

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 20 February 2026
- : 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. Note: The Pongola-Umzimkulu Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

OTHER POSTS

POST 04/135

- : **CHIEF ENGINEER GRADE A REF NO: PUCMA 07**
Branch: Pongola-Umzimkulu Catchment Management Agency
Division: Water Resource Planning and Management

SALARY
CENTRE
REQUIREMENTS

- : R1 266 450 - R1 446 921 per annum, (all- inclusive OSD salary package)
- : Durban
- : An Engineering Degree (B Eng/BSc Eng) in Civil, Water or relevant qualification. Postgraduate qualification (MEng/MSc/ PhD) in Water Resources, Hydrology or related field will serve as an added advantage. Six (6) years post qualification engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired drivers license. Willingness to travel extensively. Experience in Water Resources Planning and Management, Modelling, Program, Project and Contract Management. Ability to relate with associated professional fields in a multi-disciplinary team and ability to train and develop young graduates. Knowledge of the National Water Act, Water Services Act, the Public Finance Management Act (PFMA), Environmental and

land legislation. Additional studies or experience in water resource management, hydrology, water quality, project management, engineering economics, project financing modelling, environmental engineering, assessments of projects, and institutional aspects will be an added advantage. Computer proficiency. Good written, verbal communication and presentation skills.

DUTIES

: The Chief Engineer will be responsible for Water Resource Planning and related duties within the Pongola-Mtamvuna Water Management Area including leading the preparation, review, and implementation of the Catchment Management Strategy (ensure the CMS is aligned with NWRS, provincial growth and development strategies, Municipal Integrated Development Plans, Coordinate reconciliation strategies and water balance assessments at catchment and sub-catchment level, ensure CMS implementation is measurable, adaptive, and reviewed at prescribed intervals). the coordination of all Water Resource Planning and allocation Programs (water use authorisations (licensing), compulsory licensing, and General Authorisation, ensure allocations support Equity and redress, efficient and beneficial use and socio-economic development, Guide development of water allocation schedules and reconciliation scenarios, and advise on restriction rules during drought), Resource Protection, Classification & Reserve (lead technical inputs into Water resource classification ecological reserve determination, resource quality objectives, ensure planning decisions protect Aquatic ecosystems, strategic water source areas, and groundwater-dependent ecosystems, and integrate reserve requirements into operational planning and licensing advice). Hydrology, Groundwater & Systems Analysis (oversee hydrological modelling and system yield analyses, guide groundwater assessments, aquifer management plans, and conjunctive use strategies, ensure use of approved national tools and datasets and Review and approve technical studies supporting infrastructure or licensing decisions), Climate Change Adaptation & Risk Management (Integrate climate change scenarios into water resource planning, lead development of drought management plans and flood risk considerations in resource planning, promote adaptive management approaches as required by NWRS-3 and advise CMA Executive and Board on climate-related water security risks), Infrastructure Planning & Augmentation, Water Quality & Load Management (Integrate water quality considerations into quantity planning, Support development of Catchment water quality objectives and pollution load management strategies, Oversee salinity, nutrient loading, and eutrophication risk assessments. and provide technical advice to enforcement and compliance units), Governance, Regulation & Advisory Support (provide expert technical advice to CMA Board, Chief Executive Officer, DWS, and Support licensing, compliance, and enforcement with defensible technical evidence), Stakeholder Engagement & Cooperative Governance (lead technical engagement with various institutions), Monitoring, Information & Knowledge Management (oversee hydrological, groundwater, and water quality monitoring programmes), and Leadership, Management & Transformation.

ENQUIRIES

: Mr Zakhele Buthelezi at 079 694 6787

APPLICATIONS

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

NOTE

: N.B.: This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A may be considered based on the candidate's current salary advice.

