

## DEPARTMENT OF WATER AND SANITATION

## MANAGEMENT ECHELON

- POST 43/69** : **DIRECTOR: HUMAN RESOURCE PERFORMANCE AND DEVELOPMENT MANAGEMENT**  
**REF NO: 061224/01**  
Branch: Corporate Support Services Dir: Human Resource Performance and Development Management
- SALARY** : R1 216 824 per annum (Level 13) (All-inclusive salary package)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : An undergraduate qualification (NQF 7) in Economic and Management Sciences with majors in Human Resource Management and specialisation in Human Resource Development or Training and Development or relevant qualification. Five (5) years' experience at senior/middle managerial level in a Human Resource Development environment. The disclosure of a valid unexpired driver's license. Knowledge and experience in HRD policy development and implementation. Sound understanding of HRD policies and procedures. Knowledge of PMDS and Adult Education and training (AET). Insights on the enhancement and promotion of skills development. Understanding of legislative and policy frameworks governing the public sector. Knowledge of conflict management tools and methodologies. Good communication, presentation, report writing and networking skills. Understanding of programme and project management. Knowledge of financial, people management and empowerment practices.
- DUTIES** : Provide strategic leadership and business planning for the directorate. Facilitate the implementation of Human Resource Development strategy. Advocate for compliance and ensure adherence to operational and financial frameworks of practices, processes, standards and controls. Coordinate the implementation of performance management system. Provide awareness on performance management system department wide. Provision of skills training and development programmes. Develop training tools and effective mechanisms to identify and address the demands for priority skills supply over a specified term. Provision of internal bursary programme. Manage the awarded internal bursaries process. Manage the bursary program and report on bursaries.
- ENQUIRIES** : Mr C. Greve Tel No: (012) 336 8402  
**APPLICATIONS** : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: [Recruit43HO@dws.gov.za](mailto:Recruit43HO@dws.gov.za) or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit
- NOTE** : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late, applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed 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.
- CLOSING DATE** : 6 December 2024

## OTHER POSTS

- POST 43/70** : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 061224/02**  
Branch: Infrastructure Management Dir: Civil Engineering: Dam Design
- SALARY** : R873 840 per annum (All-inclusive OSD salary package)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A Bachelor of Technology (B-Tech) in Engineering Civil engineering. Six (6) years post qualification civil engineering technologist experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist. The disclosure of a valid unexpired driver's license. Knowledge of project management, technical design, and analysis. Knowledge and understanding of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Good communication skills both (verbal and written), conflict management and negotiation skills. Problem solving and analysis, decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organizing. Must be prepared to work away from the office and travel extensively for extended periods of time.
- DUTIES** : Manage technical services and support in conjunction with Engineers, Technologist and associates in the field, Pretoria-West Hydraulic Laboratories, and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize, make recommendations for approval by the relevant authority. Manage administrative, human resources and related functions. Financial Management and provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Attend to Risk and Disaster Management matters. Research and development through continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on engineering related matters Provide mentorship and supervision of personnel. Research / literature studies and technical engineering technology to improve expertise.
- ENQUIRIES** : Mr. E Koadibane Tel No: (012) 336 7694  
**APPLICATIONS** : Head Office(Pretoria) Please email your application quoting the relevant reference number on the subject line to: [Recruit43HO@dws.gov.za](mailto:Recruit43HO@dws.gov.za) or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit
- NOTE** : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late, applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed 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.
- CLOSING DATE** : 6 December 2024

