

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 14 November 2025
- : Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/> 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 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**POST 40/78**

- : **CHIEF FINANCIAL OFFICER: MZIMVUBU-TSITSIKAMMA CATCHMENT**
MANAGEMENT AGENCY REF NO: MTCMA05
This is a re-advertisement, applicants who had previously applied, need to re-apply.

SALARY
CENTRE
REQUIREMENTS

- : R1 266 714 per annum (Level 13), (all-inclusive salary package)
- : East London
- : 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.

DUTIES

- : 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
APPLICATIONS

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

OTHER POSTS

POST 40/79

: **CHIEF ENGINEER GRADE A REF NO: 141125/01**
Branch: Water and Sanitation Services Management
Cd: Provincial Operations: KwaZulu-Natal
Div: Water Services Planning Support

SALARY
CENTRE
REQUIREMENTS

: R1 266 450 - R1 446 921 per annum, (all- inclusive OSD salary package)
: Durban
: An Engineering Degree (B Eng/BSc Eng) or relevant qualification. Six (6) years post qualification experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's licence. Extensive experience in water and sanitation services planning and implementation, including feasibility studies, designs, associated legislative requirements, site supervision and project close-out. Knowledge of programme, project and financial management and ability to effectively liaise with a wide range of sector role players. 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. Research and development. Computer-aided engineering applications including relevant computer software knowledge. Technical report writing, networking, and professional judgement. Problem solving and analysis, decision making, team leadership, creativity, self-management, stakeholder focus and responsiveness. Sound interpersonal and leadership skills. Planning, organising and people management. Excellent communication skills (written and verbal). Strategic capability and leadership. Must be available to travel as and when required often at short notice.

DUTIES

: Manage technical services and support in conjunction with Engineers, Technologists, Technicians and associates in field, workshop and technical office activities. Provide support in the analysis and project management of water and sanitation services projects. Provide technical support to the water and sanitation sector. Strategic Analysis of Water Services themes and topics. Development of related business perspectives with recommendations. Liaison and engagements with all stakeholders and water and sanitation sector players with regards to project planning and implementation. Provide support to WSAs to ensure implementation of Planning and implementation Frameworks and methodologies. Monitoring and reporting on the adherence to these planning and implementation frameworks and methodologies. Identification, prioritization and initiation of projects through and the associated financial management to structure the required budgets for planning and implementation. Co-ordination of planning to ensure integrated planning and

management of water and sanitation projects in all spheres of government (Water Boards, WSAs and other WSPs) to improve water and sanitation services, and the reliability and sustainability of infrastructure. Investigation, assessment, monitoring and reporting on all aspects of Water and Sanitation Services delivery. Ensure all data, information, reports and results of analysis 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. Ensure quality assurance of technical designs with specifications and authorise/make recommendations for the approval by the relevant authority. Monitor and ensure projects are implemented in accordance with prescribed norms and standards. Monitoring and evaluation of water and sanitation services delivery projects. The provision of guidance to the water sector regarding technical and engineering aspects of the operations and maintenance of water and sanitation services infrastructure. Support and provide guidance on All Town Reconciliation Studies, implementation of WCWDM, Bulk Water and Sanitation Master Planning and Disaster Management. Continuous professional development to keep up with new technologies and procedures. Research/Literature studies on technical engineering technology to improve expertise.

ENQUIRIES : Ms. B Msane Tel No: (031) 336 2860
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

NOTE : This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.

POST 40/80 : **ENGINEER PRODUCTION GRADE A - C REF NO: 141125/02 (X4 POSTS)**
 Branch: Infrastructure Management: Head Office
 Dir: Dam Safety Surveillance

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

CENTRE : Pretoria Head Office
REQUIREMENTS : A Civil Engineering Degree (B Eng / BSc Eng). Three (3) years post qualification experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's licence. Experience in dam engineering specifically in aspects of dam safety evaluation, monitoring and rehabilitation will be an added advantage. Experience in asset lifecycle management of water resources infrastructure is highly recommended. Knowledge and experience in project and contracts management. Understanding of procurement processes in the Public Sector. Sound financial planning and management. Ability to communicate, conflict management, contract dispute resolution and negotiation skills will be an added advantage. Computer literacy and the ability to use most common MS Office programs is highly recommended. Ability to work with structural, drafting and hydrological analysis software such as MSc Marc, Prokon, AutoCAD Civil 3d, ArcGIS and HecGeoRas will be an added advantage.

DUTIES : Conduct 5 yearly dam safety evaluations, implement advanced dams monitoring systems such as AVM, and Trivec using the latest equipment available in the market, conduct research on new methodologies for behaviour monitoring of dams, validate observed data using finite elements modelling, and implementation of rehabilitation projects in line with Chapter 12 of the National Water Act of 1998 as well as Government Notice R139 of February 2012. Manage small to medium size projects and oversee all aspects of project implementation in accordance with the applicable standard contracts such as SAICE GCC 2015, FIDIC and NEC Suits of contracts. Manage the technical, environmental, contractual, risk, social and financial aspects of dams' rehabilitation projects. Ensure compliance with technical standards, legal requirements, during the implementation of projects.

ENQUIRIES : Ms N Mwandla Tel No: (012) 336 8736
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

<u>POST 40/81</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 141125/03</u> Branch: Water and Sanitation Services Management Cd: Provincial Operations: Northern Cape Sd: Water Service Planning Support
<u>SALARY</u>	:	R551 493 per annum, (OSD)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A National Diploma in Civil Engineering. Six (6) years post qualification in technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of technical design and analysis of hydrological infrastructure and/or water resource infrastructure. Knowledge of hydrological data management. Understanding of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and Project management. 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.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Engineers, Technologist and associates in the field, workshop, and technical hydrological 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 control of hydrological time series data. Manage the registration of hydrological data on Hydstra. Manage the maintenance of surface water gauging sites. Ensure performance of control surveys, stream flow gauging and calibration. Monitor Real time data of gauging sites, perform site evaluations and monitor instrumentation. Manage administrative, human resource and related functions. 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. Provide mentorship and supervision of personnel. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters.
<u>ENQUIRIES</u>	:	Mr. K Kgarane Tel No: (053) 830 8800
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 40/82</u>	:	<u>CHIEF ARTISAN GRADE A (CIVIL) REF NO: 141125/04</u> Branch: Infrastructure Management: Central Operation Dir: Operations Central
<u>SALARY</u>	:	R480 261 per annum, (OSD)
<u>CENTRE</u>	:	Jericho Dam
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate in Carpentry/Plumbing. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. The disclosure of a valid unexpired driver's license. Supervisory planning and analytical skills. Project management and technical report writing skills. Knowledge of Occupational Health and Safety Act and maintenance management systems. Knowledge of PMDS and PFMA. Ability to work independently as well as in a team. Computer literacy in word and excel. Good communication skills and interpersonal skills. Technical analysis and problem-solving skills. Planning, organizing and execution of projects. Willingness to travel. Ability to work long hours and perform well under pressure.
<u>DUTIES</u>	:	Maintain and advance expertise: The maintenance of houses, offices, pump stations and buildings. Be able to interpret civil drawing and set out of works according to drawings. To be able to do all finishing work inside and outside of buildings. Be able to fix, repair and build. To construct, erect, install, finish and repair wooden, metal structures and fixtures used on the inside and outside of buildings, both for residential and commercial constructions. Ensure compliance with Occupational Health and Safety Act and PFMA. Manage

technical services, provide input into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administration and related functions. Provide input into budgeting process, compile and submit reports as required. Financial management: Control and monitor expenditure according to budget to ensure efficient cash flow management. People management: Leave management, Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for continued success of technical services according to organizational needs and requirements. Manage and supervise artisans and related personnel. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Mr. N J R D Vermaak Tel No: (017) 846 6110
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

NOTE : Candidates may be required to complete a practical and theoretical test.