POST 04/136

: **ENGINEER PRODUCTION GRADE A-C REF NO: PUCMA 08**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Compliance Monitoring and Enforcement

SALARY

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

CENTRE

: Durban

REQUIREMENTS

: An Engineering degree (B Eng/ BSc Eng) in Civil Engineering. Three (3) years post qualification Civil Engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired drivers license. Experience in dam engineering specifically in aspect of dam safety evaluation, design and construction supervision of dams is highly recommended. Knowledge of program and project management. Knowledge of technical

design and analyses of dams. Significant dam engineering experience related to design, flood hydrology, construction, management and safety of dams with a safety risk. Willingness to travel throughout KwaZulu-Natal for the execution of some duties. 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. Computer-aided engineering applications including relevant computer software knowledge. Technical report writing, networking, and professional judgement. Problem solving and analyses, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Good communication skills both verbal and written. Planning, organising and people management.

DUTIES

: Investigate, analyse and recommend classification of dams. Evaluate applications of Approved Professional Persons (APPs). Monitor the safety evaluation and investigation reports and carry out risk assessments of dams. Follow up on dam safety betterment work with dam owners. Liaise with dam owners, professional persons, APPs and the public regarding dam safety matters. Conduct dam safety inspections at dams with a safety risk to ensure compliance. Respond to emergency situations such as dam failures at dams and action emergency preparedness plans (EPPs). Conduct site visits to illegal or unlawful constructed dams and compile technical reports for the issuance of illegal dam letters and directives. Prepare necessary information, reports and evidence for court applications. Assist in the development and/or maintain guidelines and policies and advise on dam safety matters and legislation. Generate reports and statistics to measure progress with the Dam Safety Program. Support the Chief and/or Specialist Engineer with all reasonable requests pertaining to dam safety risks. Supervise junior staff and assist with the development of Candidate Engineers, Candidate Engineering Technicians and Candidate Engineering Technologists for registration as professionals.

ENQUIRIES

: Ms Zanele Msimang at 082 908 8141

APPLICATIONS

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

POST 04/137

: **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: PUCMA 09**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Compliance Monitoring and Enforcement

SALARY

: R612 480 per annum, (OSD)

CENTRE

: Durban

REQUIREMENTS

: A four-year degree in Natural Science / Environmental science or equivalent qualification. Six (6) years post qualification experience in compliance monitoring and enforcement environment. The disclosure of a valid unexpired drivers licence. Extensive experience in the environmental and water management field, waste management, industries, urban development and mining. A clear understanding of the Departments role and policies about water resource management. Knowledge of the National Water Act 36 of, 1998, other applicable laws and related policies, strategies and guidelines. Understanding the principles of Integrated Water Resource Management. Knowledge of Human Resources and Financial Management policies. Innovative thinking, negotiating, networking, managerial and good communication (verbal and written) skills. The willingness to travel extensively and work irregular hours. Technical report writing, Professional judgement and Data analysis skills. Mentoring and decision-making skills. Financial and team leadership management skills. Creativity and Problem solving. Computer literacy. People management and Conflict Management skills.

DUTIES

: Implement and enforce the National Water Act and other relevant legislation, policies and regulations. Assist in the development of policies and regulations. Assist with the implementation of the Compliance Monitoring and Enforcement Strategy. implement compliance monitoring systems, inspection guidelines or protocols. Audit compliance with water use licences, legislation, policies, and regulations. Conduct routine inspections to ascertain compliance with relevant water and environmental prescripts. Conduct investigations, audits and prepare investigation and audit reports, implement enforcement action in the form of formal or informal warnings, administrative enforcement such as statutory notices, compliance notices and directives, and court applications to

