

DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za/
<u>CLOSING DATE</u>	:	29 September 2025
<u>NOTE</u>	:	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 DPSS circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. 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 qualifications (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 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.

MANAGEMENT ECHELON

<u>POST 33/62</u>	:	<u>CHIEF FINANCIAL OFFICER: VAAL-ORANGE CATCHMENT</u> <u>MANAGEMENT AGENCY REF NO: VOCMA 08</u> (Re-advertisement, applicants who have previously applied need to re-apply)
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant B-Degree NQF level 7 (Accounting, Financial Management or other relevant qualification). A post-graduate qualification and/or designation with relevant professional bodies will be an added advantage. A minimum of 10 years' experience in financial management of which 5 years must be at middle/senior managerial level. Extensive knowledge of financial management, PFMA and Generally Recognised Accounting Practice (GRAP) and some knowledge of local government sector, public service act and regulations. Behavioural Competencies required: Strategic Capability and Leadership Programme and Project Management. Attention to detail. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Good Communication. Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Strategic oversight on financial management within CMA: Assume overall responsibility for general financial and management accounting activities, budget (preparation and compliance), revenue collection, supply chain management and asset management functions, payroll, and banking, ensuring compliance to relevant legislation, prescripts, policies and agreements. Establish, implement and enhance accounting and internal control systems, policies and procedures in compliance with GRAP, PFMA, Treasury Regulations and other legislation. Develop and implement a cost management

strategy through effective accounting controls and financial management techniques. Ensure compliance with policies and provide guidance, assess risks and financial viability of existing & new Policies, Projects and all customer agreements. Direct the financial strategy of the organisation to ensure availability of adequate financial resources. Provide strategic financial advice to executive management and the Board. Ensure timely and accurate financial reporting to all internal and external governance structures. Set perimeters for cash flow management and operations of the finance personnel. Ensure financial data integrity in terms of timeliness, accuracy and reliability. Oversee and provide assistance during the annual audit; respond to audit findings and implement recommendations as required. Stay abreast of new trends in the field of accounting, financial management, budgeting etc. Provide strategic direction in the provision of other Corporate Support Services within the CMA: Provide strategic direction in the implementation of HR policies, prescripts and strategies. Ensure provision of IT services and that associated risks are effectively mitigated. Ensure provision of office support services including facilities management. Departmental/Staff Management: Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and allocate resources accordingly to meet departmental strategies priorities. Responsible for the related sections of the APP, Shareholders Compact, and Annual Report.

ENQUIRIES : Mr C Greve Tel No: (012) 336 5826
APPLICATIONS : All applications to be submitted online on the online link <https://erecruitment.dws.gov.za/>

NOTE : The Vaal-Orange Catchment Management Agency 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.

POST 33/63 : **BOARD SECRETARY: MZIMVUBU-TSITSIKAMMA CATCHMENT MANAGEMENT AGENCY (MTCMA) REF NO: MTCMA 04**
 (Re-advertisement, applicants who have previously applied need not to re-apply)

SALARY : R1 266 714 per annum (Level 13), (all-inclusive salary package)
CENTRE : East London
REQUIREMENTS : A BCom. Law / LLB or equivalent degree. Admitted attorney. Registration as a Chartered Secretary with the Institute of Chartered Secretaries and Administrators will be advantageous. A minimum of five (5) years Middle / Senior Managerial experience. Experience as a Company Secretary. Understanding of SA Law in general, administrative law, labour law, water law, public entities, governance and ethics. Behavioural Competencies required: Analytical, negotiation, liaison, consultation, advanced communication, information monitoring, compliance and risk management, ethical, strategic thinking, quality oriented, lateral thinking and attention to detail. May be subjected to extended working hours.