POST 40/83 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 141125/05**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central

SALARY : R468 459 per annum (Level 09)
CENTRE : Pretoria Central Operations
REQUIREMENTS : An NQF level 6 qualification in Administration, Public Administration or Public Management. Three (3) to (5) five years' experience in Administration. The disclosure of a valid unexpired driver's license. Knowledge of the following: policy development and implementation, administration processes, occupational health and safety (OHS), transport policy and records management procedure in the public services. Understanding of MISS Act, and other Government legislation. Disciplinary knowledge of human resource management information, financial management and knowledge of PFMA. Knowledge of techniques procedures for the planning and execution of operations, programme and project management. Problem solving and analysis. Knowledge of relationships, people and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Knowledge of analytical procedure.

DUTIES : Provide administrative support functions in the Directorate: Operations Central. Manage transport functions in Cluster, including fleet contract management, subsidized vehicle management, and travel management. Assist with development, implementation and monitoring of Transport Management policy. Manage facilities inclusive of physical security and access control, ensure that Health and safety plans are in place, managing building lease agreements, management of accommodation requests and contract management of key accounts. Assist with development and implementing Housing policy. Provision of records management in Cluster by ensuring the effective and efficient registry duties, ensuring incoming and outgoing mail is dealt with efficiently, ensuring that the Departmental filing system is maintained. Provision of office services in cluster by ensuring that reception and switchboard services are provided, ensure security service are provided, ensure procurement of goods and services, ensure cellphone administration is done. Supervision of staff and overseeing the work of subordinates, training and development, disciplinary management.

ENQUIRIES : Mr. GT Dilima Tel No: (012) 741 7344
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

NOTE : NB: Shortlisted candidates will be subjected to perform practical test.

POST 40/84 : **SENIOR ADMINISTRATION OFFICER (FINANCIAL MANAGEMENT) REF NO: 141125/06**
 Branch: Infrastructure Management: Central Operation
 Dir: Operations Central

SALARY : R397 116 per annum (Level 08)
CENTRE : Usutu Vaal Area Office (Standerton)

REQUIREMENTS

: A National Diploma or bachelor's degree in financial management Three (3) to (5) five years' experience in financial management (accounts payables, salary administration, and (general ledger). The disclosure of a valid unexpired driver's licence will serve as an added advantage. Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts and systems such as PFMA, Treasury Regulations, PERSAL, Basic Accounting System (SAP), Logis and Data Analysis. Knowledge and experience in administrative clerical procedures and systems. Understanding of departmental policies and procedures. Framework for managing performance information. Computer literacy (MS Word, Excel, PowerPoint).

DUTIES

: Provide financial administration of entity maintenance on SAP. Manage collection of revenue Area Office. handle audit queries. Handle payment in suspension account and follow up on bad debt. Handle enquiries on different financial matters. Management of accounts, Consolidate, capturing and balancing budget for the scheme, salary administration and payroll. Analyse budget expenditure, manage & monitor O & M and CAPEX CAPITAL projects budget, Consolidate and analyse accounting reports, provide expenditure reports on monthly and weekly and provide budget to management and cost centre manager, ensure effective payroll management within the area office, check finance compliance for SCM documents before creation of purchase orders, ensure the safekeeping of all financial records and face value documents by maintaining an effective and efficient filing system, Ensure clearing ledger account. Ensure reconciliation of the Area Office. Ensure effective payroll management within the Area Office. Check, verify and certify as correct and compliant to all finance related transactions. Ensure clearing of ledger and suspense accounts. Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system. Assisting the Assistant Director in populating credible and reliable input into monthly and Check, analysing and capturing original budget, adjustment budget. Compile Apply management accounting techniques to analyse, project and report on expenses. Verify and capture journals on SAP. Assist in drawing SAP reports (Expenditure Control Commitments and detail reports) as and when required. Produce daily budget and expenditure monitoring report including infrastructure programs/ grants for the entire area office. Performing budget management (e.g. Budget management instrument) analysis. Performing desktop departmental expenditure trends analysis, monitoring of departmental expenditure to ensure alignment with approved budget and planned expenditure/ drawings/ cash flow projections. Detect and correct incorrect accounting entries (Expenditure misallocations and misclassifications). Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records by maintaining an effective and efficient filing system. Supervising and managing the performance of employees in accordance with the departmental policies and procedures.

ENQUIRIES

: Mr N Buthelezi Tel No: (017) 712 9400

APPLICATIONS

: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

NOTE

: Candidates must complete a practical and theoretical test.

POST 40/85

: **SENIOR ADMINISTRATION OFFICER REF NO: 141125/07**

Branch: Infrastructure Management: Central Operations

Dir: Operations Central

SALARY

: R397 116 per annum (Level 08)

CENTRE

: Vaal Dam

REQUIREMENTS

: A National Diploma or Degree in Social Sciences / Public Administration / Public Management. Three (3) to (5) Five years' relevant experience in administration matters: (Human Resource Development, Training, Transport, Budget Management and Registry). Computer Literacy. A PERSAL introduction and PERSAL administration certificate. The disclosure of a valid unexpired driver's license will serve as an added advantage. Knowledge and experience in HR processes and legislation. Knowledge of dispute resolution process. Understanding of labour relations policies and law. Basic financial management, knowledge of PFMA and knowledge management skills. Problem solving skills and analysis. People and diversity management. Client

	orientated and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	: Render high level administrative services to the Area office. Provide financial administration and procurement of goods and services. Manage and coordinate all HR functions within area office. Coordinate and manage HR Transactions. Coordinated the Recruitment and selections process. Manage HR and Administration personnel within the Area office. Manage and administer PMDS and training coordination. Render HR advisory services within the office. Ensure compliance with HR policies. Prepare monthly reports. Administration of Cell phones and Land lines accounts. Coordinate HR workshops to employees. Render proper records management for the office. Manage, supervise and develop staff within Corporate Services. Manage and administer Corporate Services functions within the Area office. Manage and administer transport and travel in line with departmental policies. Manage and administer corporate services budget and give budget inputs.
<u>ENQUIRIES</u>	: Mr. CM Mokone Tel No: (016) 880 0900
<u>APPLICATIONS</u>	: All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	: Candidate will be expected to do practical test during interview.
<u>POST 40/86</u>	: <u>ENGINEERING TECHNICIAN PRODUCTION GRADE A – C REF NO: 141125/08</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	: R391 671 – R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	: Bloemfontein
<u>REQUIREMENTS</u>	: A National Diploma in Civil Engineering. Three (3) years post qualification Engineering Technician experience required. The disclosure of a valid unexpired driver's license. Compulsory registration with (ECSA) as a Professional Engineering Technician. Knowledge of programme and project management. Knowledge of technical design in dams and canals. Significant dam engineering experience related to design, construction, management, operation, maintenance, and safety of dams with a safety risk. Knowledge of the water sector and relevant legislation (including but not limited to the Chapter 4 and Chapter 12 of National Water Act (NWA, Act No. 36 of 1998) and the Dam Safety Regulations published in Government Notice R. 139 of 24 February 2012). Understanding of research and development. Knowledge of computer-aided engineering applications including relevant computer software. Technical report writing, networking, and professional judgement. Problem solving and analysis. Decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.
<u>DUTIES</u>	: Render technical services and support. Provide inputs in engineering drawings, research, design, manufacturing, operations and maintenance to the Area Offices and Scheme Offices. Assist Control Engineering Technicians and associates in the field, workshop and technical office activities and appraisals for technical reports, Business and Demand Plans. Monitor the implementation of Government Water Resource Schemes projects through conducting site inspections, site meetings, compilation, and submission of progress reports. Development of Condition Assessment and Civil Maintenance Inspections. Address breakdowns and perform fault findings. Optimize the life cycle of equipment. Initiate maintenance / refurbishment projects. Technical support for Dam Safety Rehabilitation Projects. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs and engineering drawings with specifications complete with bill of quantities and submit for approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit monthly and quarterly expenditure reports as required. Evaluation of quotations and proposals together with verifying and certifying invoices for payment from contractors and Public Service Providers. Execute cost analysis and feasibility studies for new and refurbished equipment. Maintain proper records and documentation for all projects to

