorandum and submissions.

Rendering professional advice to line function on the effective and efficient interpretation and implementation of the departmental HRM policies and other related prescripts. Handling of all HRM administration functions. Compile daily statistics and update databases.

ENQUIRIES APPLICATIONS : Thomo K Tel No: (017) 846 6002
Potchefstroom: Please forward your application quoting the relevant reference number to: The Area Manager: Department of Water and Sanitation, Private Bag X936, Potchefstroom, 2520 or hand deliver at 126 Chris Hani Street Potchefstroom, Department of Water and Sanitation.

FOR ATTENTION : Ms. M Maduna

POST 17/44 : **ADMINISTRATION CLERK (HR) REF NO: 030624/20**
Branch: Infrastructure Management Central Operations
Directorate: Operations Central

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Jericho Dam
: A Senior / Grade 12 certificate. A National Diploma in Human Resources Management and One (1) to two (2) year's experience will serve as an added advantage. The disclosure of a valid unexpired driver's licence. Knowledge of the PERSAL and Computer literacy in Ms packages. Knowledge of HR prescripts governing the public service. Good Interpersonal skills, customer care and communication skills. Ability to work well in a team and under pressure. Willingness to travel outside working hours.

DUTIES : Render HR Administrative function. Administer Recruitment and Selection, HR Transactions, performance management and development system, Information management (Establishment), IOD, Incapacity Pension Administration, typing and drafting of letters, memorandum and submissions. Rendering professional advice to line function on the effective and efficient interpretation and implementation of the departmental HRM policies and other related prescripts. Handling of all HRM administration functions. Compile daily statistics and update databases.

ENQUIRIES APPLICATIONS : Thomo K Tel No: (017) 846 6002
: Jericho Dam: Please forward your application quoting the reference number to the Department of Water and Sanitation, Private Bag X 1004, Amsterdam 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource office.

FOR ATTENTION : Thomo K Tel No: (017) 846 6002

POST 17/45 : **ADMINISTRATION CLERK REF NO: 030624/21**
Branch: Infrastructure Management Central Operations
Directorate: Operations Central

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Pretoria
: A Senior / Grade 12 certificate. One (1) to three (3) years administration experience preferably in a technical environment will be an added advantage. Knowledge of PFMA, Treasury Regulations, and relevant public service administration. Proof of Computer literacy. Good interpersonal and organizing skills, and communication skills both verbal and written. Strong sense of responsibility and ability to work independently and in a team. The disclosure of a valid unexpired driver's licence.

DUTIES : Arrange, circulate notices of, and take minutes of technical meetings. Assist in the typing up and compiling of required technical reports. Assist in the compiling and tracking of Maintenance Plans - both Opex and Capex funded. Arrange travel and accommodation bookings for technical support personnel. Complete procurement documentation for equipment, furniture and other items for Technical Support personnel. Prepare, update and archive files / documents. To fulfil other tasks related to related to Technical Support Section as and when required.

ENQUIRIES APPLICATIONS : Sayed A Tel No: (012) 741 7307
: Central Operations (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 273, Pretoria, 0001 or hand deliver at Praetor Forum Building, 1st Floor Reception, 267 Lillian Ngoyi Street, Pretoria, 0001.

FOR ATTENTION : Mr KL Manganyi

POST 17/46 : **SUPPLY CHAIN CLERK PRODUCTION REF NO: 030624/22**
Branch: Infrastructure Management Southern Operations
Directorate: Southern Operations

SALARY : R216 417 per annum (Level 05)
CENTRE : Gqeberha (Port Elizabeth)
REQUIREMENTS : A Senior / Grade 12 certificate. Basic knowledge of Supply Chain functions, practices as well as the ability to capture data, operate a computer and collecting statistics. Basic knowledge of work procedures in terms of the working environment. Working knowledge and understanding of legislation governing the Public Service. Flexible and ability to work in a team. Problem solving and analytical skills. People and diversity management. Client Orientation and Customer Focus. Good communication skills both verbal and written. Accountability, integrity, honesty and ethical conduct. Must be able to work under pressure.

DUTIES : Responsible for rendering demand and acquisition clerical support. Update and maintain contracts register. Capture quotations on the system. Provide secretariat functions. Render logical support services. Place orders for goods. Receive requests for goods from end users. Maintain quotations register. Receiving delivers from suppliers and capture good receipts on the system.

ENQUIRIES : Ms. N Tyobashe Tel No: (041) 508 9747
APPLICATIONS : Southern Operations (Port Elizabeth/Gqeberha): Please forward your application to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.

