

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 14 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 Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a 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 and 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 19/32 : **CHIEF DIRECTOR: AUXILIARY SERVICES REF NO: 140624/17**
Branch: Corporate Support Services
(Re-advertisement: Applicants who have previously applied must re-apply)

SALARY : R1 371 558 per annum (Level 14), (all-inclusive salary package)

CENTRE : Pretoria Head Office

REQUIREMENTS : An undergraduate Degree at NQF 7 in Public Administration / Public Management / Operations Management / Property Management or relevant qualification. Five (5) years' experience at Senior Management level (SMS) in one or more of the following areas: general auxiliary services management, facilities, security, and knowledge management. Experience in contract management. Understanding of building management legislation and regulatory framework. Understanding security policies and procedures. Understanding of transport policies and procedures. Knowledge of Public Finance Management Act and Treasury Regulations. Understanding administration procedures, programme, and project management. Insight knowledge of knowledge management Strategic capability and leadership. Financial and change, management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client

- orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.
- DUTIES** : Ensure strategic leadership to the overall planning and reporting. Oversee the implementation of facilities management of the departmental buildings including the Roodeplaats Training Centre. Ensure that travel services are managed efficiently and effectively within the department. Manage the safety and security function of the department. Manage the co-ordination of knowledge management within the department. Generic management functions such as financial and human resources.
- ENQUIRIES** : Mr. C Greve Tel No: (012) 336 8919
- APPLICATIONS** : 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 19/33** : **DEPUTY DIRECTOR: BULK WATER PRICING REF NO: 140624/01**
Branch: Regulations Compliance & Enforcement
Dir: Bulk Water Price Regulation
- SALARY** : R1 003 890 per annum (Level 12), (all-inclusive salary package)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A Degree or B-Tech in Financial Accounting, Management Accounting, or Economics. Three (3) to five (5) years junior management (Assistant Director Level) experience in Regulation or Public Financial Administration. The disclosure of a valid unexpired driver's licence. Knowledge of Financial Management, Financial Planning and Modelling. Knowledge and understanding of all applicable legislation, policies, practices and procedures. Knowledge of Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations and Government financial systems. Knowledge of Inter-governmental relations. Knowledge of water sector policies and procedures. Knowledge of principles and practices of financial accounting. Knowledge and understanding of SCOA. Computer literacy (MS Excel, Outlook and Power Point). Excellent report writing skills. Ability to develop high-level presentations. Good communication skills (both written and verbal). Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct.
- DUTIES** : Ensure that bulk potable water tariffs and bulk wastewater tariffs comply with policies, legislation, norms and standards. Ensure that bulk potable water tariffs and bulk wastewater tariffs are determined in accordance with best practices, current and projected economic trends. Analysis of the interrelationship between economic and financial variables. Reconcile the implications of both economic and financial variables. Analyse tariffs inputs cost factors. Conduct stakeholder consultations and ensure that they are in line with provisions of the regulatory guidelines. Develop costing tools for water boards and monitor their implementation. Develop bulk potable water and wastewater tariff determination standards. Analyse the tariff setting procedures and compare with other economic factors. Develop, review and revise Section 10 Norms and Standards for tariff setting. Analyse water boards corporate plans. Develop frameworks, guidelines, operating rules and frameworks in relation to bulk potable water pricing and wastewater regulation for water boards. Interpretation of Norms and Standards for tariff setting. Conduct benchmarks for bulk water services/institutions. Conduct benchmarks to gain insight on the performance of the industry in order to develop industry norms. Compile benchmark reports for publishing. Evaluate gaps in the performance of water boards with a view to upgrade tariff determination standards.
- ENQUIRIES** : Ms T Nkomo Tel No: (012) 336 8444
- 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

POST 19/34 : **DEPUTY DIRECTOR: INTERNAL AUDIT (APPLICATION CONTROLS REVIEW) REF NO: 140624/02**
Branch: Director-General
Dir: Information Technology Audits

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), (all-inclusive salary package)
: Pretoria Head Office
: A Bachelor's degree at (NQF level 7) in Internal Auditing/Auditing/Accounting. Three (3) years relevant experience at entry level management (Assistant Director) in Internal Audit. Teammate Audit Management System, and four years' experience in data analysis will be a requirement. 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 and 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