		enforce notices; as well as criminal enforcement. Prepare necessary information, reports and evidence for court applications. Advise relevant sector bodies on policies and strategies relevant to the Directorate and ensure compliance promotion. Ensure liaison, cooperation and coordination with other enforcement agencies and government institutions involved in compliance and enforcement. Supervision of junior staff.
<u>ENQUIRIES</u>	:	Ms Zanele Msimang at 082 908 8141
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/138</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: PUCMA 10</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Water Use Authorisation and Registration
<u>SALARY</u>	:	R612 480 per annum, (OSD)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A four-year degree in Natural Science / Environmental science or equivalent qualification (NQF 7). Six (6) years post qualification experience. The disclosure of a valid unexpired drivers license. Knowledge of research and development methodology. Extensive experience in the environmental and water management field, waste management, industries, urban development and mining, including the Department's water use authorization process i.e. SFRA. A clear understanding of the Department's role and policies with regard to water resource management. Knowledge of the National Water Act 36 of 1998 and related policies, strategies and guidelines. Understanding the principles of Integrated Water Resource Management. Knowledge of Human Resources and Financial Management policies. Innovative thinking, negotiating, networking, managerial and good communication skills both verbal and written. Willingness to travel extensively and work irregular hours. Technical report writing, professional judgement and data analysis skills. Mentoring and decision-making skills. Financial and team leadership management skills. Creativity and Problem solving. Computer literacy. People management and Conflict Management skills.
<u>DUTIES</u>	:	Liaise with clients and other stakeholders to obtain outstanding information during Water Use Licence Authorisation (WULA) assessments. Assess and evaluate socio economic and environmental information with regard to Stream Flow Reduction Activity (SFRA) water use licence application. Conduct GPS surveys of plantation and wetland areas. Inspect and evaluate field conditions where plantations are proposed. Liaise with other authorising departments on SFRA issues. Draft the record of recommendations (RoRs). Draft licence conditions to control/mitigate the negative impacts of water uses. Supervision of junior staff.
<u>ENQUIRIES</u>	:	Mr Jay Reddy at 082 803 1817
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/139</u>	:	<u>CONTROL ENGINEERING TECHNICIAN REF NO: PUCMA 11</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Water Use Authorisation and Registration
<u>SALARY</u>	:	R551 493 per annum, (OSD)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical Engineering experience. B.Tech /Bachelor of engineering will serve as an added advantage. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired drivers license. Water resources related experience is a recommendation. Knowledge and understanding of the National Water Act, (Act 36 of 1998). Good computer literacy and computer programming skills, GIS knowledge and skills will be an added advantage. Good communication skills both verbal and written and negotiation skills.
<u>DUTIES</u>	:	Provide Responsible for Water Resource Management (WRM) within the Pongola to UMzimkhulu Water Management Area (WMA) with particular emphasis on: Registration and Identification of unregistered water users. The validation and verification of water use for individual users as well as Irrigation Boards and Water User Associations. Assessment of water use licensing taking

		cognizance of hydrological, environmental, social and other factors. Attend to water resource related queries. Produce monthly reports on the WRM within the KZN region. Travel extensively as and when required.
<u>ENQUIRIES</u>	:	Mr Jay Reddy at 082 803 1817
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/140</u>	:	<u>ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION REF NO: PUCMA 12 (X2 POSTS)</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Water Use Authorisation and Registration
<u>SALARY</u>	:	R498 816 per annum, (OSD)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A relevant Honours Degree in Environmental studies or related fields (NQF level 8). Experience in the field of Water Quality Management will serve as an advantage. The disclosure of a valid unexpired drivers license. A good understanding of Integrated Water Resources Management will be an added advantage. Knowledge of and experience in project management and research. Interpersonal relations/conflict management, negotiation and facilitation skills. Excellent communication skills, including verbal, report writing and presentation skills. Computer literacy.
<u>DUTIES</u>	:	Provide support and input in the development of policies and strategies to manage sector water use impacts in accordance with the National Water Act 36 of 1998 and other departmental policies and strategies. Assist with the supervision of staff. Undertake both routine and special investigations and work irregular hours. Prepare reports and interpret analytical results. Assist in the evaluation of water use license application, reports and other documents submitted in accordance with policy, procedures and guidelines relevant to Water Quality Management. Make recommendations regarding the issuing of licenses. Promote water conservation and efficient water utilisation through the authorisation process. Give inputs in the projects relevant to the management of water resources initiated by the Department. Assist in the management of the water management systems.
<u>ENQUIRIES</u>	:	Mr Jay Reddy at 082 803 1817
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/141</u>	:	<u>ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: PUCMA 13</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Revenue Management
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) to Five (5) years' experience in Revenue Management of which three (3) years must be at a supervision level. The disclosure of a valid unexpired drivers license. Practical knowledge of Accrual Accounting. Computer literacy in Microsoft Office (particularly Excel). Extensive knowledge of SAP. Knowledge of Treasury Regulations, the Public Finance Management Act (PFMA), GAAP/GRAP, DORA and Public Service Act. Problem solving, analytical and report writing skills. Strategic thinking. Conversant in English. Good verbal and written communication skills.
<u>DUTIES</u>	:	Manage the co-ordination of debtor relationships. Manage the collection of debt and the reconciliation of customer accounts. Manage the recording of all receivables. Manage Billing, return to sender and unidentified revenue received within the region. Provide monthly age analysis reports on debtor's accounts. Manage and mentor revenue staff. Recommend action to be taken against defaulting debtors. Implement business policies and processes relating to debt management. Development and implementation of the revenue enhancement strategy. Supervise staff.
<u>ENQUIRIES</u>	:	Mr Zakhele Buthelezi at 079 694 6787
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za