<b><u>POST 43/71</u></b>	:	<b><u>DEPUTY DIRECTOR: RISK AND INTERNAL AUDIT: REF NO: PUCMA 01</u></b>
<b><u>SALARY</u></b>	:	R849 702 per annum (Level 11) (All-inclusive package)
<b><u>CENTRE</u></b>	:	Durban (Pongola-Umzimkulu Catchment Management Agency)
<b><u>REQUIREMENTS</u></b>	:	A relevant tertiary qualification at NQF level 7. Registration as a Certified Internal Auditor / Compliance Auditor / Performance Auditor / Forensic Investigations and Quality Assurance auditor / General Control Review and Applications Control. Five (5) years supervisory / management experience (ASD level) in internal audit / compliance audits / performance audits/ forensic investigations and quality assurance audits / general control review and applications control; or Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP). Competencies required: Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct.
<b><u>DUTIES</u></b>	:	Manage the following: Compliance Audits / Performance Audits/ Forensic Investigations and Quality Assurance Audits / General Control Review and Applications Control. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage. Manage strategic, operational and functional risk processes by designing and implementing an overall risk management process for the entity, which includes an analysis of the financial impact on the company when risks occur. Performing an Enterprise Risk Assessment by analysing current risks and identifying potential risks that are affecting the company. Assist in developing risk mitigation strategies for the organisation's critical risks and monitoring these risks. Conduct on-site inspections of properties and facilities to identify hazards and risk exposures. Prepare technical and comprehensive reports, plans and procedures for developing audit and risk management programs, reviews and inspections.
<b><u>ENQUIRIES</u></b>	:	Mr Swaswa Nthoro: Tel No. 082 857 3127
<b><u>APPLICATIONS</u></b>	:	Please email your application quoting the relevant reference number on the subject line to: <a href="mailto:PUCMA01@dws.gov.za">PUCMA01@dws.gov.za</a> or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit
<b><u>NOTE</u></b>	:	Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date. 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). A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). 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 Agency 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 applications will not be considered. The Agency 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. The Pongola-uMzimkhulu Catchment Management Agency (PUCMA) is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the national Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act (though not employed in terms of the Public Service Act.
<b><u>CLOSING DATE</u></b>	:	06 December 2024

- POST 43/72** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 061224/03**  
(Re-advertisement, applicants who have previously applied must re-apply)  
Branch: Infrastructure Management: Central Operation Dir: Operations Central
- SALARY** : R849 702 per annum (All-inclusive package) (Level 11)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Degree / Diploma in Administration. Three (3) to (5) five years management experience in Administration. Knowledge of policy development and implementation. Knowledge and experience of Administration process. Knowledge of HR information. Disciplinary knowledge in HR information. Understanding of Government legislations, Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity management. Client orientation and Customer focus. Communication. Accountability and Ethical Conduct. Knowledge of analytical procedures.
- DUTIES** : Manage Corporate Services (Human Resources, Information Technology, Administration, Communication and OHS, including Safety and Security. Assist with the development and implementation of Strategic Plan. Ensure that the line managers execute their business plan within the objectives of HR Plan. Compilation of Corporate Service Budget. Management of human resources. Expert advice on HR information implementation to managers. Monitor policy implementation.
- ENQUIRIES** : Mr N. Buthelezi Tel No. (012) 741 7302  
**APPLICATIONS** : For Centre: Infrastructure Management: Central Operations 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 or email the application to [DDCSP@dws.gov.za](mailto:DDCSP@dws.gov.za) For attention: Mr KL Manganyi
- NOTE** : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late, applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed 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.
- CLOSING DATE** : 6 December 2024
- POST 43/73** : **ENGINEER PRODUCTION GRADE A - C (MECHANICAL) REF NO: 061224/04 (X2 POSTS)**  
Branch: Infrastructure Management: Head Office Dir: Mechanical and Electrical Engineering
- SALARY** : R833 499 - R1 254 282 per annum (All-inclusive OSD salary package) (Offer will be based on years of experience)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A Mechanical Engineering Degree (B Eng / BSc Eng). Three (3) years post qualification Mechanical engineering experience required. Compulsory registration with Engineering Council of South Africa (ECSA) as a professional Engineer. The disclosure of a valid unexpired driver's

license. Sound knowledge of integrated water resource management and water resource protection. Understanding of programme and project management. Knowledge of engineering design and analysis including but not limited to pumps and pump stations, dam outlet works mechanical structural designs, and Water Resources Infrastructure Operations. Knowledge of research and development. Computer-aided engineering applications. Knowledge of legal compliance, technical report writing, creating high performance culture and professional judgement. Decision making, team leadership and analytical skills. Creativity, self-management, financial, conflict and people management. Customer focus and responsiveness. Willingness to travel country wide. Good communication skills both (verbal and written). Planning and organizing. Problem solving and analysis. Change management and innovation.

**DUTIES**

: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Approve and supervise engineering works according to prescribed norms and standards. Develop tender specifications. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Office administration and budget planning. Research/literature studies on engineering technology to improve expertise.