<u>POST 19/35</u>	:	<u>ENGINEER PRODUCTION GRADE A-C (MECHANICAL) REF NO: 140624/03</u> Branch: Infrastructure Management: Southern Operations Dir Operations Southern (Water Resources Infrastructure Operations and Maintenance)
<u>SALARY</u>	:	R833 499 – R1 254 282 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Gqeberha (Port Elizabeth) A Mechanical Engineering degree (B Eng/ BSc Eng) or relevant qualification. Three (3) years post qualification engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Knowledge of water resources infrastructure operations, hydrology, supply chain management, contractual, legal requirements and of business planning.
<u>DUTIES</u>	:	Manage maintenance of mechanical- and electrical infrastructure. Design new systems to solve practical engineering challenges, improve efficiency and enhance safety. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure through evaluation that planning and design by others is done according to sound engineering principles. Ensure training and development of technicians, technologists, and candidate engineers. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Monitor and control expenditure.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. P Barry Tel No: (041) 508 9705 Southern Operations: Gqeberha (Port Elizabeth): Pleas forward your application quoting the relevant reference number 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.
<u>FOR ATTENTION</u>	:	Mr. MN Jonkerman
<u>POST 19/36</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: 140624/04</u> Branch: Infrastructure Management: Dir: Operations Northern Re-advertisement: Applicants who have previously applied must re-apply
<u>SALARY</u>	:	R580 551 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Hartbeespoort A four (4) year Degree in Natural or Environmental Sciences. Six years post qualification experience in the fields of environmental engineering, waste management, rural and urban development. The disclosure of a valid unexpired driver's license. Understanding of the Department's role and policy with respect to water resource management. Knowledge of National Water Act, 36 of 1998, Water Services Act, 108 of 1997 and related policies and guidelines. Understanding the principles of Integrated Water Resource Management. Extensive experience in integrated water resource management and water resource protection. Knowledge and understanding of the sector: relevant legislations (NWA, CARA, NEMA and MPRD) together with related policies, regulations, principles, guidelines, tools, and procedures, policy development, implementation, and monitoring. Skills and experience in management of human resources (Previous supervisory experience will be advantageous). Proven management and negotiation skills. Ability to work productively in an environment consisting of multi-disciplinary internal and external DWS staff and stakeholders. Computer literacy. Good communication skills (both verbal and written). Presentation and report writing skills. The ability to provide technical and scientific support to other DWS functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups. Willingness to work abnormal hours and under pressure as well as travel province and country wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.
<u>DUTIES</u>	:	Lead and manage the Environmental Engineering Division within the Technical Services sub-directorate in the Northern Cluster office whilst also providing oversight of the environmental engineering related matters in the three Area offices (Hartbeespoort, Groblersdal and Tzaneen). To advice the Head of Technical Services directorate on all matters related to the environmental

engineering and represent the sub-directorate in all the stakeholder forums and committees that requires environmental engineering participation. To lead and spearhead the formation of Dam Management Committees (DMC) in all the relevant dams. The role will also be looking at (But not limited to): Implementation and enforcement of the National Water Act, 1998 (Act No. 36 of 1998), Water Services Act No. 108 of 1997, Drinking Water Quality Framework, relevant policies, norms and standard, protocols, standard operation procedure, strategies, and regulations. Manage and lead the work streams and functions that focuses on the development of Resource Management Plans (RMP) and Business Plans for dams; Management of access and use of state land and dams; Provision of input on Environmental Impact Assessment Reports; Provision of input on and the development of Environmental Management Plans/Programmes. Coordinate the development of the operation plan to ensure monitoring and compliance of drinking water quality and wastewater management with the set standards and regulatory instruments within the Northern Operation. Coordinate stakeholder engagement sessions for information sharing and new developments relating to environmental related matters. Provide monthly and quarterly reports for the environmental section. Facilitate and coordinate the training, capacity building and career development of staff. Supervise (Performance management) and mentor Environmental Officers and other team members. The role involves extensive travel to various sites within the Northern Operations.