DUTIES : Committee Work: Ensure submission of annual schedule of meetings for Board and Committee meetings. Ensure convening of meetings, preparation of agenda and taking minutes of Board and its Committees. Address correspondence and communication relating to the Board. Ensure collation and maintaining of information and documentation relating to Board and Committee meetings. Ensure the secure recording and archiving of minutes of meetings. Guide the writing of interim and annual reports for the Board. Ensure that decisions taken by the Board are communicated to relevant stakeholders to be implemented fully. Guidance and Advice: Advise and guide the Board by promoting insight and clarity on its appointment, constitution, and the related legal, ethical, good governance, accounting and financial implications of the proposed/implemented policies and decisions. Assist the Chairperson and Chief Executive, in matters relating to the DWS and the Board. Provide advice with regard to the specific roles and responsibilities of the Board as a whole, and those of the individual role- players: Chairperson, CEO, and Board members. Provide advice with regard to the appointment and constitution of the required sub-committees (e.g., audit, risk, or other), with regard to ensuring corporate governance. Manage the risk by ensuring and monitoring

compliance of the implementation of policies and procedures relating to NWA, PFMA and other related legislation and guidelines. Provide regulatory, compliance and relevant advice to the Governing Board on usage of water resources to relevant national, provincial and local government departments, WUAs, farmers. Corporate Governance: Formulate and implement corporate governance strategies for the organisation. Ensure the organisation remains aware of any changing requirements in connection with corporate governance and responds accordingly. Provide advice on corporate governance working practices arising out of changes in legislation affecting the organisation. Support the organisation with the research, development and implementation of policies required for corporate governance. Liaison as necessary with external organisations and staff at all levels on a wide variety of governance related matters. Legal Support: Take overall responsibility of legal services in the organisation. Deal with contractual and related matters. Provide internal legal advisory services to the Board as and when required. Facilitate and ensure compliance to relevant statutes. Provide continuous updates on changes to legislation to the organisation and the Board. Set up systems that ensure the Board complies with all applicable codes, as well as its legal and statutory obligations.

**ENQUIRIES
APPLICATIONS**

: Mr Conrad Greve Tel No: (012) 336 8402
: All applications to be submitted online on the online link <https://erecruitment.dws.gov.za/>

NOTE

: The Mzimvubu-Tsitsikamma Catchment Management Agency (MTCMA) 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.

OTHER POSTS

POST 33/64

: **ENGINEER PRODUCTION GRADE A - C REF NO: 290925/01 (X2 POSTS)**
Branch: Infrastructure Management: Head Office
CD: Engineering Services Dir: Civil Engineering
Sub-Dir: Bulk Pipe Systems

SALARY

: R879 342 - R1 323 267 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)

**CENTRE
REQUIREMENTS**

: Pretoria Head Office
: A Civil Engineering Degree (B. Eng / BSc. Eng). Three (3) years post qualification experience in Civil Engineering is required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer in the Civil Engineering discipline. The disclosure of a valid and unexpired driver's license. Competency and experience on the implementation of civil engineering projects in the Water Sector and design of hydraulic structures, pump stations, and pipelines. Competencies and knowledge in Engineering design and analysis. Knowledge and understanding of legal compliance with the Republic of South Africa's legislation and regulations. Understanding of computer aided engineering applications. Knowledge and understanding of Construction Contracts regulated by the CIDB. Project management. Strategic capabilities and leadership. Financial management skills. Excellent communication skills (verbal and written).

DUTIES

: Engineering design and analysis effectiveness. Perform, review and approve bulk pipelines design components. Plan and manage engineering principles and codes of good practice to candidate engineers. Manage resources and inputs for the facilitation of resource utilization. Application of research and development procedures. Continuous professional development to keep up with new technology and procedures within Engineering, office administration and budget planning. Draft tender documents in accordance with ECSA Stage 4. Administer construction contracts and conduct construction inspections in accordance with ECSA Stage 5 scope of service.