**ENQUIRIES**

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

**APPLICATIONS**

: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: [Recruit43HO@dws.gov.za](mailto:Recruit43HO@dws.gov.za) or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit

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**CLOSING DATE**

: 6 December 2024

**POST 43/74**

: **ENGINEER PRODUCTION GRADE A-C REF NO: 061224/05**  
Branch: Water And Sanitation Services Management Dir: Water Services Planning Support

**SALARY**

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

**CENTRE**

: Pretoria Head Office

**REQUIREMENTS**

: An Engineering degree (B Eng/ BSc Eng) or relevant qualification. Three (3) years post qualification Engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Experience in water and sanitation services bulk infrastructure planning, including feasibility studies, designs and associated legislative requirements is highly recommended. Knowledge of program, project and financial management and ability to effectively liaise with a wide range of sector role players. Willingness to travel throughout South Africa for the execution of engineering related duties. Knowledge of the water sector and relevant legislation (including but not limited to The Water Services Act (No. 108 of 1997),

National Water Act (Act No. 36 of 1998) and National Environmental Management Act (Act 107 of 1998) amongst others. Understanding of research and development. Computer-aided engineering applications including relevant computer software knowledge. Technical report writing, networking, and professional judgement. Problem solving and analyses, decision making, team leadership, creativity, self-management, stakeholder focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Good communication skills both (verbal and written). Planning, organising and people management.

**DUTIES**

: The successful candidate will report to the Chief Engineer: Water Services Project Planning Support. Provide support in the analysis and project management of water and sanitation services planning projects. Provide technical support to the water and sanitation services sector. Strategic Analysis of Water Services themes and topics. Development of related business perspectives with recommendations. Input on regular updates of planning guidelines, with checklists for comprehensive project planning & documentation. Development of Standard Operating Procedures related to project planning. Liaison and engagements with all stakeholders and water and sanitation sector players with regards to project planning. Provide support to Water Service Authorities to ensure implementation of Planning Frameworks and methodologies. Monitoring and reporting on the implementation of planning frameworks and methodologies nationally. Identification, prioritization and initiation of planning projects through the Regional Offices and the associated financial management to structure the required budgets for planning. Support with planning budget determination with regions. Co-ordination of planning to ensure integrated planning and management of water and sanitation services projects in all spheres of government (Water Boards, WSAs and other WSPs) to improve water and sanitation services, and the reliability and sustainably of bulk and reticulation water and sanitation infrastructure. Investigation, assessment, monitoring and reporting on all aspects of Water and Sanitation Services delivery. Investigations for project funding and providing support for compliance with other grants. Ensure all data, information, reports and results of analyses are packaged and made accessible to the sector via the Water Services Knowledge System and National Integrated Water Information System. Liaison with, and maintenance of data sharing and information partnerships with key Water and Sanitation Services, Sector role-players and stakeholder such as Statistics South Africa, National Treasury, Cooperative Governance and Office of the Presidency.

**ENQUIRIES  
APPLICATIONS**

: Ms P Ngqumshe, Tel No: (012) 336 8815  
: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: [Recruit43HO@dws.gov.za](mailto:Recruit43HO@dws.gov.za) or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit

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**CLOSING DATE**

: 6 December 2024

- POST 43/75** : **SCIENTIST PRODUCTION GRADE A-C REF NO: 061224/06**  
Branch: Infrastructure Management Central Operations: Dir: Operations Central
- SALARY** : R721 476 – R774 267 per annum (All-inclusive OSD salary package) (Offer will be based on years of experience)
- CENTRE** : Grootdraai Dam (Usutu Vaal)
- REQUIREMENTS** : A Science degree (BSc) (Hon) or relevant qualification. Three (3) years post qualification Natural scientific experience. Compulsory registration with the SACNASP as a professional Natural Scientist. The disclosure of a valid unexpired driver's license. Knowledge in strategic management processes. Knowledge in policy formation, implementation and monitoring. Knowledge of project and programme management. Understanding social and economic development issues. Knowledge and understanding of relevant legislation. Knowledge of related water sciences fields. Programme and project management. Showing signs of growing into strategic capability and leadership. Basic financial management. Change Management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication. Accountability and ethical conduct. Analytical thinking and interpersonal skills. Note: Candidates must complete a practical and theoretical test.
- DUTIES** : Develop and implement methodologies, policies, system, and procedure. Perform scientific analysis and regulatory functions. Conduct research and development. Human capital development.
- ENQUIRIES** : Mr N Buthelezi Tel No: (017) 712 9400
- APPLICATIONS** : Grootdraai Dam (Usutu Vaal) Please email your application quoting the relevant reference number on the subject line to [SSP@dws.gov.za](mailto:SSP@dws.gov.za) or post to the Department of Water and Sanitation, Private Bag X 2021, Standerton 2430 or hand deliver to Grootdraai dam, Admin Building, Standerton, Human Resource office. For Attention: Ms IN Ndwandwe
- NOTE** : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late, applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed 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.
- CLOSING DATE** : 6 December 2024
- POST 43/76** : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 061224/07 (X2 POSTS)**  
Branch: Provincial Operations: Limpopo Dir: Water Resource Management Support
- SALARY** : R522 741 per annum (OSD)
- CENTRE** : Polokwane Tzaneen
- REQUIREMENTS** : A National Diploma in Civil Engineering or relevant qualification. Six (6) 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 planning and execution of Hydrological Monitoring Networks. Knowledge of the Water Legislation and related policies, Proficient in computer programs, preferably MS Office Software (Word, Excel and PowerPoint) Good Planning and organising