ENQUIRIES : Mr Itumeleng Mmutloane Tel No: (012) 200 9000
APPLICATIONS : 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 Section

POST 19/37 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 140624/05**
 Branch: Infrastructure Management
 Dir: Operations Southern

SALARY : R444 036 per annum (Level 09)
CENTRE : Western Cape Bellville
REQUIREMENTS : Relevant tertiary qualification at NQF level 7 in Financial Accounting / Management or relevant qualification coupled with relevant experience in the field. Three (3) years supervisory experience. Experience of working in a project environment will be beneficial. Knowledge and understanding of Human Resource Management Legislation, policies, practices, and procedures. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-Corruption Strategy and anticorruption and fraud prevention measures. Working knowledge of government financial systems (SAP, Persal) is recommended. An understanding of Supply Chain Management policies and procedures. Principles and practice of financial accounting. Computer literacy skills. Sound interpersonal skills and communication skills (verbal and written). Must be able to work under pressure, be self-motivated, responsible, and reliable. Behavioral Competencies: People and Diversity Management. Client orientation and customer focus. Good verbal and written communication skills. Accountability and Ethical Conduct. A valid Driver's license (certified copy must be attached) and incumbent must be willing to travel extensively.

DUTIES : Management of the Payroll, Accounts Payables, Accounts receivable, Revenue, SCM, Petty Cash and cash management. Render asset management services. Collate budget inputs and cash flows from line managers. Prepare budget submissions during the annual budget process. Assist with tariff determination processes and consolidate inputs as well as the preparing of budgets. Ensure the collection of revenue. Coordinate the shifting of funds as necessary in consultation with the relevant managers. Prepare monthly expenditure reports and submit to management for financial reporting. Manage the processing of payment transactions in line with financial management prescripts. Ensure that all financial records are in compliance with financial policies. Update and consolidate risk reports quarterly and obtain progress on action from the risk register. Conduct risk assessments. Implement internal control measures. Perform internal financial inspections and prepare for audits. Attend to the relevant internal and external queries, including audit queries. Address audit queries and implement corrective measures. Assist with

reports on unauthorized, irregular, fruitless, and wasteful expenditure. Provide budget and financial support to management. Supervision of employees and training to subordinates. Ensure management, maintenance, and safekeeping of assets. Prepare monthly and quarterly reports. Render professional advice and guidance to Cluster line functionaries on the interpretation and implementation of financial procedures and policies. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Ensure timeously development of job description and implementation of Work Plans (Performance Agreements) and Personal Development Plans (PDP's) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

- ENQUIRIES** : Mr. N Khan Tel No. (041) 508 9725
- APPLICATIONS** : Southern Operations: Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth/Gqeberha, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.
- FOR ATTENTION** : Mr. MN Jonkerman
- POST 19/38** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (MECHANICAL)**
REF NO: 140624/06
 Branch: Infrastructure Management: Southern Operations
 Dir: Operations Southern (Water Resources Infrastructure Operations and Maintenance)
- SALARY** : R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)
- CENTRE** : Uitkeer
- REQUIREMENTS** : A National Diploma in Mechanical / Electrical Maintenance Engineering. 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 license. Experience in project management. Technical design and analysis knowledge. Familiar with computer-aided engineering applications skills. Knowledge of legal compliance, technical report writing and technical consulting. Good communication skills both (verbal and written). Problem-solving and analysis skills.
- 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. Manage refurbishment projects. 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. 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 and related personnel and assets.
- ENQUIRIES** : Mr. S Cannon, Cell No: (060) 543 8319 / Tel No: (042) 243 1172
- APPLICATIONS** : Southern Operations (Uitkeer): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth/Gqeberha, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.
- FOR ATTENTION** : Mr. MN Jonkerman

