

ANNEXURE N

DEPARTMENT OF WATER AND SANITATION

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

CLOSING DATE : 30 January 2026

NOTE : 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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.

OTHER POSTS

POST 01/132 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (PAYROLL) REF NO: 300126/01**
Branch: Finance
Dir: Financial Accounting (WTE)

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), (all-inclusive salary package)
: Pretoria Head Office
: A relevant NQF 7 qualification in a financial related field. Three (3) years relevant experience at supervisory / management level. The disclosure of a valid unexpired driver's license. Knowledge and practical experience in financial reporting standards. Knowledge and understanding on cash management legislation, policies, practices, and procedures. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of Public Service anti-corruption strategy and anti-corruption and fraud prevention measures. Understanding of departmental policies and procedures, government financial systems, principles, and practice of financial accounting. Working experience on Systems Applications and Products (SAP). Proficiency in Microsoft office (MS Excel, PowerPoint, MS Word, and Outlook). Ability to compile presentations. Strong Organizational skills, analytical thinking, and attention to detail. Good communication skills both (verbal and written). Proven managerial ability to support staff. Supervisory principles and practices, including planning, delegating, and

	monitoring the work of the subordinates within the unit Accountability and ethical conduct. Willingness to travel.
<u>DUTIES</u>	Overseeing and managing payroll management and reporting sub-directorate. Provide support to clusters on all payroll management and reporting responsibilities. Consolidate all monthly reports from clusters. Ensure proper reporting on quarterly basis for performance reporting, quarterly financial reports, and finally annual reporting. Ensure that audit queries are responded to on time within the directorate. Formulating, documenting, implementing, and reviewing of policies, Standard Operating Procedures (SOP) and programs relating to payroll management, other regulatory internal control and compliance issues, General Ledger Reconciliation. Manage the completion of all daily, weekly, and monthly operational duties with assistance from the Assistant Director, recommending initiatives to enhance risk mitigation and fraud protection to Director. Manage compliance regarding remuneration and benefits processes. Attending meetings as and when required. Attending to audit queries and formulating appropriate responses. Manage year end processes and account adjustments, Training, and support to clusters. Assist the Director in the effective execution of his/her responsibilities. Supervise and evaluate staff and sign their performance agreements and assessments, Staff management and training.
<u>ENQUIRIES</u>	Mr Thabiso Toka Tel No: (012) 336 8378
<u>POST 01/133</u>	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (PAYROLL) REF NO: 300126/02</u> Branch: Finance Dir: Financial Accounting (WTE)
<u>SALARY</u>	R468 459 per annum (Level 09)
<u>CENTRE</u>	Pretoria Head Office
<u>REQUIREMENTS</u>	A relevant NQF 7 qualification in financial management. Three (3) years relevant supervisory experience. The disclosure of a valid unexpired driver's license. Knowledge and understanding on cash management legislation, policies, practices, and procedures. Understanding of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of Public Service anti-corruption strategy and anti-corruption and fraud prevention measures. Understanding of departmental policies and procedures. Knowledge of governmental financial systems, principles, and practice of financial accounting. Working experience on the Systems Applications and Products (SAP). Ability to compile presentations. Computer literate in Microsoft office (MS Excel, MS Word, Outlook, and PowerPoint), numeracy skills, interpersonal skills, and teamwork, telephone etiquette, Analytical, planning and organizing, Time management. Good facilitation skills. Willingness to travel. Supervisory principles, and practices, including planning, delegating, and monitoring the work of the subordinates within the unit. 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>	Implement and monitor cash management policies, strategies, procedures, and financial reporting prescripts to ensure completeness and accuracy of cash and financial reporting. Assist with key lead schedules for the annual financial audit and respond to audit queries, salaries and staff debtors. Monitor Tax Administration and Reconciliation. Process all monthly salaries and ensure that they are processed correctly. Monitor employee tax deductions and prepare payment packs for third party deductions. Manage requests and processing of tax directives where necessary. Administer employee tax deductions. Oversee the distribution, management and control of IRP5/IT3(A) Certificates. Prepare monthly payroll reconciliations, ensure all salary monthly debit orders and deductions are valid. Monitor unusual items in the suspense account and recommend solutions. Establish a proper safe keeping of documents is maintained in the unit. Ensure all payroll management transactions are performed in line with relevant policies, prescripts, regulations and with Standard Operating Procedures (SOP). Processing of adjustments/journals that are payroll related. Staff management and training. Attend meetings as and when required. Prepare weekly and monthly Payroll management related reports. Sign off SAP authorization forms for subordinates and approve leave requests. Approve documents from staff on system workflow. Supervisor staff within the unit and sign their performance agreements and assessments. Assist