		enable a clean audit. Provide and consolidate inputs to the technical / engineering operational plan. Develop, implement, and maintain databases. Supervise technical personnel and control strategic infrastructure.
<u>ENQUIRIES</u>	:	Mr SM Segalo Tel No: (051) 405 9000
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 40/87</u>	:	<u>ARTISAN FOREMAN GRADE A (CIVIL) REF NO: 141125/09</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R382 047 per annum, (OSD)
<u>CENTRE</u>	:	Bloemhof Dam
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate. Five (5) years post qualification experience required as an Artisan. The disclosure of a valid unexpired driver's license. Knowledge of legal compliance. Computer-aided applications. Team leadership. Production, process knowledge and skills. Ability to work independently and in a team. Knowledge of project management. Planning, organizing and execution. Technical report writing. Problem solving and analysis, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Financial and people management. Willingness to travel throughout South Africa for the execution of some duties.
<u>DUTIES</u>	:	Supervise technical design and production of civil technical services. Supervise and produce design according to specifications and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Supervise the maintenance of civil technical services. Repair civil structures and facilities according to standards. Repair civil structure and facilities against specifications. Service civil structures and facilities according to schedule. Perform administrative and related functions. Update register on maintained and repaired faults. Compile and submit reports as required. Provide inputs to the civil maintenance plan. Ensure adherence to safety standards, requirements, and regulations. Human Capital resource management. Supervise and mentor staff. Plan resources available and schedule maintenance work.
<u>ENQUIRIES</u>	:	Mr. HS van der Westhuizen Tel No: (051) 405 9000
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 40/88</u>	:	<u>ADMINISTRATION OFFICER REF NO: 141125/10</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Upper Vaal (Vaal dam)
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Public Administration / Public Management / Finance. One (1) to (3) three years' relevant experience in finance. The disclosure of a valid unexpired driver's license. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge of SAP system and PERSAL introduction. Ability to interpret policies, circulars and financial legislation. People and diversity management skills. Good communication skills both (verbal and written). Understanding reporting skills and dispute resolution. Ability to work independently, prioritize duties and to meet deadlines. Client orientation and customer focus.
<u>DUTIES</u>	:	Provide financial administrative support to all personnel at the component Supervise Finance. Ensure Implementation and compliance with PFMA, Departmental policies and Procurement policies in the area office. Handle audit queries. Ensure correct inventories and purchase of goods, check invoices to be paid, Release payments captured on SAP. Assist with execution of financial administration Check receipts and money received for banking, check petty cash as well as its replenishment, Check and post money from bank, Post journals captured on SAP. Report any unacceptable expenditures, ensure outstanding payments are followed up. Provide procurement services to the component and maintain register of the component Ensure recovery of housing rentals, private telephone calls, water and electricity accounts and approve deductions captured on PERSAL. Manage Performance Agreements, quarterly

		reviews and annual assessment of subordinates. Ensure proper management of all types of absence leaves in the section. Prepare submissions for component.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. CM Mokone Tel No: (016) 880 0900
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Candidate will be expected to do practical test during interview.
<u>POST 40/89</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR (HUMAN RESOURCE MANAGEMENT) REF NO: 141125/11</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Usutu Vaal Area Office (Standerton)
	:	A Senior/Grade 12 or relevant qualification. Three (3) to (5) five years' experience in Human Resource Management. The disclosure of a Valid unexpired driver's license will serve as an added advantage. Introduction to PERSAL Certificate. Computer literacy, Knowledge and understanding of human resources, as well as ability to capture data, operate computer and collect administration statistics. Knowledge and insight of human resources prescripts. Knowledge of registry duties and understanding the work in registry Knowledge and understanding of the legislative framework governing the public service. Must have good interpersonal relations skills, customer care and supervisory skills. Be able to work independently and in a team. Basic knowledge of problem-solving skills.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of Human resource administration practices, HRA, HRD, Registry, Recruitment and selection. Handle Human resource administration enquiries HRA, HRD, registry, recruitment and selection. Supervisor human resources staff. Manage and Administer personnel management and administration function within the Area Office. Manage and Administer Human Resources function and office support services. Manage and Administer HRD, training coordination of PMDS. Manage and administer leave management. Manage and Administer service conditions. Recruitment, Selection and Appointment. Provide HR and policy advisory service to all employees within the area office. Ensure that all reports are submitted within the financial year closure.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms IN Ndwandwe Tel No: (017) 712 9400
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Candidates must complete a practical and theoretical test.
<u>POST 40/90</u>	:	<u>SUPPLY CHAIN CLERK (SUPERVISOR) REF NO: 141125/12</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Pretoria Central Operations
	:	A Senior/Grade 12 certificate or relevant qualification. An NQF Level 6 qualification in Supply Chain Management / Finance will serve as an added advantage. Three (3) to (5) five years' experience in Asset Management. The disclosure of a valid unexpired driver's license will serve as an added advantage. Computer literacy (MS Office). Knowledge of SAP system. Problem solving, analysis, client orientation, customer focus, accountability and ethical conduct skills. Good communication skills verbal and written. Willingness to travel and ability to work under pressure. Basic Knowledge of work procedures in terms of working environment. Basic Knowledge and understanding of the legislative framework.
<u>DUTIES</u>	:	Supervise and render asset management clerical duties by doing the following: Ensure all movable assets are procured in line with PFMA (Public Finance Management Act) and Supply Chain Management (SCM) procedures. Capture new assets in the Asset Register immediately after acquisition. Assign unique asset numbers/tags barcodes and serial numbers to enable traceability. Conduct annual physical verification of all movable assets for all Central Operations Area Offices. Reconcile physical counts with the Asset Register. Investigate discrepancies missing, damaged, or unrecorded assets. Assign custodianship of assets to responsible officials, asset custodians must sign

		accountability forms. Record any movement, transfer, or relocation of assets between offices/ workshops. Maintain updated records on asset location and custodian. Issue transfer/relocation forms with proper approvals and update the Asset Register. Ensure that officials report theft, loss, or damage to movable assets. Maintain a Loss Control Register in line with Departmental loss control policy and Treasury regulations. Submit cases to security vetting section for recommendation for write-off, recovery, or disciplinary action. Identify redundant, obsolete, or unserviceable assets for collection to the disposal stores. Follow approved disposal methods auction, transfer to other departments, donations and recycling.
<u>ENQUIRIES</u>	:	Mr. T Khumalo Tel No: (012) 741 7361
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	The shortlisted candidates will be required to do practical test.
<u>POST 40/91</u>	:	<u>ADMINISTRATIVE CLERK SUPERVISOR REF NO: 141125/13</u> Branch: Infrastructure Management: Eastern Operations Dir: Operations Eastern
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Midmar Dam
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 or relevant qualification. Three (3) to (5) Five years working experience. Understanding of reports writing. Knowledge and insight of Human Resources Management prescripts. Knowledge of financial systems such as SAP. Basic knowledge of problem solving and analysis. Good Communication skills both (verbal and written).
<u>DUTIES</u>	:	Supervise and render general clerical support services. Supervise and provide personnel administration clerical support services within the component. Supervise Staff. Fleet management. Manage the utilisation and control fleet vehicles as well as hiring of short-term vehicles. Issuing and checking vehicles pre and post inspections. Compile monthly usage and expenditure reports for the cluster. Compile logbooks for pool vehicles, account as proxy for the departmental vehicles. Administer accidents and investigations. Manage vehicles for maintenance and repairs. Ensure that vehicles are subsidised. Assist officials during the applications, check and screen all applications to ensure compliance as per prescribed policy. Serve as secretary for the subsidised motor vehicle advisory committee. Corporate travel. Receive and process travel requests for flights, accommodations and car hire. Compile reconciliation.
<u>ENQUIRIES</u>	:	Mr M Mncwabe Tel No: (033) 239 1900/1279
<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 geographical area.
<u>POST 40/92</u>	:	<u>REGISTRY CLERK SUPERVISOR REF NO: 141125/14</u> Branch: Infrastructure Management: Eastern Operations Dir: Operations Eastern
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Midmar Dam
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 Certificate or relevant qualification. A National Diploma in Records Management / Archives / Human Resources Management / Administration / Public Management will serve as an added advantage. Three (3) to (5) five years registry experience will serve as an added advantage. The disclosure of a valid unexpired driver's license will serve as an added advantage. Computer literacy (Microsoft packages). Knowledge of human resources functions, practices as well as the ability to capture data, operate computers and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Basic knowledge of financial operating systems (PERSAL). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of working environment. Good communication skills both (verbal and written). Ability to work under pressure.
<u>DUTIES</u>	:	Provide counter services. Handling of incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and disposal.