- POST 19/39** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (CIVIL MAINTENANCE) REF NO: 140624/07**
 Branch: Infrastructure Management: Southern Operation
 Dir: Operations Southern (Water Resources Infrastructure Operations and Maintenance)
- SALARY** : R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Uitkeer
 : A National Diploma in Civil Maintenance Engineering. 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 license. Experience in project management. Technical design and analysis knowledge. Familiar with computer-aided engineering applications skills. Knowledge of legal compliance, technical report writing and technical consulting. Good communication skills both (verbal and written). Problem-solving and analysis skills.
- 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. Manage refurbishment projects. 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. 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 and related personnel and assets.
- ENQUIRIES APPLICATIONS** : Mr. S Cannon, Cell No: (060) 543 8319 / Tel No: (042) 243 6150
 : Southern Operations: (Uitkeer): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth/Gqeberha, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.
- FOR ATTENTION** : Mr. MN Jonkerman
- POST 19/40** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C REF NO: 140624/08**
 Branch: Provincial Operations: Free State
 Dir: Hydrological Services
- SALARY** : R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Bloemfontein
 : A National Diploma in Civil Engineering. Three (3) years post-qualification technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge and practical experience in civil engineering calculations. Knowledge of HYDSTRA. Knowledge of Occupational Health and Safety act (OHS). Good communication skills, interpersonal relations, managerial skills. Technical report writing skills. Experience in survey tasks, calibration and design of gauging weirs and current gauging. Gauging network management, raw data management and data processing on HYDSTRA. Management of maintenance and minor construction work, maintenance of real time equipment and equipment needs. A sound understanding of Government Policies. Environment Conservation and the National Water Act (Act no. 36 of 1998). Willingness to travel and work away from home.
- DUTIES** : Establish network and maintain existing Hydrology infrastructure in the Free State Region: Survey tasks, Calibration and Design, Current gaugings and Network Management. Management of Hydrological Information: Raw Data management and Processing of Hydrological Data. System maintenance: Maintain Real Time Equipment and Data register.
- ENQUIRIES** : Mr C Lloyd Tel No: (051) 405 9000

APPLICATIONS : Free State (Bloemfontein): Please forward your application quoting the relevant reference number to Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.

FOR ATTENTION : Ms. Z Gwetyana

POST 19/41 : **SUPPLY CHAIN PRACTITIONER REF NO: 140624/09**
Branch: Infrastructure Management
Dir: Operations Central

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Central Operations Pretoria
: Relevant NQF level 6 qualification in Supply Chain Management or relevant qualification. One (1) experience in supply chain management. Knowledge and experience in supply chain management. A valid driver's license. Computer literacy. Basic knowledge and understanding of the legislative framework governing the public service or sector. Basic knowledge of Problem solving and analysis. Basic knowledge of SAP. People and diversity management. Client orientation and customer focus. Good communication skill (both verbal and written). Accountability and ethical conduct. Willingness to travel nationwide.

DUTIES : Supervise subordinates or staff. Administer the procurement of goods and services. Ensure compliance to SCM policies, processes, and procedures. Provide training to the internal clients regarding updates on SCM processes and procedures. Attend to SCM related enquiries. Check purchase requisitions and order for correctness, completeness and sign the requisition and order documents. Release purchase requisitions and orders on SAP system. Administer, maintain, and update contract register to ensure transparency and record keeping. Compile audit reports. Implement controls to ensure that purchase orders are placed for items on approved contracts and non-contract requisitions. Receive and verify goods delivered from suppliers prior performing goods receipts (Goods Receipt Voucher) on SAP system and maintain goods receipts register. Issue goods to the end-users (direct and stock purchase) Identify redundant and obsolete stock. Control stock levels and conduct stock taking.

ENQUIRIES APPLICATIONS : Mr SW Mphateng Tel No: (012) 741 7318
: Central Operations (Pretoria): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Praetor Forum Building, Private Bag X273, Pretoria, 0001 or hand deliver at Department of Water and Sanitation, 267 Lilian Ngoyi Street, Pretoria, 0001, First Floor.

FOR ATTENTION : Mr KL Manganyi

POST 19/42 : **CHIEF ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 140624/10**
Branch: Water Service Management
Dir: National Hydrological Services

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Pretoria Head Office
: A Senior / Grade 12 certificate with Mathematics / Mathematics Literacy / Science. Six(6) to ten(10) years experience in surface or groundwater technical environment i.e. collecting and processing of water related data. The disclosure of a valid unexpired driver's license. High level in computer literacy in Microsoft Excel and Word. Ability to use data management system. Knowledge of surface water monitoring instruments and data or groundwater data processing and administration. Knowledge and understanding of hydrological or geo-hydrological processes and the relevant database and or systems. Knowledge of relevant equipment and OHS. Understanding of tendering processes, purchasing and materials. Problem solving and analysis. Good interpersonal relations, organizational skills, technical report writing skills and understanding of relevant software. Good communication skills both (verbal and written). Willingness to travel.