	the Deputy Director in the effective execution of his/her responsibilities. Assist with financial year-end processes and compiling of audit file. Attend to audit queries and formulating of responses. Mr Thabiso Toka Tel No: (012) 336 8378
<u>ENQUIRIES</u>	
<u>POST 01/134</u>	<u>SCIENTIFIC TECHNICIAN GRADE A – C REF NO: 300126/05</u> Branch: Water Resource Management Dir: Resource Quality Information Services (RQIS)
<u>SALARY</u>	R391 671 - R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE REQUIREMENTS</u>	Pretoria (Roodeplaat) A National Diploma in Natural Science. Compulsory registration with South African Council of Natural Scientific Professions (SACNASP) as a Certificated Natural Scientist. Three (3) years post qualification technical (scientific) in-depth experience in standard water-related analysis using of the following techniques or instruments: Discrete analysers, Atomic Absorption Spectroscopy (AAS), Flow Injection analysis (FIA), Auto-titrator, Turbidity meter, and Inductively Coupled Plasma Optical Emissions Spectrometry (ICP-OES) instrument. Exposure to Laboratory Information Management System (LIMS). Exposure to laboratory processes and ISO/IEC 17025:2017 requirements. Knowledge in statistical analysis. Knowledge of Occupational Health and Safety Act and safety principles. Knowledge in computer literacy and ability to use various software packages such as MS Word, Excel, PowerPoint, Microsoft Outlook, and Internet.
<u>DUTIES</u>	The incumbent will be responsible for executing a wide variety of tasks in relation to the analysis of water samples including the following: Organize, prioritize, prepare and analyse water samples in the laboratory. Filter and digest water samples with methods and procedures. Prepare standards and reagents for analysis of samples. Maintain analytical instruments. Ensure quality assurance on all analysed data and results as per RQIS quality system. Operate Laboratory Information Management System (LIMS). Maintain and improve the RQIS quality system. Participate in proficiency testing exercises. Participate in the investigation of non-conforming work through Corrective Action Requests (CARs). Plan training activities and perform Planned Job Observations (PJO's) on all methods and procedures to be declared competent in terms of the RQIS quality system and thereafter be assessed by SANAS as a technical signatory. Supervise and train laboratory personnel to have a highly motivated and effective team. Responsible for the quality assurance and tasks related to providing technical and scientific support. Mr. Mpheleki Lupiwana Tel No: (012) 808 9546
<u>ENQUIRIES</u>	
<u>POST 01/135</u>	<u>SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 300126/03</u> Branch: Infrastructure Management Southern Operations Dir: Operations Southern
<u>SALARY</u>	R397 116 per annum (Level 08)
<u>CENTRE REQUIREMENTS</u>	Port Elizabeth (Gqeberha) A relevant NQF level 6 qualification in Supply Chain Management or relevant field. Three(3) years relevant experience in a supervisory level. Practical experience on SAP system. The disclosure of a valid driver's License. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework (PPPFA and all applicable SCM guidelines, policies, practices, and procedures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and Diversity Management. Client Orientation, Communication, Accountability and Ethical Conduct.
<u>DUTIES</u>	Coordinate, review, research, analyses and plan the procurement needs of the Cluster. Coordinate, review, collect information and implement the demand management plan for the Cluster. Manage and review specifications received from end users. Implement and maintain the update of all prospective and preferred supplier database. Coordinate, review and execute the bidding process. Coordinate and review the compilation and invitation of quotations

