

## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : All applications to be submitted online on the following link:  
<https://erecruitment.dws.gov.za/>
- CLOSING DATE** : 30 June 2026
- NOTE** : 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 DPSSA 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.

## MANAGEMENT ECHELON

- POST 20/116** : **DEPUTY DIRECTOR GENERAL: WATER RESOURCE MANAGEMENT REF NO: 300626/01**  
Branch: Water Resource Management
- SALARY CENTRE REQUIREMENTS** : R1 885 710 per annum (Level 15), (all-inclusive salary package)  
: Pretoria Head Office  
: A Postgraduate qualification (NQF level 8) in Water Resource Management. Eight (8) years of experience at a senior managerial level. A Nyukela Public Service SMS Pre-entry certificate submitted prior to appointment. Knowledge and understanding of Public Service Regulations, National Water Act, Water Services Act, National Water Resources Strategy, Public Finance Management Act (PFMA) and Access to Information Act. Knowledge of human resources policies and prescripts. Understanding of corporate governance, scientific research methodologies and scientific standards. Knowledge of strategic capability and leadership. Understanding of programme and project management. Understanding of financial, change and knowledge management. Service delivery and innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.
- DUTIES** : Oversee the development and maintenance of the National Water Resource Strategy and plan for adequate water resource availability. Monitor and support the implementation of the National Water Resource Strategy and catchment

management strategies. Lead the strategic direction in monitoring and providing water resource information. Oversee the establishment, maintenance and monitoring of surface and ground water information. Oversee the development and implementation of measures for protection and conservation of water resources. Provide strategic direction in the source directed research. Oversee the establishment, monitoring and support of entities responsible for water resource management. Lead the development of policies, strategies and systems to drive strategic deliverables within the Branch.

**ENQUIRIES** : Dr Sean Phillips Tel No: (012) 336 7573

#### **OTHER POSTS**

**POST 20/117** : **CHIEF ENGINEER GRADE A REF NO: 300626/03**

Branch: Infrastructure Management: Head Office  
CD: Infrastructure Development  
Dir: Capital Projects

**SALARY** : R1 317 108 – R1 504 797 per annum, (OSD), (all-inclusive OSD salary package). This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A/B will be considered based on experience and qualification in line with the provisions of the Public Service Regulations 2016, i.e. provision of the candidate's current salary advice.

**CENTRE REQUIREMENTS** : Pretoria Head Office  
: An Engineering Degree (B Eng / BSc Eng) in Civil 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. Registration with the South African Council for Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager (Pr. CPM) or a Project Management Professional Certification (PMP) with the Project Management Institute (PMI) will serve as an added advantage. Minimum of ten (10) years' experience in the planning, design, and construction of water resources infrastructure projects will serve as an added advantage. Understanding of the complete project life cycle from initial planning stages through to completion. Extensive experience in project management especially in the project management of large infrastructure projects will be beneficial. Extensive contract management experience. A detailed understanding of construction procurement processes. Sound knowledge of construction law contracts such as GCC, FIDIC and NEC. Detailed knowledge of Treasury Regulations, Public Finance Management Act (PFMA). Experience in financial planning and financial management. Knowledge of project risk analysis and risk management. The ability to relate with associated professional field in a multi-disciplinary team. Additional studies in Water Resources Engineering are recommended. High-level communication skills both (verbal and written). Conflict management, contract dispute resolution, and negotiation skills. Problem solving and analysis skills. Computer proficiency (such as MS Office, MS Projects, etc). Ability to work independently, and be self-motivated, responsible, and reliable.

**DUTIES** : Manage and oversee all aspects of project implementation. Coordinate the implementation of a portfolio of mega-projects. The Chief Engineer's responsibilities span a broad spectrum, covering all areas of project management including planning, cost and time management, quality management, contract administration and management, risk management, social aspects, stakeholder management (internal and external), environmental and safety management. The Chief Engineer will be required to ensure that the project is technically sound, that all activities associated with managing the project workflow and performance are met and to provide the necessary management and leadership skills to ensure the project team deliver including the provision of leadership and performance management of subordinates. Coordinate water users, institutions, and stakeholders' input for decision-making on infrastructure projects. Promote the Department's interests in projects implemented by external bodies. Ensure compliance with legal requirements, timeframes and approved budgets during the project implementation. Manage the commissioning and takeover of the infrastructure.