DUTIES : Assist in the auditing of hydrological data (stream flow data / surface water levels data, evaporation and rainfall data etc). Must be able to use data and information systems to perform duties (data auditing, data quality control and data dissemination). Provide technical assistance in the archiving of

		hydrological data. Provide technical support to the regions thereby ensuring that good quality data is archived by the region and head office. Assist with dissemination of hydrological data and information to various stakeholders. Assist in dam balance calculation and verification of dam recipes. Assist in the compilation of state of national dams, bulletin (report) on a weekly basis and ensure timely circulation and publication to internal and external stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Nemaxwi Tel No: (012) 336 8332
	:	Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>FOR ATTENTION</u>	:	Planning, Recruitment & Selection Unit
<u>POST 19/43</u>	:	<u>WATER CONTROL OFFICER REF NO: 140624/11</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern Re-advertisement: Applicants who previously applied must re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	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 as well as dam safety flood management course will be an added advantage. One (1) to three(3) years experience in water control related functions. The disclosure of a valid unexpired driver's license Computer literacy in MS Excel/Ms Word. 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 of flood controlling. Knowledge in supporting water utilisation and water resource strategy. Knowledge in managing human resources. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in public administration. 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.)
<u>DUTIES</u>	:	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, report and conduct maintenance of the infrastructure. (dams, weirs, canals, pipelines, etc.)
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. J Visagie at 071 861 8960
	:	Southern Operations: Please forward your application quoting the relevant reference number 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
<u>FOR ATTENTION NOTE</u>	:	Mr. MN Jonkerman
	:	Please note: Official housing is available at Wolwedans Dam.
<u>POST 19/44</u>	:	<u>ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 140624/13</u> Branch: Water Resource Management Dir: Spatial Information
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum (Level 05) Pretoria Head Office A Senior / Grade 12 certificate with Mathematics / Mathematics Literacy. Computer Literacy. Basic knowledge in handling survey / technical equipment. The disclosure of a valid unexpired driver's license. Must have good communication skills both (written and verbal). Good interpersonal, planning and executing skills. Willingness to travel long and irregular hours in remote areas when necessary and be able to perform administrative duties. Willingness to learn new skills is vital to adapt to new dynamic working environment. Swimming / water safety skills.

- DUTIES** : Perform all field work including clearing of survey areas, data collection, safe keeping of equipment including boats / vehicles. Maintenance of technical equipment for survey teams, prepare equipment for the technical team and load it in the vehicles. Ensure all relevant preparations are completed for each trip. Give support to technical teams in all surveys. Maintain vehicles by continuously monitoring service due dates and also cleanliness. Pack, clean and sort storeroom for technical equipment according to Health and Safety specifications.
- ENQUIRIES APPLICATIONS** : Ms C Rajah Tel No: (012) 336 8130
: 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 & Selection Unit
- POST 19/45** : **ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 140624/14**
Branch: Water Resources Management
Dir: National Hydrological Services
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Pretoria Head Office
: A Senior / Grade 12 certificate with Mathematics/Mathematics Literacy as a passed subject. The disclosure of a valid unexpired driver's license (Code 10 and PDP). Good communication skills both (verbal and written). Basic knowledge in handling geohydrological assessment and monitoring equipment. Basic problem-solving skills. Computer literacy. Willingness to travel extensively.
- DUTIES** : Provide support in to hydrological and geohydrological services with the routine maintenance and monitoring geohydrological monitoring / measuring equipment, collection water samples according to set standards and register samples on the relevant database, capture geohydrological and hydrological related data as well as maintain data related to groundwater and surface water. Provide assistance to other technical personnel. The official will travel long distances and remain in the field for an extended time working away from the office. The official will be responsible for driving the groundwater quality monitoring truck and ensuring the proper use and maintenance of the submersible pump mounted on the truck. The official will also assist with basic maintenance and cleaning of the Pretoria West storeroom. The official is expected to complete inspection reports and keep records of all maintenance needs that are noted.
- ENQUIRIES APPLICATIONS** : Ms Ndlangisa Babalwa Tel No: (012) 336 8254
: 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 & Selection Unit
- POST 19/46** : **FINANCE CLERK REF NO: 140624/15**
Branch: Finance Main Account
Dir: Payroll Management
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Pretoria Head Office
: A Senior / Grade 12 Certificate or relevant qualification. Six (6) months experience in document management will serve as an added advantage. Knowledge of managing payroll and financial systems applicable to government will serve as an added advantage. Ability to interpret and implement financial management policies, processes, and systems. Ability to use personal computer and Microsoft packages such as MS Excel to perform basic arithmetic's calculations. Basic knowledge of PFMA and Treasury Regulations related to staff debt management. Ability to follow a proactive and creative problem-solving approach. Strong interpersonal skill. Ability to work under pressure.
- DUTIES** : Filing and safeguarding of financial documents e.g. (Payment batches and general journals). Receiving documents from authorizers. Maintenance of document control register. Assist Internal and External Audit and other officials