<b><u>DUTIES</u></b>	:	skill, problem-solving skills, communication skills, conflict resolution skills, (verbal and written) interpersonal relation and project management. Supervisory experience Perform and co-ordinate the data collection, calibration maintenance and evaluation of surface water monitoring gauging stations. Manage quality control and task with regards to data collection calibrations, maintenance and evaluation of data processing performed by subordinates. Compile monthly progress statistics and information products for the monitoring networks. Conduct research on station history and manage the correct updating of Hydstra database. Participate in other tasks aimed at optimisation of surface water monitoring network. Supervise and develop subordinates
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr KF Netili, Tel No: (015) 290 1486 / Cell No: (082) 047 8685 Limpopo (Polokwane): Please email your application quoting the relevant reference number on the subject line to: <a href="mailto:ApplicationLM@dws.gov.za">ApplicationLM@dws.gov.za</a> or hand deliver to: Azmo Place Building 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, AZMO Place Building (Registry Office 4th floor), or post to: Private Bag X 9506, Polokwane, 0700. For Attention: Mr HH Khoza Tel No: (015) 290 1222
<b><u>NOTE</u></b>	:	Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late, applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed 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.
<b><u>CLOSING DATE</u></b>	:	6 December 2024
<b><u>POST 43/77</u></b>	:	<b><u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 061224/08</u></b> Branch: Water Resource Management: Sd: National Hydrological Monitoring (Re-advertisement, applicants who have previously applied must re-apply)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R522 741 per annum (OSD) Pretoria Head Office A National Diploma in Civil Engineering. Six (6) years post qualification civil 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 planning and execution of Hydrological Monitoring Networks. Knowledge of the Water Legislation and related policies, Proficient in computer programs, preferably MS Office Software (Word, Excel and PowerPoint) Good Planning and organising skill, problem-solving skills, communication skills, conflict resolution skills, (verbal and written) interpersonal relation and project management. Supervisory experience
<b><u>DUTIES</u></b>	:	Perform and co-ordinate the data collection, calibration maintenance and evaluation of surface water monitoring gauging stations. Supervise construction works and compile monthly progress reports. Manage quality control and task with regards to data collection calibrations, maintenance and evaluation of data processing performed by subordinates. Compile monthly progress statistics and information products for the monitoring networks. Conduct research on station history and manage the correct updating of Hydstra database. Participate in other tasks aimed at optimisation of surface water monitoring network. Supervise and develop subordinates
<b><u>ENQUIRIES</u></b>	:	Mr Z. Maswuma, Tel No. (012) 336 8784