		Ensure good work ethic Promote transformation. Promote a culture of innovation and performance.
<b><u>ENQUIRIES</u></b>	:	Ms P Moodley Tel No: (012) 336 6929
<b><u>POST 20/118</u></b>	:	<b><u>DEPUTY PROJECT MANAGER REF NO: 300626/04</u></b> Branch: Water and Sanitation Services Management EC CD: Provincial Operations: Eastern Cape
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 101 468 per annum (Level12), (all-inclusive salary package) Qonce A relevant qualification in Civil Engineering at NQF level 7 with a certificate in project management. Five (5) years of managerial experience in engineering project management environment. The disclosure of a valid unexpired driver's license. Understanding of contract administration, business principles and business law. A broad understanding of each engineering discipline. Computer skills: Microsoft Office Software (MS Word, Excel and PowerPoint), Lotus Notes, and other Company and discipline-specific software applications. Financial Management. Programme and project management. Knowledge of policy development and implementation. Public Finance Management Act (PFMA), Division of Revenue Act (DoRA), National Water Act. (NWA), Water Services Act (WSA) and related legislation. Understanding of legislative and policy frameworks governing the water sector. Understanding of legislative and policy frameworks governing the public sector. Good communication, presentations, report writing, and networking skills. Accountability and ethical conduct. Knowledge of Conflict Management tools and methodologies.
<b><u>DUTIES</u></b>	:	Provide support in the implementation of water services infrastructure grant programmes. Ensure co-ordination and analysis of strategic inputs and budget planning. Preparation of the implementation plan and project costing. Facilitate various water sector consultations on water issues. Ensure the needs of business sectors are catered for in the water service infrastructure grant programmes. Implement water policies for water services infrastructure grants programmes in the Provincial Operations. Research/literature on new developments in project management methodologies. Monitor technical due diligence and all environmental and social issues. Render technical advisory support on the integrated Infrastructure Planning Processes. Make inputs with the Assessment on the integrated Infrastructure planning processes. Formulation of the project objective(s) and strategic alignment. Support the development and evaluation of the Implementation Readiness Study reports, Feasibility Studies, and Business Plans for water infrastructure grant programmes by all water sectors. Full project management function, costs, quality, and time control. Contribute inputs to the development of project planning in the design and/or testing phases. (Project initiation, project scope, activities and objectives, measures to be evaluated to ensure completion. Facilitate the development and implementation of policies and frameworks. Promote partnership between the government, public entities, the private sector, and civil society regarding the water services infrastructure grant programme. Participates in the Collaborative process with other public sector agencies and the private sector to ensure effective consultation and inclusion regarding bulk infrastructure programmes. Ensure water supply availability for all business sectors. Avail raw water supply for all municipalities. Consultations on water issues are communicated with all key stakeholders and various water sectors. Needs of business sectors catered for on bulk infrastructure programme. Manage the water services infrastructure, grant programmes, budget planning, monitoring, and reporting. Assure that water services infrastructure grant programmes are budgeted for in medium term expenditure framework. Compile budget for building water services infrastructure grant programmes. Ensure that budgeted funds are used efficiently and effectively. Develop and implement early warning management system. Ensuring adherence to financial prescripts, monitoring compliance with financial regulations, Ensure effective monthly and quarterly reporting, and information dissemination. Effectively manage the MTEF project budget and ensure ongoing monitoring and reporting of financial performance. Monitor and evaluate the implementation of all water services infrastructure development programmes. Regularly review the quality of work completed to ensure standards are met. Conduct regular visits to ensure that project deliverables are on time, within budget, and meet the required quality standards. Monitoring and Evaluation Assessment reports on budget and expenditure outcomes are

affirmed through physical verification of infrastructure Projects Develop forms and records to document and file project activities and ensure that project information is appropriately documented and secured. Monitor project and programme progress and make necessary adjustments to ensure successful project completion. Establish a communication schedule to update stakeholders, including appropriate staff in the organization, on project progress. Management of resources. Human resources, Work allocation, discipline, performance management. Equipment, Recommendation, allocation.