<u>ENQUIRIES</u>	:	Mr MF Mncwabe Tel No: (033) 239 1900/1301
<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 geographical area.
<u>POST 40/93</u>	:	<u>ARTISAN PRODUCTION GRADE A - C (FITTER AND TURNER) REF NO: 141125/15</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R243 597 - R408 048 per annum, (OSD)
<u>CENTRE</u>	:	Jericho Usutu River
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate (Fitter and Turner). The disclosure of a valid unexpired driver's license. Ability to work in a team. Experience of production process and skills. Technical analysis knowledge. Computer-aided technical applications word and excel. Knowledge of legal compliance. Knowledge of occupational health and safety Act. Technical report writing. Problem solving and analysis. Decision making, teamwork, analytical skills, creativity and Self-management. Customer focus and responsiveness. Good communication skills both (verbal and written). Computer skills. Planning and organizing.
<u>DUTIES</u>	:	Render maintenance for mechanical orientated functions: Maintenance of bulk raw water infrastructure (dams, reservoirs, pump stations and pipelines) and machinery. Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Perform administrative and related functions for the component. Ensure that tools are properly used and managed. Ensure adherence to safety standards, requirements, and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures. Willingness to travel.
<u>ENQUIRIES</u>	:	Mr S.N Danisa Tel No: (017) 846 6000/ 6058
<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 40/94</u>	:	<u>ARTISAN PRODUCTION GRADE A - C (CIVIL) REF NO: 141125/16</u> Branch: Infrastructure Management: Central Operation Dir: Operations Central
<u>SALARY</u>	:	R243 597 - R408 048 per annum, (OSD)
<u>CENTRE</u>	:	Jericho Dam (Usutu River)
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate (Painting). The disclosure of a valid unexpired driver's license. Problem solving and analytical skills. Planning, organizing and execution of works. Knowledge of Occupational Health and Safety Act and maintenance management systems. Knowledge of PMDS and PFMA. Ability to work independently as well as in a team. Computer literacy in word and excel. Good communication skills and interpersonal skills. To ensure that tools and materials are properly used and managed. To supervise and mentor staff Ability. To work long hours and perform well under pressure. Technical analysis and problem-solving skills. Planning, organizing and execution of projects. Able to do technical reports if asked to do so. Willingness to travel.
<u>DUTIES</u>	:	The rendering of design and production of technical services, maintenance of houses, offices, pump stations and buildings. The rendering of technical services and maintenance of buildings. Be able to interpret civil drawings and set out works according to drawings. To be able to do all finishing work inside and outside of buildings and be able to fix, repair and build. Must be professional who helps prepare surfaces, mix paints for different needs and apply them with brushes or rollers to fill in cracks or apply colour on walls and other objects around a building, such as furniture pieces or doors. Ensure compliance with Occupational Health and Safety Act and PFMA. To perform administrative and related functions by ensuring that all tools and equipment are maintained and are in good working condition. Ensure tools are serviced as per schedule and compile monthly reports. Ensure that all civil maintenance is attended to. Ensure the production/ service are good quality. Ensure the civil

		projects undertaken meet the required standards set by the department. Execute building construction projects and repair assigned by supervisor as per specifications. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for continued success of technical services according to organizational needs and requirements.
<u>ENQUIRIES</u>	:	Mr. N J R D Vermaak Tel No: (017) 846 6110
<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 40/95</u>	:	<u>ARTISAN PRODUCTION GRADE A - C (CIVIL) REF NO: 141125/17</u> Branch: Infrastructure Management: Central Operation Dir: Operations Central
<u>SALARY</u>	:	R243 597 - R408 048 per annum, (OSD)
<u>CENTRE</u>	:	Jericho Dam
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate (Carpentry). The disclosure of valid unexpired driver's license. Knowledge of Occupational Health and Safety Act and maintenance management systems. Knowledge of PMDS and PFMA. Ability to work independently as well as in a team. Computer literacy in word and excel. Good communication skills (written and verbal) and interpersonal skills. Problem solving and analytical skills. Planning, organizing and execution of works. Technical analysis and problem-solving skills. Planning, organizing and execution of projects. Ability to do technical reports if asked to do so. Willingness to travel, work long hours and perform well under pressure.
<u>DUTIES</u>	:	The rendering of design and production of technical services by the maintenance of houses, offices, pump stations and buildings. Be able to interpret civil drawing and set out of works according to drawings. To be able to do all finishing work inside and outside of buildings, be able to fix, repair and build to construct, erect, install, finish and repair wooden and metal structures and fixtures used on the inside and outside of buildings for both for residential and commercial constructions. Ensure that tools and materials are properly used and managed. Ensure compliance with Occupational Health and Safety Act and PFMA. Perform administrative and related functions by ensuring that all tools and equipment are maintained and are in good working condition. Ensure tools are serviced as per schedule and compile monthly reports. Ensure that all civil maintenance is attended to. Ensure the production/ service are of good quality. Ensure the civil projects undertaken meet the required standards set by the department. Execute building construction projects and repair assigned by supervisor as per specifications. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for continued success of technical services according to organizational needs and requirements. Supervise and mentor staff.
<u>ENQUIRIES</u>	:	Mr. N J R D Vermaak Tel No: (017) 846 6110
<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 40/96</u>	:	<u>ARTISAN PRODUCTION A-C (MECHANICAL) REF NO: 141125/18</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R243 597 - R408 048 per annum, (OSD)
<u>CENTRE</u>	:	Upper Vaal (Vaal dam)
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certification (Fitter and Turner. Two (2) years working experience after obtaining relevant Trade Test Certificate will serve as an added advantage. The disclosure of a valid unexpired driver's license. Willing to perform production and work overtime when required. Conversant with the requirements of the OHSACT (Act 85 of 1993). Computer literate. Problem solving and analysis skills combined with production and process knowledge.
<u>DUTIES</u>	:	Maintain and repair mechanical installations and equipment in various dams, reservoirs, departmental houses, pump stations, machinery, dam walls and pipelines. Inspect equipment for technical faults and repair according to standards, service equipment according to schedule. Compile, monitor,