- APPLICATIONS** : Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: [Recruit43HO@dws.gov.za](mailto:Recruit43HO@dws.gov.za) or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit
- NOTE** : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late, applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed 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.
- CLOSING DATE** : 6 December 2024
- POST 43/78** : **PLANNING MONITORING AND EVALUATION MANAGER/OFFICE MANAGER: REF NO: PUCMA 02**
- SALARY** : R444 036 per annum (Level 9)
- CENTRE** : Durban (Pongola-Umzimkulu Catchment Management Agency)
- REQUIREMENTS** : A Bachelor's degree in Administration or Commerce. A post graduate qualification in Monitoring and Evaluation is essential. At least five(5) years' experience in Monitoring and Evaluation. Project Management Certification is desirable. Competencies required: A strong grasp of compliance issues in terms of PFMA, Treasury Regulations, Auditor General, Corporate Governance principles etc. Knowledge and understanding of all legislation and statutes applicable to the organisation's activities. Capacity to produce high quality reports is essential. Attention to detail and a well-organised approach to work. A tactful and diplomatic approach and the confidence to liaise with management and employees, as well as external stakeholders. Policy formulation skills. A strong grasp of compliance issues in terms of PFMA, Treasury Regulations, Auditor General, and Corporate Governance principles etc. Good people skills. High level of reliability. Ability to act with tact and discretion. Knowledge of dispute resolution process. Problem solving and Analysis. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Discretion in handling confidential information. The ability to communicate (written, verbal and liaison) and work well with people at all levels.
- DUTIES** : Creation of a framework and procedure for the monitoring and evaluation of key performance activities. Provide technical support in the form of guidelines, advice, and tools related to improving M&E processes in the organisation. Ensure the integration of performance information systems with existing management processes and systems. Establish an effective communication framework to enable all parties to share and access all knowledge and information around organisational performance monitoring. Co-ordinate organisational reporting on key performance indicators as detailed in the Quarterly Report; Shareholder's compact and Corporate Scorecard. Assist the CMA to establish M&E work plans, and targets to be achieved during the financial year, as well as throughout the reporting period. Ensure alignment of the Company Scorecard and Shareholder Compact to Performance Agreements. Manage the process of designing, coordinating and conducting monthly, quarterly and annual evaluations. Develop monitoring plans in line with organisational reporting deadlines. Provide technical

support in the form of guidelines, advice, and tools related to improving M&E processes in the organisation. Perform Office Manager Functions in the CE's Office.

**ENQUIRIES  
APPLICATIONS**

: Mr Swaswa Nthoro: Tel No. 0828573127  
: Please email your application quoting the relevant reference number on the subject line to: [PUCMA02@dws.gov.za](mailto:PUCMA02@dws.gov.za) or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit

**NOTE**

: Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date. 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). A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). 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 Agency 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 applications will not be considered. The Agency 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. The Pongola-uMzimkhulu Catchment Management Agency (PUCMA) is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the national Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act (though not employed in terms of the Public Service Act.

**CLOSING DATE**

: 06 December 2024

**POST 43/79**

: **LEGAL ADMINISTRATIVE OFFICER: REF NO: PUCMA 03**

**SALARY  
CENTRE  
REQUIREMENTS**

: R440 412 per annum (MR 5) (OSD)  
: Durban (Pongola-Umzimkulu Catchment Management Agency)  
: LLB (or equivalent qualification). At least eight(8) years appropriate post qualification legal experience. Competencies required: Knowledge and experience of policy development and implementation, public sector legal processes, legislation and contracts, PAIA, PAJA, the Constitution and all the relevant legislation. Knowledge of Treasury regulations. Ability to negotiate and draft contracts and international instruments. Ability to interpret specific environmental legislation, issues affecting the environment and general environmental law is required. Knowledge of Public Finance Management Act. Legal research and interpretation. Analytical skills. Report-writing. Programme and project management. Computer literacy. Good planning and decision making skills. Language proficiency. Confidentiality. Excellent communication skills (written and verbal). Planning and decision making skills. Strategic capability and leadership skills. Accountability and Ethical Conduct.

**DUTIES**

: Provide legal support to ensure compliance with relevant legislation. Develop standard operating procedures. Advise on and draft legal opinions and documents to support criminal prosecutions for contraventions of the National Water Act. Draft legal documents, memoranda, reports and submissions. Draft, vet and review contracts on behalf of the entity. Advise, negotiate and draft multilateral and bilateral agreements. Handle litigation matters and appeals on behalf of the CMA. Render legal support on all litigation matters. Develop interventions where challenges are experienced. Monitor the implementation of the Promotion of Access to Information Act, 2000 and the Promotion of Administrative Justice Act, 2000 in the CMA. Handle PAIA and PAJA matters on behalf of the CMA.

**ENQUIRIES  
APPLICATIONS**

: Mr Swaswa Nthoro: Tel No. 0828573127  
: Please email your application quoting the relevant reference number on the subject line to: [PUCMA03@dws.gov.za](mailto:PUCMA03@dws.gov.za) or hand deliver to: Delta Continental Building, Corner of Visagie and

Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit

**NOTE**

: Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date. 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). A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). 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 Agency 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 applications will not be considered. The Agency 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. The Pongola-uMzimkhulu Catchment Management Agency (PUCMA) is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the national Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act (though not employed in terms of the Public Service Act.