from Central Supplier Database as per the National Treasury Thresholds. Serve as the secretariat for all Cluster Bids & Specification Committees. Supervise, monitor, analyze and determine actions to ensure proper contract administration. Supervise, monitor contract compliance by determining whether products/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality, and right price according to the contract. Supervise and monitor supplier performance according to the contract and Service Level agreement. Coordinate and review the process of requisition of goods and services. Verify correctness of invoice. Facilitate authorization of payment. Coordinate the safe keeping and distribution of goods. Supervise employees to ensure an effective Supply Chain Management service and undertake all administrative functions required regarding financial and HR administration. Control and safeguard all Supply Chain documentation. Supervise and undertake risk management assessments. Supervise and implement fraud and abuse prevention strategy for SCM. Supervise and undertake performance assessment of the value chain in SCM function. Participate in the development of risk and performance management policies processes and procedures. Manage moveable assets in your section. Conduct physical verification of assets, manage movement of assets, identify redundant, non-serviceable and obsolete assets in your section.

<u>ENQUIRIES</u>	:	Mr. NA Khan Tel No: (041) 508 9725
<u>POST 01/136</u>	:	<u>SENIOR STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: 300126/04</u> Branch: Infrastructure Management Southern Operations Dir: Operations Southern
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08) Port Elizabeth (Gqeberha)
	:	A relevant NQF 6 qualification in a finance related field. Three (3) to (4)four years' experience in financial matters. Practical experience of the SAP system and the WARMS system. The disclosure of a valid driver's license. Knowledge and understanding of financial legislation, policies, practices, and procedures. Knowledge and understanding of financial prescripts such as the PFMA, Treasury Regulations, and the Division of Revenue Act (DORA). Knowledge of and application of International Financial Reporting Standards applicable to revenue, Generally Recognized Accounting Practice, Public Service Anti-Corruption Strategy, fraud, and prevention. Knowledge of equal opportunities and affirmative action guidelines, and laws. Knowledge of administrative, clerical procedures, and systems. Knowledge and understanding of Departmental policies and procedures. Provide a framework for managing performance information. Knowledge of implementing policies of PMDS. Problem-solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Good communication. Accountability and Ethical Conduct. Willingness to travel extensively.
<u>DUTIES</u>	:	Implement billing management and debt Management Policies. Plan, coordinate, and manage the activities of the division associated with the delivery of revenue services to the Cluster. Provide financial administration of SAP. Monitor the reconciliation of customers. Responsible for the collection of revenue in the EC & WC Region. Handle payments in the suspense account and follow up on bad debt. Manage billing and attend to billing queries. Assist with the tariff determination process in the Region. Attend monthly customer meetings. Supervise and evaluate personnel. Handling of audit queries. Compile and submit reports timeously. Manage the customer service office.
<u>ENQUIRIES</u>	:	Ms. B Siyo Tel No: (041) 508 9704
<u>POST 01/137</u>	:	<u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING (GENERAL LEDGER) REF NO: 300126/06 (X3 POSTS)</u> Branch: Finance: Dir: Financial Accounting (WTE)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Pretoria Head Office
	:	A relevant NQF 6 qualification in a financial related field. One year experience in the General Ledger. Problem Solving and analytical skills. Client orientation and customer focus. Good communication skills both verbal and written. Computer literacy. In depth knowledge and understanding of Public Finance