<u>POST 04/142</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: PUCMA 14</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Supply Chain and Asset Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Durban A tertiary qualification in Supply Chain Management / Finance at NQF level 7. Three (3) to five (5) years working experience in supply chain acquisition, logistic and demand management of which three (3) years must be at supervision level. The disclosure of valid unexpired drivers license. Excellent communication skills both written and verbal. Good planning and organizing skills. Be computer literate and have sound knowledge of Microsoft Office, i.e. MS Word, MS Excel, MS Outlook, MS PowerPoint and Internet Explorer. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Broad Based Black Economic Empowerment Act 53 of 2003 and preferential procurement policy framework Act. Knowledge of contract management. Knowledge of strategic sourcing. Public sector supply chain management models and processes. Programme and project management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct. Knowledge of Supply Chain Management Regulations, practice notes, circulars and policy frameworks. Must be able to work on SAP and LOGIS systems. Excellent Interpersonal relation skills.
<u>DUTIES</u>	:	Manage and supervise acquisition, logistic and demand management. Ensure full compliance to all acquisition, logistic and demand management prescripts, policies, practice notes and delegations of authority. Develop and maintain internal control measures for procurement. Coordinate input in the Demand Management Plan. Ensure that procurement is in line with the approved demand plan. Ensure effective utilisation of the CSD. Compilation /verification of all monthly SCM reports. Manage the process of sourcing of quotations up to R1 000 000. Ensure that documents submitted to logistics for order creation are fully compliant with acquisition management prescripts. Provide regular feedback to clients with regards to quotations finalisation. Management of the bid processes in the Agency and ensure effective functioning of all Bid Committees. Management and effective utilisation of Transversal Contracts. Ensure implementation and compliance of the Instruction Notes as issued by National Treasury as well as Departmental SCM Policy. Identify and mitigate risks within the unit. Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly. Assist in the compiling of monthly SCM performance reports. Perform human resources and administrative activities relating to SCM Assessing the Performance of Officials in the unit (PMDS).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Zakhele Buthelezi at 079 694 6787 All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/143</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES REF NO: PUCMA 15</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Human Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Durban A National Diploma or Degree in Human Resource Management. Three (3) to five (5) years' experience of which three (3) years must be at a supervision level in Human Resource Management. The disclosure of valid unexpired drivers license. Knowledge of human resources functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Applicants must have working experience on the PERSAL system and be in possession of a PERSAL certificate. Knowledge of database and spread sheet applications. Knowledge and experience of Pension Administration as well as conditions of service matters i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), appointments, injury on duty and other allowances. Have a working knowledge of the Basic Condition of employment Act and Labour Relations Act. Knowledge of the Public Service