		evaluate and inspect planned, scheduled, maintenance plans and projects in terms of specifications, work schedules and standard operating procedure. Supervise and control over equipment, stock, materials and tools used within the Area Office. Perform administrative and related functions, divisional work schedules and complete job cards. Willingness to travel and able to work long hours, perform standby duties and perform well under pressure.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M Nkuzana Tel No: (016) 880 0900
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Candidate will be expected to do practical test during interview.
<u>POST 40/97</u>	:	<u>ADMINISTRATION CLERK (FINANCIAL MANAGEMENT) REF NO: 141125/19</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Usutu Vaal Area Office (Standerton)
	:	A Senior/Grade 12 with mathematics or accounting as passed subjects. Appropriate experience in Finance with particular emphasis in the following: knowledge of SAP, PERSAL, PFMA National Treasury Regulation and Supply Chain Management- creditors will serve as an added advantage. One (1) to (2) years' experience in Finance will serve as an added advantage. The disclosure of a valid unexpired driver's license will serve as an added advantage. Computer literacy (MS Office). Good verbal and written communication skills. Good organizational skills. Ability to work under pressure and as part of a team. Receiving money and issuing receipts, banking of money, issuing petty cash, and replenish of petty cash, update rent register and allocations of deduction on PERSAL and capturing of data on PERSAL. Filing of documents, support finance with salary enquiries and capturing overtime, shift allowances, standby, Sunday and public holiday for all employees on PERSAL, capture Eskom accounts on SAP and email payment advice to Eskom.
<u>DUTIES</u>	:	Receiving money and issuing receipts, banking of money, issuing petty cash, and replenish of petty cash, update rent register and allocations of deduction on PERSAL and capturing of data on PERSAL. Filing of documents, support finance with salary enquiries and capturing overtime, shift allowances, standby, Sunday and public holiday for all employees on PERSAL, capture Eskom accounts on SAP and email payment advice to Eskom.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MM Muir Tel No: (017) 712 9400
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Candidates must complete a practical and theoretical test.
<u>POST 40/98</u>	:	<u>ADMINISTRATION CLERK (SUPPLY CHAIN MAMANAGEMENT) REF NO: 141125/20</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Usutu Vaal Area Office (Standerton)
	:	A Senior/Grade 12 certificate or equivalent One (1) to (2) two years' experience in Supply Chain Management (logistics) will serve as an added advantage. The disclosure of a Valid unexpired driver 's license will serve as an added advantage. Computer literacy (MS word, excel, power point and exchange). Knowledge of financial operating system (SAP). Knowledge and understanding of the legislative framework governing the public services. Knowledge of working procedures in terms of working environment. Interpersonal relations, flexibility and teamwork. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (both verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Render Logistics and inventory management support. Render Demand and acquisition clerical support. Render logistical support services. Provide effective administration of purchase orders. Administer the goods receipt process for goods and services acquired. Receive and verify goods from suppliers. Capture goods and services receipt vouchers. Check and issue receivables to responsible components. Stocktaking. Receiving and issuing stock from the warehouse. Manage 0-9 file, expediting open purchase orders. Managing and reporting on open purchase orders (commitments). Compile disclosure of commitment. Perform any other administrative duties as may be requested by supervisor.
<u>ENQUIRIES</u>	:	Ms. BE Radebe Tel No: (017) 712 9400

<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Candidates must complete a practical and theoretical test.
<u>POST 40/99</u>	:	<u>ADMINISTRATION CLERK (SUPPLY CHAIN MANAGEMENT) REF NO: 141125/21</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Grootdraai Dam (Usutu Vaal)
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or relevant qualification. One (1) to (2) two years' experience in Supply Chain Management (Acquisition Management) will serve as an added advantage. The disclosure of a Valid unexpired driver's license will serve as an added advantage. Computer literacy (Ms work, excel, power point and exchange). Knowledge of basic financial operating systems (SAP). Knowledge and understanding of the legislative framework governing the public services. Knowledge of working procedures in terms of working environment. Interpersonal relations, flexibility and teamwork. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (both verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Render demand and acquisition management support. Assist with the compilation and maintenance of records according to Supply Chain Management (SCM) prescripts, e.g. procurement batches, Bid documents, etc. Receive requests for goods and services from end users. Capture specification on the electronic purchasing system. Request and receive quotations. Place purchase orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid specification and evaluation sittings. Compile, draft documents as required. Perform any other administrative duties as may be requested by supervisor.
<u>ENQUIRIES</u>	:	Ms. BE Radebe Tel No: (017) 712 9400
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Candidates must complete a practical and theoretical test.
<u>POST 40/100</u>	:	<u>ADMINISTRATION CLERK (TRANSPORT) REF NO: 141125/22</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Jericho Dam (Usutu River)
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or relevant qualification. Previous working experience will serve as an added advantage. The disclosure of a valid unexpired driver's license will serve as an added advantage. Knowledge of clerical functions, practices as well as ability to capture data, operate and collate administrative statistics. Basic Knowledge and insight of administrative procedures and PFMA. Knowledge of financial operating systems PERSAL, Bas, Logis etc.) Knowledge and understanding of the legislative framework governing public service. Knowledge of working procedures in terms of working environment. interpersonal relations, flexibility and teamwork. Basic knowledge of problem-solving analysis. People and Diversity Management. Client orientation and customer focus. Good communication skills. Accountability of ethical conduct. Computer literacy.
<u>DUTIES</u>	:	Provide efficient implementation and compliance with directives, policies and procedures related to transport management. Processing of new subsidized vehicle applications. Administer subsidized vehicles applications for adjudication committee. Conducting subsidized vehicle inspections, utilizations, Maintenance and administering of related claims. Efficient management and operational control of fleet and departmental vehicles. Perform authorisations, operation and optimal traffic fines. Administer transport invoices and provision of monthly transport reports. Ensure quality assurance of log sheets for subsidized vehicles. Maintain an efficient filling system. Keeping updated registers, databases and implementing systems and procedures for the tracking and tracing of transport documents. Liaise with service providers and regional office on matters related to transport management. Provide advisory services to officials and management on transport-related matters. Handling of

		Accident reports, Administration of transport meetings. Perform driver and other administration support related duties when there is a need. Quality assurance of the log sheets for subsidized Vehicles.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K E Thomo/Ms N Mazibuku Tel No: (017) 846 6000
	:	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 40/101</u>	:	<u>ADMINISTRATION CLERK (ADMINISTRATION SUPPORT) REF NO: 141125/23</u>
		Branch: Infrastructure Management: Central Operations
		Dir: Operations Central
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Jericho Dam (Usutu River)
	:	A Senior/Grade 12 certificate or relevant qualification. Computer Literacy (Ms. Word and Excel). One (1) year relevant experience will serve as an added advantage. Good Knowledge of Basic Financial Operating system (PERSAL, BAS, Logic, etc. Telephone etiquette, sound knowledge and knowledge and application of government and administration procedures. client orientation and customer focus. Good communication skills both verbal and written. Good interpersonal relationship skills, work in a team and must be able to work under pressure. Accountability and ethical Conduct.
<u>DUTIES</u>	:	Render Switchboard services. Attending to all incoming and outgoing calls and transferring them to appropriate officials for further actions. Taking and relaying messages. Attending to walk in visitors/customers and ensuring that they are timeously attended to. Direct incoming calls / Enquiries to relevant officials. Render administrative duties by maintaining switchboard system, register all incoming mail and oversee delivery therefore Keeping updated database and implement systems and procedures for tracking and tracing correspondence. Ensure clean, neat vouchers, booking cancellations, changes and re-scheduling and constant feedback to officials. Ensure travel submissions for approval. Maintenance of efficient filling system. Liaise with clients and service providers with regards to photocopier machines, toners and switchboard related issues. Provide administrative support to the Area Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K E Thomo/Ms N Mazibuku Tel No: (017) 846 6000
	:	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 40/102</u>	:	<u>REGISTRY CLERK REF NO: 141125/24</u>
		Branch: Infrastructure Management: Eastern Operations
		Dir: Operations Eastern
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Midmar Dam
	:	A Senior/Grade 12 Certificate or relevant qualification. A National Diploma in Records Management / Archives / Human Resources Management / Administration / Public Management will serve as an added advantage. Appropriate experience in 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 human resources functions, practices as well as the ability to capture data, operate computers and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Basic knowledge of financial operating systems (PERSAL). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of working environment. Good communication skills both (verbal and written). Ability to work under pressure.
<u>DUTIES</u>	:	Provide counter services. Handling of incoming and outgoing correspondence. Render an effective filling and record management services. Operate office machines in relation to the registry function. Process documents for archiving and disposal.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MF Mncwabe Tel No: (033) 239 1900/1301
	:	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 geographical area.