who need payment documents with retrieval of financial documentation. Tracking and follow up of documents. Attend to all document control queries.

ENQUIRIES APPLICATIONS : Mr. LV Mfomande Tel No: (012) 336 8667
 : 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 19/47 : **SECURITY OFFICER NATIONAL KEY POINT(NKP) REF NO: 140624/12**
 Branch: Infrastructure Management
 Dir: Operations Northern

SALARY CENTRE REQUIREMENTS : R183 279 per annum (Level 04)
 : Mokolo Pump Station
 : A Senior / Grade 12 certificate. The disclosure of a valid Grade C PSIRA certification. The disclosure of a valid Firearm Competency certification (Rifle, Shotgun and Pistol). National Key Point (NKP) training. The disclosure of a valid unexpired driver's license. One (1) to three (3) years experience in the security industry. Computer literacy and skills in MS Office Software package. Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Interpersonal relationship. Knowledge of relevant legislation. Problem solving and analysis. Knowledge of security Code of conduct.

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

ENQUIRIES APPLICATIONS : Mr MJ Kgwaswane at 087 943 3702
 : Northern Operations (Mokolo Pump Station): Please forward your application quoting the relevant reference to the Area Manager: Hartbeespoort Area Manager, Hartbeespoort Area Office, Private Bag X352, Hartbeespoort,0216
 Hand deliveries: Physical Address, Dept of Water and Sanitation, Old Rustenburg Road, Hartbeespoort,0216.

FOR ATTENTION : HR Section

POST 19/48 : **GROUNDSMAN REF NO: 140624/16 (X2 POSTS)**
 Branch: Corporate Support Service
 Dir: Facilities Management

SALARY CENTRE REQUIREMENTS : R131 265 per annum (Level 02)
 : Pretoria Roodeplaat Training Centre
 : An ABET Certificate. (0) to (1) year relevant experience. Knowledge of gardening equipment and appliances. Knowledge of lawn care process. Knowledge of the pruning, trimming process and techniques. Knowledge of daily/weekly maintenance of garden equipment procedures for efficient machine / equipment performance. Basic knowledge in supporting water utilization and water resource. Knowledge of health and safety procedures. Knowledge of garden maintenance and planting practices. Knowledge of working at heights. Knowledge of paving, painting, and tiling. Must be physically fit to stand/walk long hours. Basic understanding of government legislations.

DUTIES : Able to work with chemicals for gardening purposes and gardening equipment, (running blades and gardening utensils). Maintain flower beds by fertilizing, irrigating, weeding, and pruning. Landscape maintenance, cutting of lawn areas with lawnmower / ride-on-tractor, trim with hand cutter or brush cutter. Cleaning and maintain grounds and repair tools and structure such as buildings and benches. Provide proper upkeep of sideways, driveways and parking lots and other related ground features. Repair minor equipment and other related asset. Assist with maintenance duties from time to time. Adhere to all OHS Act.

ENQUIRIES APPLICATIONS : Mr. LB Skosana Tel No: (012) 943 3303
 : Pretoria (Roodeplaat Training Centre): 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.

FOR ATTENTION

: Planning, Recruitment and Selection Unit