		Act, Public Service Regulations and any other relevant prescripts. Good verbal and written communication skills.
<u>DUTIES</u>	:	The incumbent will be responsible for the effective management of the total human resource functions within Catchment Management Agency. Ensuring and managing the implementation of Human Resources, Human Resources Development which includes Performance Management and Development System, Planning and Recruitment as well as HR Administration, strategies, policies, practices and systems and monitoring the guidance, to subordinates and line managers. The interpretation and application of HR policies and directives. Management of PERSAL system that will expedite the provision of information and statistics. Ensuring and managing effective programming and coordination of training activities. Assessing the Performance of Officials in the unit (PMDS).
<u>ENQUIRIES</u>	:	Mr Zakhele Buthelezi at 079 694 6787
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/144</u>	:	<u>INFORMATION TECHNOLOGY TECHNICIAN REF NO: PUCMA 16</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Management Support Services
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Information Technology. Three (3) years appropriate experience in IT. The disclosure of a valid unexpired drivers license. Certification in the following will be an added advantage: Certified Microsoft Engineer, Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE). A+ and Network+ certification is required. Knowledge of Windows 7; Windows 8; Window 10; MS Office 2010, 2013 and Office 365; Symantec Ant-virus; Microsoft MS; Transversal systems (PERSAL, SAP and LOGIS) and ITIL will serve as an advantage. Willingness to travel to various remote sites and offices Competences: An in-depth knowledge of client server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word, Excel and PowerPoint). Ability to work under pressure. Good communication skills both verbal and written. Exposure to different business application platforms.
<u>DUTIES</u>	:	Manage calls logged on the call management systems. Provision of end-user support with regards to hardware, software and network connectivity. Ensure that all IT policies, norms and standards are enforced. Perform quality control for the Local Area Network (LAN). Perform installation, maintenance and upgrading of computer hardware as second fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up to date. Initiate and co-ordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine back-up for all the available servers. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary as well as assist the Deputy Director: Regional Information Systems Support with all IT related tasks.
<u>ENQUIRIES</u>	:	Mr Zakhele Buthelezi at 079 694 6787
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/145</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: PUCMA 17 (X2 POSTS)</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Financial Accounting
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Financial Management. Two (2) to three (3) years relevant financial experience in Financial Accounting of which one (1) year should be supervisory level. The disclosure of a valid unexpired drivers license. Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as Treasury Regulations and PFMA. Knowledge and

		experience on SAP and PERSAL systems. Computer literacy in Microsoft Office. Knowledge of Departmental policies and procedures. Knowledge and understanding of the framework for managing performance information. Problem solving and analysis. People and diversity management skills. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct. Good presentation skills. Knowledge of accrual accounting.
<u>DUTIES</u>	:	Ensure compliance with management of invoices. Manage creditors by ensuring major accounts are reconciled with supplier statements. Monitor compliance with 30-day payments, administration of payroll, authorize PERSAL / SAP payments and journals. Monitor petty cash and supervise bank payments. Oversee safeguarding of state funds. Ensure proper documents control pertinent to financial documents. Compliance with monthly reporting on payables/accruals, 30day reports, creditor reconciliation reports, petty cash reconciliation and suspense account reconciliation. Provide assistance to internal and external client regarding general budgeting and financial reporting requirements. Supervise and evaluate personnel.
<u>ENQUIRIES</u>	:	Mr Zakhele Buthelezi at 079 694 6787
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/146</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: SCM REF NO: PUCMA 18</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: SCM
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Supply Chain Management / Finance / Accounting / Public Finance. Two (2) to Three (3) years' experience in Supply Chain Management of which one (1) must be at supervisory experience. The disclosure of a valid unexpired drivers license. Knowledge of procurement administrative procedures. Knowledge of financial legislation. Knowledge of SAP. Knowledge of Accrual Accounting. Disciplinary knowledge of labour law. Knowledge to dispute resolution process. Knowledge of labour resolution policies. Understanding of Social and Economic development issues. Basic financial management and knowledge of PFMA and Supply Chain Management Regulations. Knowledge Management. Problem solving and analysis. People and Diversity Management. Client orientation and Customer focus. Communication. Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Coordination of Demand Management Plans. Ensure that all Procurement is in line with demand plans. Perform quarterly reviews to ensure procurement purchases are in line with demand. Supervise Sourcing of quotations. Ensure that all procurement is in line with prescribed legislation and regulations. Assist with procurement of price quotations and tenders, evaluation and adjudication thereof. Effective Management of Controls and Registers Analyse procurement trends. Implement policies. Maintenance of Supplier Data Base. Management of Assets including Asset Disposal. Develop action plans for the section. Supervise human resources and ensure that PMDS is effectively implemented within section. Ensure that financial procedures are observed in the section. Compile monthly reports.
<u>ENQUIRIES</u>	:	Mr Zakhele Buthelezi at 079 694 6787
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/147</u>	:	<u>ENGINEERING TECHNICIAN GRADE A-C REF NO: PUCMA 19</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Compliance Monitoring and Enforcement
<u>SALARY</u>	:	R391 671 - R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician. The disclosure of a valid unexpired drivers license. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of