<u>POST 40/103</u>	:	<u>HUMAN RESOURCE CLERK (PRODUCTION) REF NO: 141125/25</u> Branch: Infrastructure Management: Eastern Operations Dir: Operations Eastern
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Midmar Dam
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or relevant qualification. 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.
<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 Operations Eastern. Provide human resource registry services.
<u>ENQUIRIES</u>	:	Mr MF Mncwabe Tel No: (033) 239 1900/1301
<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 uMgungundlovu District. Note: Preference will be given to candidates from the geographical area.
<u>POST 40/104</u>	:	<u>HUMAN RESOURCE CLERK (PRODUCTION) REF NO: 141125/26</u> Branch: Infrastructure Management: Eastern Operations Dir: Operations Eastern
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Midmar Dam
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or relevant qualification. 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.
<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 Operations Eastern. Provide human resource registry services.
<u>ENQUIRIES</u>	:	Mr MF Mncwabe Tel No: (033) 239 1900/1301
<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 uMgungundlovu District.
<u>POST 40/105</u>	:	<u>SECURITY OFFICER SUPERVISOR REF NO: 141125/27 (X2 POSTS)</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central (Re-advertisement, applicants who have previously applied need to re-apply)
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria Central Operations
<u>REQUIREMENTS</u>	:	An NQF Level 4 (A Senior/Grade 12 Certificate or relevant qualification). Three (3) years working experience in security environment. Grade B PSIRA certificate. The disclosure of a valid unexpired driver's license will serve as an added advantage. Knowledge of access control procedures. Knowledge of

		measures for the control movement of equipment in and out of the premises. Knowledge of prescribed security procedures (e.g., OHS Act, Access Control Act, MISS, MPSS, Protection of Information Act, and the authority of security officers under these Documents. Good listening skills and interpersonal skills. Good verbal and written communication skills and Computer skills.
<u>DUTIES</u>	:	Supervise the security functions performed by contracted security (PSSP), ensuring adherence to Department security policies. Administrative and Related functions, provide security-related support and administer all control room operations to safeguard the department assets, conducts preliminary investigation. perform unannounced visits or inspections.
<u>ENQUIRIES</u>	:	Mr. MV Phosa Tel No: (012) 741 7355/7378
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Shortlisted candidates will be required to do practical test.
<u>POST 40/106</u>	:	<u>SECURITY OFFICER SUPERVISOR REF NO: 141125/28 (X3 POSTS)</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Jericho Dam
<u>REQUIREMENTS</u>	:	An NQF Level 4 (A Senior/Grade 12 Certificate or relevant qualification). Three (3) years working experience in security environment. Grade B PSIRA certificate. The disclosure of a valid unexpired driver's license will serve as an added advantage. Certificate of NKP (National Key Point) will serve as an added advantage. Knowledge of access control procedures. Knowledge of measures for the control movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MISS, MPSS, Protection of Information Act, and the authority of security officers under these Documents. Good listening skills and interpersonal skills. Good verbal and written communication skills and Computer skills.
<u>DUTIES</u>	:	Supervise the security functions during the commencement of shifts (including) ensuring compliance with the following Act, Access and Criminal Act 51/1977 and ensuring adherence to Departmental security policies. Administrative and Related functions, provide security-related support and administer all control room operations to safeguard the department assets, ensure that all incidents are recorded and reported to the Chief Security Officer immediately and if required conduct preliminary investigation into all incidents that will occur during your shift.
<u>ENQUIRIES</u>	:	Mr. DM Mhlanga Tel No: (017) 846 6000
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Shortlisted candidates will be required to do practical test.
<u>POST 40/107</u>	:	<u>RECEPTIONIST REF NO: 141125/29</u> Branch: Corporate Support Services Cd: Auxiliary Services
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Roodeplaat Training Centre
<u>REQUIREMENTS</u>	:	An NQF level (4) or (5) (A Senior/Grade 12 certificate or relevant qualification. Computer literacy. Knowledge of financial management and PFMA will serve as an added advantage. Organising, interpersonal and good people management skills. Basic communication skills both (verbal and written). Client orientation and customer focus. Knowledge of telephone etiquette. Knowledge in framework for managing operating telecom operations. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct.
<u>DUTIES</u>	:	Receive telephonic calls, messages, and channel to relevant role players. Welcome, receive and direct clients to relevant units. Provide relevant information as required. Operate office equipment such as fax machine and photocopiers. Liaise with internal and external personnel. Maintain telephone directory. Maintain and control visitor register at reception.
<u>ENQUIRIES</u>	:	Mr. L Skosana Tel No: (012) 943 3303
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

<u>POST 40/108</u>	:	<u>SENIOR FOOD SERVICE AID REF NO: 141125/30</u> Branch: Corporate Support Services Cd: Auxiliary Services
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Roodeplaat Training Centre
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 Certificate and Diploma in Hospitality Management. Two (2) to (4) four years' experience in the environment of food industry. SHE Rep certificate will serve as added advantage. Basic knowledge keeping kitchen utensils clean and safe. Knowledge in business administration. Knowledge in food planning and preparation. Disciplinary knowledge in food services industry. Knowledge of quality management. Knowledge of purchasing and supply chain management. Knowledge of sanitation and health and safety procedures. Knowledge in dishing out food. Knowledge in inventory procedures and techniques.
<u>DUTIES</u>	:	Plan menus to meet individual nutritional needs. Monitor and oversees the maintenance of kitchen utensils, ordering and delivering of food items such as bread, meat dry stores, canned goods and dietary products. Oversees the inspection of all kitchen and food preparation areas to ensure proper food handling, sanitation and elimination of safety and security hazards. Plan and organise special functions. Maintain records of stock levels and financial transactions. Train and supervise waiters and kitchen staff. Assist with food preparation.
<u>ENQUIRIES</u>	:	Mr. L Skosana Tel No: (012) 943 3303
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 40/109</u>	:	<u>FOOD SERVICE AID REF NO: 141125/31 (X2 POSTS)</u> Branch: Corporate Support Services Cd: Auxiliary Services
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Roodeplaat Training Centre
<u>REQUIREMENTS</u>	:	An NQF level (1) or (2) Certificate or relevant qualification. N6 or Diploma in Hospitality & Catering Services will serve as an added advantage. Two (2) years' experience in food preparation and serving environment will serve as an added advantage. Three (3) years of experience working as a cleaner will be an added advantage. Ability to work under pressure. Basic knowledge keeping kitchen utensils clean and safe. Knowledge of sanitation, health and safety procedures. Knowledge of hygiene standards. Knowledge of inventory procedures and techniques. Knowledge of food preparation techniques. Knowledge in dishing out food. Basic knowledge in quality management. Willing to work shifts and overtime.
<u>DUTIES</u>	:	Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snacks, beverages (water, tea, coffee, sugar, and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food suppliers and report waste and losses.
<u>ENQUIRIES</u>	:	Mr. L Skosana Tel No: (012) 943 3303
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 40/110</u>	:	<u>GENERAL WORKER (X6 POSTS)</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Mooi Rivier Ref No: 141125/32 (X5 Posts) Rhenoster Rivier Ref No: 141125/33 (X1 Post)
<u>REQUIREMENTS</u>	:	An ABET certificate. Knowledge of general worker in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of the pruning and trimming process and techniques.
<u>DUTIES</u>	:	Perform general assistant work. Load and off load equipment and any other, fencing, weed control. Garden maintenance, Painting, spraying with round up. Maintenance of dam premises, canals, pipelines, servitudes, terrain and