FOR ATTENTION : Mr M Jonkerman

POST 17/47 : **SUPPLY CHAIN CLERK PRODUCTION (SUPPLY CHAIN MANAGEMENT) REF NO: 030624/23**
Branch: Infrastructure Management: Eastern Operations
Directorate: Operations Eastern

SALARY : R216 417 per annum (Level 05)
CENTRE : Midmar Dam
REQUIREMENTS : A Senior / Grade 12 certificate. Basic knowledge of supply chain duties, practices as well as ability to operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of working environment. Good written and verbal communication skills, interpersonal skills, problem solving skills, computer literacy. Accountability and ethical behaviour.

DUTIES : Render asset management clerical support, render demand and acquisition clerical support. Render logistical support services.

ENQUIRIES : Mr N Singh Tel No: (033) 239 1900
APPLICATIONS : Midmar (Howick): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation Private Bag X1652, Bergville, 3350 or hand deliver to R103 Prospect Road, Howick.

FOR ATTENTION : Mr M Mncwabe

POST 17/48 : **SURVEY ASSISTANT (SURVEY SERVICES) REF NO: 030624/26**
Branch: Infrastructure Management Eastern Operations
Directorate: Operations Eastern

SALARY : R183 279 per annum (Level 04)
CENTRE : Midmar Dam
REQUIREMENTS : A Grade 10 certificate. One (1) to three (3) year's experience in field work. Knowledge in association with safety. Basic knowledge in using hand tools. The disclosure of a valid unexpired driver's license. Computer literacy, Communication skills, Good interpersonal skills, being able to work in a team, Accountability and ethical Conduct, Attention to detail.

DUTIES : Assist with survey site preparations and field surveys, assisting with the loading of equipment, carry out site preparation according to instruction, carry out site preparation according to instruction, carrying of survey equipment, clearing of vegetation. Survey document preparation and maintenance, Delivering of documents, collection of required documents, completion of necessary request forms. Assisting with use of boat for survey work, assisting with the loading of boats, cleaning of boats on return, assisting with launching of boats, assist with

survey on board the boats. Survey equipment maintenance and storage, cleaning of survey equipment and stores, reporting of any defects to supervisor, visual inspection of survey equipment, minor repairs of survey equipment.

ENQUIRIES : Mr D Van Rensburg Tel No: (033) 239 1900
APPLICATIONS : Midmar (Howick): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation Private Bag X1652, Bergville, 3350 or hand deliver to R103 Prospect Road, Howick.

FOR ATTENTION : Mr M Mncwabe

POST 17/49 : **GENERAL FOREMAN REF NO: 030624/27**
Branch: Infrastructure Management Eastern Operations
Directorate: Operations Eastern

SALARY : R183 279 per annum (Level 04)
CENTRE : Midmar Dam
REQUIREMENTS : A Grade 8 qualification. One (1) to two (2) years' work experience. Basic Knowledge in controlling and managing bulk water supply maintenance on equipment. Knowledge in policy implementation. Knowledge in routine inspection of equipment. Basic Understanding of Government legislation, and Public Administration. Knowledge of Occupational Health and Safety. Basic Knowledge in supporting water utilisation and water resource strategy. Good written and verbal communication skills, interpersonal skills.

DUTIES : Maintenance of mechanical bulk water infrastructure and construction equipment. Conduct general routine inspection. Perform routine maintenance tasks for bulk water supply.

ENQUIRIES : Mr SB Mathonsi Tel No: (033) 239 1900
APPLICATIONS : Midmar (Howick): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation Private Bag X1652, Bergville, 3350 or hand deliver to R103 Prospect Road, Howick.

FOR ATTENTION : Mr M Mncwabe

POST 17/50 : **HANDYMAN REF NO: 030624/28**
Branch: Provincial Operations: Eastern Cape
Directorate: Water Resources Support

SALARY : R155 148 per annum (Level 03)
CENTRE : Mthatha
REQUIREMENTS : ABET Level 4. Zero (0) to Six (6) months experience required. Basic knowledge in controlling and managing general work and equipment. Basic knowledge in maintaining building structures. Basic knowledge in policy implementation. Basic knowledge in routine inspection of equipment. Basic disciplinary knowledge in Occupational Health and Safety (OHS). Basic disciplinary knowledge in Public Administration. Basic knowledge in supporting water utilisation and water resource strategy. Basic understanding of Government legislation. Good communication skills.

DUTIES : Maintenance of office buildings. Conduct regular building inspection. Attend to minor electrical, plumbing and carpentry problems. Ensure that working areas are cleaned accordingly. Clean equipment including motor vehicles and machinery. Clean lawn and prune trees where necessary. Maintenance of office equipment and furniture. Repair broken furniture and equipment. Report defects. Safekeeping of maintenance tools and supplies. Equipment properly repaired and maintained. Ensure furniture are repaired.

ENQUIRIES : Mr JJ Botha at (060) 980 7486
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