		the water sector: relevant legislation (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills relevant to Corporative Governance and stakeholder engagement.
<u>DUTIES</u>	:	Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal engineering effectiveness and consistency of measures of the Catchment Agency and other water management institutions to ensure and promote compliance and to manage compliance to the authorisations. Conduct site visits to illegal or unlawful constructed dams and compile technical reports for the issuance of illegal dam letters and directives. Assist in the preparation of the necessary information, reports and evidence for court applications.
<u>ENQUIRIES</u>	:	Ms Zanele Msimang at 082 908 8141
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/148</u>	:	<u>PERSONAL ASSISTANT (OFFICE OF THE CHIEF EXECUTIVE) REF NO: PUCMA 20</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Office of The Chief Executive
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A Secretarial Diploma or relevant qualification. Three (3) to five (5) years experience in rendering support services to senior management. The disclosure of a valid unexpired drivers license. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills (document tracking, storage and retrieval system). Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management and knowledge of relevant legislations skills. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Excellent communication skills both verbal and written. Good accountability and ethical conduct.
<u>DUTIES</u>	:	Provide personal assistance, including a secretarial support service, to the Office of the Chief Executive. Rendering administrative support services. Providing support to the Chief Executive Officer regarding meetings. Supporting the Chief Executive Officer with the administration of the budget of the office. Operates and ensures that office equipment, e.g. computer systems and photocopiers are in good working order. Perform advanced typing work. Utilise discretion to decide whether to accept / decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises / advises the manager regarding engagements. Compiles realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates reports, e.g. progress reports, monthly reports and management's reports. Scrutinise routine submissions / reports and make notes and / or recommendations for the manager. Draft documents as required. Do filing of documents for the manager and the unit where required. Collects, analyse and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Prioritise issues in the office of the manager. Manages the leave register and the telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc. Scrutinise documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform the manager on the contents. Record minutes / decisions and

		communicates to relevant role players, follow up on the progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings required. Collect and coordinate all documents that relate to the manager's budget. Keep record of expenditure commitments, monitor expenditure and alert manager of possible over and under spending. Acquaintance with the relevant Public Services and departmental prescripts or policies and other documents. Remain up to date with regard to the prescripts / policies and procedures applicable to the manager ensure efficient and effective support.
<u>ENQUIRIES</u>	:	Mr Zakhele Buthelezi at 079 694 6787
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/149</u>	:	<u>PERSONAL ASSISTANT (OFFICE OF THE CHIEF FINANCIAL OFFICER)</u> <u>REF NO: PUCMA 21</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Office of The Chief Financial Officer
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A Secretarial Diploma or relevant qualification. Three (3) to five (5) years experience in rendering support services to senior management. The disclosure of a valid unexpired drivers license. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills (document tracking, storage and retrieval system). Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management and knowledge of relevant legislations skills. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Excellent communication skills both verbal and written. Good accountability and ethical conduct.
<u>DUTIES</u>	:	Provide a secretary/receptionist support service to the CFO, which includes the following: act as the primary point of contact for the CFO, handling inquiries and correspondence, manage the CFO's calendar, schedule meetings, and coordinate appointments with internal and external stakeholders, assist in preparing reports, presentations, and documents for meetings, ensuring accuracy and professionalism. Provide a clerical support service to the CFO which entails the following: Liaise with travel agencies to make travel arrangements, process travel and subsistence claims of the office, process all invoices that emanate from the activities of the work of the CFO, record minutes of meetings of the CFO where required, draft routine correspondence and reports, filing of documents for the CFO and the office, administer matters like the leave registers and telephone accounts, handle the procurement of standard items like stationery.
<u>ENQUIRIES</u>	:	Mr Zakhele Buthelezi at 079 694 6787
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/150</u>	:	<u>HUMAN RESOURCE PRACTITIONER REF NO: PUCMA 22</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Human Resource Management
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Human Resource Management. Two (2) to four (4) years experience in the Human Resources field is required. The disclosure of a valid unexpired drivers license. Knowledge of human resources functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Applicants must have working experience on the PERSAL system and be in possession of a PERSAL certificate. Knowledge of database and spread sheet applications. Knowledge and experience of Pension Administration as well as conditions of service matters i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), appointments, injury on duty and other allowances. Knowledge of the Public