		buildings. Extinguish veld fires. Adhere to all OHS act. Assist with other general duties as when requested.
<u>ENQUIRIES</u>	:	Mooi Rivier: Mr S Ntombela Tel No: (018) 294 9300/9310
<u>APPLICATIONS</u>	:	Rhenoster Rivier: Mr S Ntombela Tel No: (018) 294 9300/9310 All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 40/111</u>	:	<u>GENERAL WORKER (X2 POSTS)</u> Branch: Infrastructure Management Southern Operations Dir: Operations Southern
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02)
	:	De Mist Kraal Dam Ref No: 141125/34 (X1 Post)
	:	Gwuwa Dam (Butterworth) Ref No: 141125/35 (X1 Post)
<u>REQUIREMENTS</u>	:	An ABET Certificate. Higher qualifications will serve as an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of pruning, trimming process and techniques. Basic knowledge of chemical use (dilution / mix) chemical product. Basic knowledge of daily maintenance procedures for efficient machine / equipment performance. Basic knowledge in supporting water utilisation and water resource strategy. Basic knowledge of health and safety procedures. Basic understanding of Government legislation.
<u>DUTIES</u>	:	Perform general assistant work. Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant workstations. Cutting of grass and cleaning pavements. Cutting and stockpiling of trees.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Cannon at (063) 500 6215
	:	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 geographical area.
<u>POST 40/112</u>	:	<u>GROUNDSMAN (X11 POSTS)</u> Branch: Infrastructure Management: Eastern Operations Dir: Operations Eastern
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02)
	:	Pongolapoort Dam Ref No: 141125/36 (X2 Posts)
	:	Hluhluwe Dam Ref No: 141125/37 (X3 Posts)
	:	Goedertrow Dam Ref No: 141125/38 (X3 Posts)
	:	Klipfontein Dam Ref No: 141125/39 (X2 Posts)
	:	Wagendrift Dam Ref No: 141125/40 (X1 Post)
<u>REQUIREMENTS</u>	:	An ABET Certificate. Higher qualifications will serve as an added advantage. Zero - (1) year of work experience. More than two (2) years of experience in performing manual work will be an added advantage. Knowledge of working on various general work and handling equipment and appliances. Knowledge of gardening equipment including lawn care process and competencies are required (pruning, trimming process and techniques). Knowledge of chemical use (dilution/mix) and chemical product. Knowledge of daily maintenance procedures for efficient machine/equipment performance. Basic knowledge in supporting water utilisation and water resource strategy. Knowledge of health and safety procedures. Knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Good communication skills and the ability to work in a team. Must be able to work in or near rivers, dams, and canals, and in confined spaces. Must be able and willing to assist other schemes and maintenance teams when needed. Must be punctual, productive, and loyal.
<u>DUTIES</u>	:	Clean, maintain grounds, repair tools and structures such as buildings, fences, and benches using hand and power tools. Mix, spray, or spread fertilisers, herbicides, or insecticides onto grass, shrubs, and trees using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, and other grounds features. Maintain existing grounds/gardens by caring for sod, plants, and trees. Rake and mulch leaves and irrigate plants and lawns. Sweep parking lots, walkways, and grounds; clean buildings by sweeping, washing floors, and cleaning windows. Perform routine maintenance on equipment, repair minor damages, and refer major repairs to service providers. Maintain accurate records, such as job cards and equipment repair logs. Conduct inspections and report

		defects, such as cracks in structures, holes in embankments, and stagnant water.
<u>ENQUIRIES</u>	:	Mr. S Bhengu Tel No: (033) 239 1900
<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 geographical area.
<u>POST 40/113</u>	:	<u>CLEANER REF NO: 141125/41</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Upper Vaal (Vaal dam)
<u>REQUIREMENTS</u>	:	An ABET certificate. Be able to operate cleaning equipment. Be able to work in a team and have a good interpersonal relation. Be able to work under-pressure, be punctual and respect of working hours and customer care.
<u>DUTIES</u>	:	Clean and create an orderly working environment. Operate cleaning machines. Ensuring that guest houses, kitchens and boardrooms are neat and tidy. Prepare tea and other refreshments for meetings. Wash dishes. Load and offload goods. Assist in any other duties as and when requested.
<u>ENQUIRIES</u>	:	Mr P Vermaak Tel No: (016) 880 0900
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Candidate will be expected to do practical test during interview.
<u>POST 40/114</u>	:	<u>CLEANER REF NO: 141125/42 (X2 POSTS)</u> Branch: Infrastructure Management: Eastern Operations Dir: Operations Eastern Div: Water Resources Infrastructure Operations and Maintenance
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Midmar Dam
<u>REQUIREMENTS</u>	:	An ABET Certificate. Higher qualifications will serve as an added advantage. Basic knowledge in cleaning services. knowledge of chemical use (dilution). Basic knowledge of cleaning equipment's used. Basic knowledge of health and safety requirements. Basic knowledge in record keeping. Understanding and applying safety rules. understanding of applying and using chemicals correctly.
<u>DUTIES</u>	:	Cleaning of offices corridors, elevators and boardrooms by dusting and waxing of floors, sweeping, and scrubbing. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Empty and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by cleaning of basins, wash and keep stock of kitchen utensils. Cleaning the restrooms by refilling hand wash liquid soap, replace toilet papers and empty wash waste bins. Keep and maintain cleaning materials. Report broken machines/equipment. Cleaning of machines (microwaves, vacuum after use. Request cleaning materials.
<u>ENQUIRIES</u>	:	Mr. S Duma Tel No: (033) 239 1900
<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 Pietermaritzburg and surroundings

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

<u>APPLICATIONS</u>	:	Applicants are urged to choose/ utilise one of the methods provided to forward application to: Department of Sport, Arts Culture and Recreation, Human Resource Management Directorate (Recruitment Division), Applications maybe hand delivered (drop off - application box) Ground Floor, Zana Building, Corner Hill and Henry Street Bloemfontein OR submit application through email as a single scanned document/one PDF attachment to the email addresses specified for each position (kindly note that the emailed application and attachments should not exceed 5mb) alternatively courier to Zana Building, corner Hill and Henry Street Bloemfontein, Room 9 (Attention Mr L Moadira)
<u>CLOSING DATE</u>	:	14 November 2025
<u>NOTE</u>	:	Applications should be submitted on form Z83, which can be downloaded from www.dpsa.gov.za and must be accompanied by a comprehensive CV only. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full (Separate application for every reference number). Subject matter must reflect the post reference number on the email. It will be expected from Shortlisted candidates to present certified copies of qualifications once interview process is communicated. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Non-RSA citizens must provide proof of permanent residence permit (if shortlisted). The onus is on the applicants to ensure that their applications are couriered or hand delivered timeously as No applications received after the closing date and as well as incomplete applications will be considered. Applicants are respectfully informed that shortlisted candidates are subjected to pre-employment screening (verification of qualification, security clearance, citizenship, credit record check and employment verification), to determine suitability for employment. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful. Shortlisted candidates will be subjected to a practical pre-entry assessment that intends to test relevant technical, generic and integrity elements link to specific post. The suitable candidates will be selected with intention of promoting representativity and achieving EE targets as contemplated in the departmental Employment Equity plan.

**GRADUATE INTERNSHIP PROGRAM 2025 TO 2027
(24 Months)**

OTHER POSTS

<u>POST 40/115</u>	:	<u>INTERNSHIP: RISK MANAGEMENT REF NO: RM/1</u>
<u>STIPEND</u>	:	R7860.50 per month
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	National Diploma /Bachelor of Technology in Internal Audit or equivalent and related qualification at NQF level 6/7 as recognised by SAQA.
<u>ENQUIRIES</u>	:	Ms Tlaleng Modupe at 066 479 1443
<u>APPLICATIONS</u>	:	recruit.bt@sacr.fs.gov.za
<u>NOTE</u>	:	General Candidates who will enter public service environment for the first time are invited to submit application (s) thus candidates should not have any previously appointment (s) as Intern / contract worker within any Public Service/ Private Sector Environment (Failure to disclose such information will lead to disqualification / dismissal) Successful Interns shall enter into a contract of employment between him/herself and the department for a period of 24 months intended from date of appointment Applicants are urged to submit application per post as per their field of study and submit separate applications should they apply for more than one position Successful Interns will be placed within Units/Components linked to their field of study so that they can be

equipped with practical work experience, be developed in relevant professional skills, and work ethics to be capacitated towards future employment opportunities.