**CLOSING DATE**

: 06 December 2024

**POST 43/80**

: **ENGINEERING TECHNOLOGIST PRODUCTION GRADE A - C REF NO: 061224/09 (X2 POSTS)**

Branch: Infrastructure Management: Head Office Dir: Strategic Infrastructure Asset Management

**SALARY**

**CENTRE**

**REQUIREMENTS**

: R429 930 - R654 252 per annum (OSD) (Offer will be based on proven years of experience)  
: Pretoria Head Office  
: A Bachelor of Technology in Engineering (B Tech) or relevant qualification. Three (3) years post qualification in Engineering Technologist experience required. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technologist. The disclosure of a valid unexpired driver's license. Knowledge of programme and project management. Understanding technical design and analysis. Knowledge of research and development. Knowledge of computer-added engineering applications. Technical report writing, networking and professional judgement. Problem solving and analysis. Decision making, team leadership, creativity, and self-management. Customer focus and responsiveness. Good communication skills both (verbal and written).

**DUTIES**

: Provide technical management support the Conveyance Systems Sub-Directorate. 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 Conveyance Systems rehabilitation projects. Provide engineering designs and supervision for conveyance related projects. Ensure compliance with technical standards, legal requirements, timeframes, and approved budgets during the implementation of projects. Support Operational Clusters and Water User Associations. Provide engineering assistance with the management of major equipment overhauls and upgrades in all the operational areas. Develop maintenance guidelines for conveyance infrastructure. Perform evaluation of departmental conveyance system by means of instrumentation and assessment as required by legislation and /or departmental policies. Develop and manage budget for the Sub-Directorate. Provide inputs of the budget to Cluster Offices when required.

**ENQUIRIES**

**APPLICATIONS**

: Ms N Mwandla, Tel No: (012) 336 7435  
: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: [Recruit43HO@dws.gov.za](mailto:Recruit43HO@dws.gov.za) or hand deliver to: Delta Continental Building,

Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit

**NOTE**

: Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late, applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed 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.

**CLOSING DATE**

: 6 December 2024

**POST 43/81**

: **COMMITTEE SECRETARIAT: REF NO: PUCMA 04**

**SALARY**

: R308 154 per annum (Level 7)

**CENTRE**

: Durban (Pongola-Umzimkulu Catchment Management Agency)

**REQUIREMENTS**

: A relevant three(3) year tertiary qualification in Administration/Secretarial. Minimum Three(3) years experience in Committee work, administration and secretarial. Competencies required: knowledge of Governance, Policies and Procedures. Knowledge of administrative and clerical procedures and systems. Board Procedures. Schedule 4 of National Water Act. Ethics and integrity. Writing skills. Detail and focused. High Degree of confidentiality. Computer skills and good Communication skills. Coping with work pressure.

**DUTIES**

: Record and prepare minutes of the Governing Board and its committees including (ad-hoc committees) and stakeholders' sessions. Prepare and have agendas delivered for the Governing Board and its committees including (ad-hoc committees). Arrange official transport and accommodation for Board and Committee members through Supply Chain Management section. Update outstanding Board Resolutions Register by collating information from various divisions. Follow up with Executives/Managers on all reports due to be submitted to committees including ad-hoc committees. Prepare and distribute to all Executives/Managers schedule of meeting dates with the closing dates for reports for the financial year. Prepare schedules of the Governing Board and its Committee meetings dates of every financial year. Arrange venues and logistics for the meetings of the Governing Board and its committees. Arrange appointments for the Chairperson and Governing Board members regarding official business of the PUCMA. Keep filing systems for verification to internal and external Auditors upon request. Provide documents for verification to internal and external Auditors upon request. Keep the pecuniary interests register in respect of the Governing Board members. Have declaration of interest forms completed by the Governing Board members and all employees attending the meetings of the Governing Board and its committees. Provide administrative support regarding the completion of claims by the Governing Board members in respect of attendance of Governing Board and committee meeting and events. Perform other committee work on request such as for MANCO, REMCO, etc.

**ENQUIRIES**

: Mr Swaswa Ntlhoro: Tel No. 0828573127

**APPLICATIONS**

: Please email your application quoting the relevant reference number on the subject line to: [PUCMA04@dws.gov.za](mailto:PUCMA04@dws.gov.za) or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit

**NOTE**

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**CLOSING DATE**

: 06 December 2024