**ENQUIRIES
APPLICATIONS**

: Mr. MJ Mabela Tel No: (012) 336 6564 / Cell No: (066) 476 0440
: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>

<u>POST 33/65</u>	:	<u>CHIEF ARTISAN GRADE A (MAINTENANCE) REF NO: 290925/02</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R480 261 per annum, (OSD)
<u>CENTRE</u>	:	Gariep Dam
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. Ten (10) years post qualification experience as an Artisan or Artisan Foreman. The disclosure of a valid unexpired driver's license. Knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production process. Problem solving and analytical decision making, teamwork and analytical skills. Creativity, self-management, customer focus and responsiveness. Good communication skills both (verbal and written). Computer literacy. Planning and organising skills. Conflict management. Ability to work independently as well as in a team and ability to work long hours and perform well under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Drawing skills and ability to read drawings. Candidates may be required to complete a practical and theoretical test.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with artisan and workshop activities, Manage administrative and related functions. Provide inputs into the budgeting process, compile and submit reports as required. Manage artisan and related personnel and assets. Control and monitor expenditure according to budget to ensure efficient cash flow management. Management the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services. Ensure adherence to safety standards, requirements, and regulations. Compile and submit reports as required. Human and Capital resource management. Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Mr LJ Mkafane Tel No: (051) 754 0001
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Candidates may be required to complete a practical and theoretical test.
<u>POST 33/66</u>	:	<u>HUMAN RESOURCE CLERK (PRODUCTION) REF NO: 290925/03</u> Branch: Infrastructure Management Southern Operations Directorate: Operations Southern
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Worcester (Western Cape)
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate. Knowledge of PERSAL system, database and spread sheet application. Knowledge of the Public Service Act, Public Service Regulations, and other relevant HR prescripts will be an advantage. Good communication skills (written and verbal). Ability to work under pressure.
<u>DUTIES</u>	:	The successful candidate will be responsible for rendering Human Resource clerical services. Provide administrative support for recruitment and selection, appointments, probation, and service terminations. Administer processes related to conditions of service (leave, housing, medical aid, allowances, etc.). Address enquiries and Human Resources registry services. Capture and update transactions on the PERSAL system. Address HR administration enquiries from internal and external stakeholders. Maintain and update personnel filing systems (electronic and physical). Provide general administrative support, including drafting routine correspondence, submissions and reports. Ensure effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulation guidelines, resolution and other prescribes.
<u>ENQUIRIES</u>	:	Ms S Moodley Tel No: (021) 941 6019
<u>APPLICATIONS</u>	:	All applications to be submitted online on the online link https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Preference will be given to candidates from the Western Cape geographical area.

<u>POST 33/67</u>	:	<u>HUMAN RESOURCE CLERK (PRODUCTION) REF NO: 290925/04</u> Branch: Infrastructure Management Southern Operations Directorate: Operations Southern
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Gqeberha (Port Elizabeth)
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate. Knowledge of PERSAL system, database and spread sheet application. Knowledge of the PSA, PSR and other relevant Human Resources prescripts and legislation. Good communication skills (written and verbal) ability to work under pressure.
<u>DUTIES</u>	:	The successful candidate will be responsible for rendering professional advice to the line managers. Ensure effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulation guidelines, resolution and other prescribes. Capturing transactions on PERSAL. Recruitment and Selection. Organizational Development. Employee Relations. Human Resource Development. Drafting of submissions. Handling all Human Resource administration i.e. conditions of service, termination of services and leave management. Provide HR Registry services.
<u>ENQUIRIES</u>	:	Mr. CS Nzimande Tel No: (041) 508 9719
<u>APPLICATIONS</u>	:	All applications to be submitted online on the online link https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Preference will be given to candidates from the Nelson Mandela Bay District.
<u>POST 33/68</u>	:	<u>FINANCE CLERK (PRODUCTION): MANAGEMENT ACCOUNTING REF NO: 290925/05</u> Branch: Infrastructure Management Southern Operations Directorate: Operations Southern
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Gqeberha (Port Elizabeth)
<u>REQUIREMENTS</u>	:	A Senior/ Grade 12 certificate. Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and the use of excel. Good communication skills. Accountability, integrity, honesty and ethical conduct. Some experience in finance would be advantages.
<u>DUTIES</u>	:	Receive salary advices and distribute it to employees. Capturing supplementary employee payments. Prepare payments to service providers and maintain invoice register. Ensure that creditors are paid within 30 days. Ensure financial procedures are observed in the section. Attend to vendor enquiries. Scan paid invoices onto SAP. Order and distribute stationery. File all face value documents systematically and complete. Attend to audit samples and ensure compliance with policies and regulations. Assist with the compilation of the budget for the sections and printing budget reports.
<u>ENQUIRIES</u>	:	Mr. R De Lange Tel No: (041) 508 9730
<u>APPLICATIONS</u>	:	All applications to be submitted online on the online link https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Preference will be given to candidates from the Nelson Mandela Bay District.
<u>POST 33/69</u>	:	<u>FINANCE CLERK (PRODUCTION): FINANCIAL ACCOUNTING REF NO: 290925/06</u> Branch: Infrastructure Management Southern Operations Directorate: Operations Southern
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Gqeberha (Port Elizabeth)
<u>REQUIREMENTS</u>	:	A Senior/ Grade 12 certificate. Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and the use of excel. Good communication skills. Accountability, integrity, honesty and ethical conduct. Some experience in finance would be advantages.
<u>DUTIES</u>	:	Receive salary advices and distribute it to employees. Capturing supplementary employee payments. Prepare payments to service providers and maintain invoice register. Ensure that creditors are paid within 30 days. Ensure financial procedures are observed in the section. Attend to vendor enquiries. Scan paid invoices onto SAP. Order and distribute stationery. File all face value documents systematically and complete. Attend to audit samples and ensure compliance with policies and regulations. Assist with the compilation of the budget for the sections and printing budget reports.
<u>ENQUIRIES</u>	:	Mr. R De Lange Tel No: (041) 508 9730