<u>POST 40/116</u>	:	<u>INTERNSHIP: INTERNAL AUDIT REF NO: IA /2</u>
<u>STIPEND</u>	:	R7860.50 per month
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	National Diploma / degree in Internal Audit equivalent and related qualification at NQF level 6/7 as recognised by SAQA.
<u>ENQUIRIES</u>	:	Ms Tlaleng Modupe at 066 479 1443
<u>APPLICATIONS</u>	:	recruit.bt@sacr.fs.gov.za
<u>NOTE</u>	:	General Candidates who will enter public service environment for the first time are invited to submit application (s) thus candidates should not have any previously appointment (s) as Intern / contract worker within any Public Service/ Private Sector Environment (Failure to disclose such information will lead to disqualification / dismissal) Successful Interns shall enter into a contract of employment between him/herself and the department for a period of 24 months intended from date of appointment Applicants are urged to submit application per post as per their field of study and submit separate applications should they apply for more than one position Successful Interns will be placed within Units/Components linked to their field of study so that they can be equipped with practical work experience, be developed in relevant professional skills, and work ethics to be capacitated towards future employment opportunities.
<u>POST 40/117</u>	:	<u>INTERNSHIP: INFRASTRUCTURE REF NO: IF / 3</u>
<u>STIPEND</u>	:	R7860.50 per month
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Degree /Bachelor of Technology in Civil Engineering / Building or Architecture or Quantity Survey or equivalent and related qualification at NQF level 6/7 as recognised by SAQA.
<u>ENQUIRIES</u>	:	Ms Tlaleng Modupe at 066 479 1443
<u>APPLICATIONS</u>	:	recruit.bt@sacr.fs.gov.za
<u>NOTE</u>	:	General Candidates who will enter public service environment for the first time are invited to submit application (s) thus candidates should not have any previously appointment (s) as Intern / contract worker within any Public Service/ Private Sector Environment (Failure to disclose such information will lead to disqualification / dismissal) Successful Interns shall enter into a contract of employment between him/herself and the department for a period of 24 months intended from date of appointment Applicants are urged to submit application per post as per their field of study and submit separate applications should they apply for more than one position Successful Interns will be placed within Units/Components linked to their field of study so that they can be equipped with practical work experience, be developed in relevant professional skills, and work ethics to be capacitated towards future employment opportunities.
<u>POST 40/118</u>	:	<u>INTERNSHIP: INFRASTRUCTURE REF NO: HS/4</u>
<u>STIPEND</u>	:	R7860.50 per month
<u>CENTR</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	National Diploma in Health and Safety management or equivalent and related qualification at NQF level 6/7 as recognised by SAQA.
<u>ENQUIRIES</u>	:	Ms Tlaleng Modupe at 066 479 1443
<u>APPLICATIONS</u>	:	recruit.bt@sacr.fs.gov.za
<u>NOTE</u>	:	General Candidates who will enter public service environment for the first time are invited to submit application (s) thus candidates should not have any previously appointment (s) as Intern / contract worker within any Public Service/ Private Sector Environment (Failure to disclose such information will lead to disqualification / dismissal) Successful Interns shall enter into a contract of employment between him/herself and the department for a period of 24 months intended from date of appointment Applicants are urged to submit application per post as per their field of study and submit separate applications should they apply for more than one position Successful Interns will be placed within Units/Components linked to their field of study so that they can be

equipped with practical work experience, be developed in relevant professional skills, and work ethics to be capacitated towards future employment opportunities.

POST 40/119 : **INTERNSHIP: EMPLOYEE ASSISTANCE AND WELLNESS REF NO: EAP/5**

STIPEND : R7860.50 per month
CENTRE : Bloemfontein
REQUIREMENTS : Bachelor Degree Human Social Science or equivalent and related qualification at NQF level 6/7 as recognised by SAQA.
ENQUIRIES : Ms Tlaleng Modupe at 066 479 1443
APPLICATIONS : recruit.bt@sacr.fs.gov.za
NOTE : General Candidates who will enter public service environment for the first time are invited to submit application (s) thus candidates should not have any previously appointment (s) as Intern / contract worker within any Public Service/ Private Sector Environment (Failure to disclose such information will lead to disqualification / dismissal) Successful Interns shall enter into a contract of employment between him/herself and the department for a period of 24 months intended from date of appointment Applicants are urged to submit application per post as per their field of study and submit separate applications should they apply for more than one position Successful Interns will be placed within Units/Components linked to their field of study so that they can be equipped with practical work experience, be developed in relevant professional skills, and work ethics to be capacitated towards future employment opportunities.

POST 40/120 : **INTERNSHIP: HUMAN RESOURCE MANAGEMENT REF NO: HRM/ 6**

STIPEND : R7860.50 per month
CENTRE : Bloemfontein
REQUIREMENTS : National diploma/degree in Human Resource Management or equivalent and related qualification at NQF level 6/7 as recognised by SAQA.
ENQUIRIES : Ms Tlaleng Modupe at 066 479 1443
APPLICATIONS : recruit.bt@sacr.fs.gov.za
NOTE : General Candidates who will enter public service environment for the first time are invited to submit application (s) thus candidates should not have any previously appointment (s) as Intern / contract worker within any Public Service/ Private Sector Environment (Failure to disclose such information will lead to disqualification / dismissal) Successful Interns shall enter into a contract of employment between him/herself and the department for a period of 24 months intended from date of appointment Applicants are urged to submit application per post as per their field of study and submit separate applications should they apply for more than one position Successful Interns will be placed within Units/Components linked to their field of study so that they can be equipped with practical work experience, be developed in relevant professional skills, and work ethics to be capacitated towards future employment opportunities.

POST 40/121 : **INTERNSHIP: COMMUNICATIONS REF NO: CM /7**

STIPEND : R7860.50 per month
CENTRE : Bloemfontein
REQUIREMENTS : National Diploma Media relations/ Communication and Marketing or equivalent and related qualification at NQF level 6/7 as recognised by SAQA.
ENQUIRIES : Ms Tlaleng Modupe at 066 479 1443
APPLICATIONS : recruit.bt@sacr.fs.gov.za
NOTE : General Candidates who will enter public service environment for the first time are invited to submit application (s) thus candidates should not have any previously appointment (s) as Intern / contract worker within any Public Service/ Private Sector Environment (Failure to disclose such information will lead to disqualification / dismissal) Successful Interns shall enter into a contract of employment between him/herself and the department for a period of 24 months intended from date of appointment Applicants are urged to submit application per post as per their field of study and submit separate applications should they apply for more than one position Successful Interns will be placed within Units/Components linked to their field of study so that they can be equipped with practical work experience, be developed in relevant professional

skills, and work ethics to be capacitated towards future employment opportunities.

POST 40/122

: **INTERNSHIP: GRAPHIC DESIGN REF NO: GD /8**

STIPEND

: R7860.50 pm

CENTRE

: Bloemfontein

REQUIREMENTS

: National Diploma in Graphic Design or equivalent and related qualification at NQF level 6/7 as recognised by SAQA.

ENQUIRIES

: Ms Tlaleng Modupe at 066 479 1443

APPLICATIONS

: recruit.bt@sacr.fs.gov.za

NOTE

: General Candidates who will enter public service environment for the first time are invited to submit application (s) thus candidates should not have any previously appointment (s) as Intern / contract worker within any Public Service/ Private Sector Environment (Failure to disclose such information will lead to disqualification / dismissal) Successful Interns shall enter into a contract of employment between him/herself and the department for a period of 24 months intended from date of appointment Applicants are urged to submit application per post as per their field of study and submit separate applications should they apply for more than one position Successful Interns will be placed within Units/Components linked to their field of study so that they can be equipped with practical work experience, be developed in relevant professional skills, and work ethics to be capacitated towards future employment opportunities.