**ENQUIRIES** : Mr N Nonjuzana Tel No: (043) 604 5413

**POST 20/119** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 300626/05**

Branch: Infrastructure Management: Southern Operations

Dir: Operations Southern

**SALARY** : R487 197 per annum (Level 09)

**CENTRE** : Port Elizabeth (Gqeberha)

**REQUIREMENTS** : A relevant tertiary qualification at NQF level 7 in Supply Chain Management or relevant qualification. Three (3) years related supply chain management supervisory experience. The disclosure of a valid unexpired driver's license. Understanding of Supply Chain Management policies and procedures, principles and practice of financial accounting. Practical experience in SAP system with computer literacy skills. Must be able to work under pressure, be self-motivated, responsible, and reliable. Behavioural competencies: people and diversity management. Client orientation and customer focus. Efficient communication skills both (verbal and written). Accountability and ethical conduct. 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 government financial systems. Knowledge of learning, 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 and customer focus. Accountability and ethical conduct.

**DUTIES** : Coordinate, review, research, analyse and plan the procurement needs of the Cluster. Coordinate, review, collect and gather information for the annual demand management plan/procurement plan of the Cluster. Manage and review specifications received from end users. Implement and maintain the updating of the vendor data on SAP. 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. Manage, supervise, monitor, analyse and determine actions to ensure proper contract administration. Manage, supervise, monitor contract compliance by determining whether products/services are delivered at the right time, quantity, products, place, conditions, quality, and price according to the contract. Manage, supervise and monitor supplier performance according to the contract and Service Level agreement. Coordinate and review the process of requisition of goods and services. Coordinate the safe keeping and distribution of goods. Manage and 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. Manage, supervise and implement fraud and abuse prevention strategy for SCM. Manage and supervise performance assessment of the value chain in SCM function. Participate in the development of risk and performance management policies processes and procedures. Manage assets within the section. Ensure and assist staff with development and training needs.

**ENQUIRIES** : Mr. N Khan Tel No: (041) 508 9700

**POST 20/120** : **ASSISTANT DIRECTOR: INTERNAL AUDITOR REF NO: 300626/06**  
Branch: Director-General  
CD: Internal Audit  
Dir: Forensic Investigations and Quality Assurance

**SALARY** : R487 197 per annum (Level 09)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : An NQF level 7 qualification in Accounting / Auditing (Internal or External Auditing /Forensic Investigations/ Fraud Examination) / LLB Degree (forensic stream). Three (3) to five (5) years' experience in Auditing/ Forensic Investigations. The disclosure of a valid unexpired driver's license. A post graduate qualification in Auditing/Investigations/Forensic Auditing or certification as a CFE, CIA, CA, FP(SA) will serve as an added advantage. Sound knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Generally Recognised Accounting Principles (GRAP), Protected Disclosures Act (PDA), Prevention Organised Crimes Act (POCA), Protection of Access to information Act (PAIA), Public Service Anti-Corruption Strategy and Anti- Corruption and Fraud Prevention measures and other public service legislative framework. Computer Literacy. Efficient communication skills both (Written and Verbal). Presentation and analytical skills. People Management. Problem solving and analysis. Client orientation and customer focus. Administrative, clerical procedures and systems. Knowledge of government financial systems. Willingness and ability to travel. Willingness to work long/extended hours.

**DUTIES** : Conduct fraud awareness campaigns. Conduct forensic investigations on assigned cases in compliance with the approved forensic investigations methodology and ACFE standards. Report on investigation results accordingly. Represent the Department by testifying in disciplinary, criminal or civil recovery proceedings when required. Supervise and review the work of forensic investigation teams. Provide guidance on investigative approach to forensic investigations teams. Monitor forensic investigation teams' work progress ensuring compliance with project timelines. Prepare, consolidate and keep investigation progress/status reports up to date for monthly and quarterly reporting to management and relevant committees. Follow-up on implementation of investigation recommendations. Liaise with other directorates and law-enforcement agencies on referred matters. Ensure constant update of Team-mate files and compliance with Quality Assurance standards/requirements. Ensure proper case administration on the Team-mate audit system. Provide input and contribute to the development and implementation of the Department's Fraud Prevention and Anti-Corruption strategy. Assist the Directorate with Financial management, management of Human Resources, Project Management and Performance Management.