		Service Act, Public Service Regulations and any other relevant prescripts. Good verbal and written communication skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for rendering professional advice to the line managers. Ensure effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulation guidelines, resolution and other prescripts. Capturing transactions on PERSAL. Recruitment and Selection. Organizational Development. Employee Relations. Human Resource Development. Drafting of submissions. Handling all Human Resource administration i.e. conditions of service, termination of services and leave management. Liaison with National Treasury and Compensation Commissioner. Supervision, training and motivation of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Zakhele Buthelezi at 079 694 6787
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/151</u>	:	<u>FINANCE CLERK REF NO: PUCMA 23 (X2 POSTS)</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Durban
	:	A Senior Certificate with Accounting as a passed subject. A Diploma/Degree in finance, accounting, public finance, SCM will serve as an added advantage. One (1) to two (2) years' experience (internship experience) would serve as an added advantage. Good financial management skills. A sound knowledge of the Public Service Financial Management prescripts and Treasury Regulations. Knowledge of SAP and PERSAL will be an added advantage. Well-developed planning and organizing skills. Excellent problem-solving skills, good communication both written and verbal skills and good interpersonal skills. Computer literacy with good MS Excel and MS Word. Ability to work in a team and under pressure.
<u>DUTIES</u>	:	Manage Capture payments on SAP. Capture claims on PERSAL. Ensure monthly financial accounts are accurately and completely executed in terms of financial rules and regulations. Assist with all audit queries. Check S & T claims. Ensure that all filing is complete. Ensure adherence to all applicable prescripts and regulations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Zakhele Buthelezi at 079 694 6787
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/152</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK REF NO: PUCMA 24 (X2 POSTS)</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: SCM
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Durban
	:	A Senior Certificate. Diploma/Degree in Finance, Accounting, Public Finance, SCM or related fields will serve as an added advantage. One (1) to two (2) years' experience (internship experience) would be added advantage. Computer Literacy, Government System (SAP) will serve as an advantage. Knowledge of Supply Chain Management procedures and policies. Able to take initiative and work under pressure to meet deadlines.
<u>DUTIES</u>	:	Capturing of requisitions, Orders, goods receipting and payments. Manage filling of the Supply chain management documentation. Maintain registers of orders, payments and requisitions. Handle queries from suppliers and capture new suppliers onto database. Maintain and administer stores. Stock and administer stock level issue. Recording, faxing, copying and filling. Serve as a secretariate in the bid committees of Agency.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Zakhele Buthelezi at 079 694 6787
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za

<u>POST 04/153</u>	:	<u>HUMAN RESOURCE CLERK REF NO: PUCMA 25 (X2 POSTS)</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Human Resource Management
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A Senior Certificate. A Diploma/Degree in Human resources management will serve as an added advantage. One (1) to two (2) years experience (Including internship experience) would serve as an added advantage. The disclosure of a valid unexpired drivers license. Knowledge of PERSAL system, database and spread sheet application. Knowledge of the Public Service Act, Public Service Regulations and other relevant HR prescripts will be an advantage. Good communication skills both verbal and written.
<u>DUTIES</u>	:	The successful candidate will be responsible for rendering Human Resource clerical services. Provide administrative support for recruitment and selection, appointments, probation, and service terminations. Administer processes related to conditions of service (leave, housing, medical aid, allowances, etc.) Address enquiries and Human Resources registry services. Capture and update transactions on the PERSAL system. Address HR administration enquiries from internal and external stakeholders. Maintain and update personnel filing systems (electronic and physical). Provide general administrative support, including drafting routine correspondence, submissions and reports. Ensure effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulation guidelines, resolution and other prescribes.
<u>ENQUIRIES</u>	:	Mr Zakhele Buthelezi at 079 694 6787
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za