<u>DUTIES</u>	Management Act and Treasury Regulations. General ledger reconciliation and analysis. Knowledge of SAP and PERSAL System.
	Perform Daily, Monthly and Quarterly GL activities. Balance GL reconciliation accounts. Review and reconcile items recorded on the general and subsidiary ledger; and Bank statements and bank balance recorded in the system; Perform year-end tasks. Ensure clearing of ledger and suspense accounts. Review the monthly general ledger reconciliations against the trial balance and supporting documentation. Identify any discrepancies on the general ledger reconciliations and propose corrective actions. Assist in managing the audit process and other requests for accounting and reporting. Assist in clearing audit queries and facilitate the development and implementation of audit action plans. Ensure the implementation of measures for improving financial reporting (AFS and IFS). Assist in drawing SAP reports (Trial Balance and detail reports) as and when required. Supervise human resources. Attend to audit queries.
<u>ENQUIRIES</u>	Mr Thabiso Toka Tel No: (012) 336 8378
<u>POST 01/138</u>	<p><u>FINANCE CLERK PRODUCTION: REVENUE MANAGEMENT REF NO: 300126/07 (X2 POSTS)</u></p> <p>Branch: Infrastructure Management Southern Operations Dir: Operations Southern</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R228 321 per annum (Level 05)</p> <p>Port Elizabeth /Gqeberha</p> <p>A Senior/ Grade 12 certificate. Understanding of Public Finance Management Act (PFMA) and Treasury Regulations (TR). Basic knowledge of financial functions. Ability to work under pressure. Computer Literacy. Good communication skills. Accountability, integrity, honesty, and ethical conduct. Some experience in finance would be an advantage. Valid driver's license. Willing to travel as and when required.</p>
<u>DUTIES</u>	Execute financial and administrative activities on revenue-related functions. Perform reconciliation of customer accounts. Clearing of suspense accounts and allocating payments to correct accounts. Capture Journals and correct misallocation of payments on SAP. Perform account maintenance. Printing and distribution of customer invoices and statements. Follow up with debtors on outstanding balances. Resolve customer queries. Filing all relevant documentation and customer correspondence.
<u>ENQUIRIES</u>	Ms. B Siyo Tel No: (041) 508 9704
<u>NOTE</u>	Preference will be given to candidates from the Nelson Mandela Bay District.
<u>POST 01/139</u>	<p><u>SUPPLY CHAIN CLERK PRODUCTION REF NO: 300126/08</u></p> <p>Branch: Infrastructure Management Southern Operations Dir: Operations Southern</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R228 321 per annum (Level 05)</p> <p>Port Elizabeth /Gqeberha</p> <p>A Senior/ Grade 12 certificate. Basic knowledge of Supply Chain functions, practices as well as the ability to capture data, operate a computer and collecting statistics. Basic knowledge of work procedures in terms of the working environment. Working knowledge and understanding of legislation governing the Public Service. Flexible and ability to work in a team. Problem solving and analytical skills. People and diversity management. Client Orientation and Customer Focus. Good communication skills both verbal and written. Accountability, integrity, honesty, and ethical conduct. Must be able to work under pressure.</p>
<u>DUTIES</u>	The successful candidate will be responsible for rendering demand and acquisition clerical support. Update and maintain contracts register. Capture quotations on the system. Provide secretariat functions. Render logical support services. Place orders for goods. Receive requests for goods from end users. Maintain quotations register. Receiving deliveries from suppliers and capture good receipts on the system. Maintain online invoice register.
<u>ENQUIRIES</u>	Ms. Ncumisa Tyobashe Tel No: (041) 508 9747
<u>NOTE</u>	Preference will be given to candidates from the Nelson Mandela Bay District.

<u>POST 01/140</u>	:	<u>SENIOR FOOD SERVICES SUPERVISOR REF NO: 300126/09</u>
		Branch: Corporate Support Services
		Cd: Auxiliary Services
		Re-advertisement, applicants who have previously applied must reapply.
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Roodeplaat Training Centre
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 Certificate or Diploma in Hospitality Management. Two (2) to (4) four years' experience in the environment of food industry. SHE Rep certificate and food services certificate will serve as added advantages. 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