**ENQUIRIES** : Ms SR Toto Tel No: (012) 336 8228

**POST 20/121** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (TENDER ADMINISTRATION) REF NO: 300626/07**  
Branch: Finance Main Account  
CD: Supply Chain Management  
Dir: Acquisition

**SALARY** : R487 197 per annum (Level 09)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : An NQF level 7 qualification in Supply Chain Management, Purchasing Management, Logistics Management, Public Management, Procurement, or related qualification. Three (3) years relevant Supply Chain Management experience at supervisory level in Acquisition Management. The disclosure of a valid unexpired driver's licence. Knowledge and understanding of Human Resource Management legislation, policies, practices, and procedures. Understanding of Public Finance Management Act (PFMA), Treasury Regulations, and guidelines. Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Principles and practice of financial accounting. Knowledge of Broad Based Black Economic Empowerment Act 53 of 2003. Knowledge of National Treasury CSD system and e-tender portal. Framework for managing performance information. Business strategy

transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Efficient communication skills, accountability and ethical conduct.

**DUTIES** : Allocate duties and perform quality control and compliance on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Coordinate (synergise), review and execute the bidding process. Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Review the terms of reference received from Demand Management for accuracy and completeness before assigning them to a practitioner for advertisement. Invite service providers for an expression of interest. Manage the end-to-end bidding process (above R1 million), from invitation to award, including reports, requests processed through deviations and those sourced from the departmental panel of service providers, irrespective of the threshold. Perform quality check/control on all submissions from the Tender unit. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES** : Ms N Mokoni Tel No: (012) 336 6829

**POST 20/122** : **SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: 300626/08**

Branch: Infrastructure Management: Southern Operations  
Dir: Operations Southern

**SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 08)  
: Uitkeer (somerset East)  
: A relevant NQF level 6 qualification in Occupational Health and Safety. Three (3) to four (4) years' experience in Occupational Health and Safety environment. The disclosure of a valid unexpired driver's license. Knowledge and understanding of the OHS Act 85 of 1993 and related regulations and policies. Compensation for Occupational Injuries and Diseases Act 30 of 1993. Understanding of government legislation. Good planning and organizational skills. Computer proficiency (MS Office, Word, Ms Excel, MS PowerPoint and Outlook). Good analytical and problem-solving skills. Presentation and facilitation skills. Creativity and innovative skills, self-motivation and assertiveness. Ability to function under pressure and handle high work volume. Ability to plan and prioritize work. Ability to work independently. Accountability and ethical code. Attention to details. Good communication skills both (verbal and written).

**DUTIES** : Promote safe and healthy environment through monitoring and management of occupational health and safety risks within the office. Conduct occupational health and safety inspections and audits. Coordinate incident reporting and preliminary investigations. Oversee facility compliance with relevant occupational health and safety requirements, legislation, codes of practice, standards, and norms. Maintain compliance documentation. Facilitate establishment of OHS committee and ensure functionality thereof. Train employees and render an advisory role to the employer on OHS matters. Ensure effective administration of occupational health and safety activities. Prepare monthly and quarterly reports.

**ENQUIRIES** : Mr. SF Cannon Tel No: (042) 243 6150 / (063) 500 6215

**POST 20/123** : **SENIOR SUPPLY CHAIN PRACTITIONER (SCM ACQUISITION: QUOTATIONS) REF NO: 300626/09**

Branch: Finance Main Account  
CD: Supply Chain Management  
Dir: Acquisition

**SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 08)  
: Pretoria Head Office  
: An NQF level 6 qualification (National Diploma) in Supply Chain Management / Purchasing Management / Public Administration / Procurement / Financial Management or relevant qualification. Three (3) years' experience in Supply Chain Acquisition Management. The disclosure of a valid unexpired driver's licence. Knowledge of procurement administration procedure. Knowledge of financial legislation. Knowledge of BAS, SAP, and GAAP. Knowledge of PFMA,