<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Preference will be given to candidates from the Nelson Mandela Bay District.
<u>POST 33/70</u>	:	<u>ADMINISTRATION CLERK: (HUMAN RESOURCE MANAGEMENT) REF NO: 290925/07</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Gariep Dam A Senior/Grade 12 certificate. A National Diploma in Human Resources Management will serve as the added advantage. One (1) year experience in Human Resource Management will serve as an added advantage. The disclosure of a valid unexpired driver's licence will serve as an added advantage. PERSAL introduction certificate will also add as an added advantage. PERSAL Knowledge in PERSAL. Computer literacy in Ms packages. Knowledge of HR prescripts governing the public service. Good Interpersonal skills, customer care and communication skills. Ability to work well in a team and under pressure. Willingness to travel outside working hours.
<u>DUTIES</u>	:	Render human resource administrative function. Administer recruitment and selection, human resource Transactions, performance management and development system, Information management (Establishment), IOD, Incapacity Pension Administration, Typing and drafting of letters, memorandum, and submissions. Rendering professional advice to line function on the effective and efficient interpretation and implementation of the departmental HRM policies and other related prescripts. Handling of all HRM administration functions. Compile daily statistics and update databases.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr L.J Mkafane Tel No: (051) 754 0001 All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 33/71</u>	:	<u>HUMAN RESOURCE CLERK (PRODUCTION) REF NO: 290925/08</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Pretoria (Central Operations) A Senior/Grade 12 certificate. A National Diploma in Human Resources Management will serve as the added advantage. PERSAL introduction certificate will serve as an added advantage. Appropriate experience in Human Resource Management and registry will serve as added advantage. The disclosure of a valid unexpired driver's license will serve as an added advantage. Computer literacy (Microsoft packages). Knowledge of PERSAL system, database and spreadsheet application. Good communication skills both (verbal and written). Ability to work under pressure. Knowledge of human resource prescripts policies and procedures. Team player. Willingness to travel. Computer literacy (Microsoft packages).
<u>DUTIES</u>	:	Implement human resource administration practices, human resource transaction: (leave management, and human resource records management). Render professional advice to line function on the effective, efficient interpretation and implementation of policies and other related prescripts. Address human resource administration enquires. Compile daily statistics and update database. Process transfers, movement, and relocation on PERSAL for Central Operations. Provide human resource registry services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms I Schwartz Tel No: (012) 741 7359 All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/