		PPPFA and BBEE Policy. Knowledge of supply chain management. Knowledge of procurement policies and legislation. Disciplinary knowledge of labour law. Knowledge of treasury regulations. Knowledge of dispute resolution policies. Understanding Social and Economic development issues. Basic Financial Management. Knowledge Management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Efficient communication skills, accountability and ethical conduct.
<b><u>DUTIES</u></b>	:	Review the acquisition and demand procedures for efficiency and compliance. Perform various SCM duties in accordance with legislative prescripts applicable in the Public Service. Receive approved specifications/Terms of References (TORs) for invitation of quotations. Review the terms of reference/specifications received from Demand Management for accuracy and completeness before assigning them to a practitioner for invitation of quotations. Issue out requests for quotations when required. Adhere to relevant policies and regulations in the procurement of goods and services. Provide support in Acquisition management. Review and approve the recommended supplier. Update the spreadsheet with details of the winning supplier on regular basis with information on, QSE, EME and Transformation status of companies. Compilation /verification of all monthly SCM reports. Manage the process of sourcing of quotations up to R1 000 000. Tracking and addressing supply chain risks and performance. Support in developing SCM risk management assessments.
<b><u>ENQUIRIES</u></b>	:	Ms N Mokoni Tel No: (012) 336 6829
<b><u>POST 20/124</u></b>	:	<b><u>SUPPLY CHAIN PRACTITIONER REF NO: 300626/10</u></b> Branch: Finance Main Account CD: Supply Chain Management Dr: Acquisition
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R338 106 per annum (Level 07) Pretoria Head Office An NQF level 6 qualification (National Diploma) in Supply Chain Management / Purchasing Management / Public Administration / Procurement / Financial Management or relevant qualification. One (1) year experience in Supply Chain Acquisition Management. The disclosure of a valid unexpired driver's licence. Knowledge of procurement administration procedure. Knowledge of financial legislation. Knowledge of BAS, SAP and GAAP. Knowledge of PFMA, PPPFA and BBEE Policy. Knowledge of supply chain management. Knowledge of procurement policies and legislation. Disciplinary knowledge of labour law. Knowledge of treasury regulations. Knowledge of dispute resolution policies. Understanding Social and Economic development issues. Basic Financial Management. Knowledge Management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Efficient communication skills, accountability and ethical conduct.
<b><u>DUTIES</u></b>	:	Render supply chain demand and acquisition Processes. Follow relevant policies and regulations in procurement activities. Facilitate the procurement of goods and services through formal tender process. Provide a Secretarial support function to Bid-Committees. Provide administrative duties during the tender/bid briefing sessions. Assist with the tender compilation of bid documents and confirm if it is in line with applicable SCM prescripts and processes. Provide assistance in the review of the scope of the Terms of Reference (TOR). Assist with the monitoring of validity period of closed tenders. Assist in the co-ordination and execution of the bidding process:- Arrange and attend bid Evaluation committee meeting. Prepare register for bidders. Check the compliance with SCM prescripts and processes. Respond to specific queries during the tender/bid briefing sessions. Open bid documents and check the responsiveness and non-responsiveness of documents. Prepare scoring model/tender recommendation and evaluation reports. Preparation/ screening of recommendation for Adjudication. Render administrative services to supply chain Acquisition Management. Assist in implementation of SCM policies, processes, and procedures.
<b><u>ENQUIRIES</u></b>	:	Ms N Mokoni Tel No: (012) 336 6829

**POST 20/125** : **PERSONAL ASSISTANT REF NO: 300626/11**  
Branch: Infrastructure Management  
CD: Construction Management

**SALARY** : R338 106 per annum (Level 07)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years 'experience in rendering a support service to Senior Management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good office management skills and knowledge of administrative procedures. Sound organizational skills. Good people 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. People and Diversity management. Problem solving and Analysis. The successful candidate must be highly reliable, self-motivated, flexible, creative, client and customer focused. Remains up to date regarding the prescripts, policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. Excellent communication skills (verbal and written). Good accountability and ethical conduct.

**DUTIES** : Provide a secretarial / receptionist support service to the manager. Implement administrative procedures for the component. Receive telephone calls and visitors on behalf of the manager. Implement policies and procedures. Engage supplier regarding purchased materials. Develop implementation plan. Ensure that financial procedures are observed in the section. Compile monthly reports and present to the managers. Do early warning systems. Liaise with travel agencies to make travel arrangements for the DDG office. Arrange meetings and events for the manager and staff in the unit. Process all invoices that emanate from the activities of the work of the manager including the travel and subsistence claims for the unit. Draft routine correspondence and reports including records of basic minutes of the meetings of the manager where required. Administer matters like leave registers and telephone accounts and proper filing of documents. Receive, record and distribute all incoming and outgoing documents. Collect all relevant documents to enable the manager to prepare for meetings. Provide feedback on identified administrative gaps. Provide records on goods and services procured and handle all the procurement items for the office.

**ENQUIRIES** : Ms MM Maraka Tel No: (012) 336 7073

**POST 20/126** : **CHIEF SECURITY OFFICER REF NO: 300626/12**  
Branch: Infrastructure Management: Central Operations  
Dir: Operations Central  
Re-advertisement, applicants who have previously applied must re-apply.

**SALARY** : R338 106 per annum (Level 07)  
**CENTRE** : Vaal Dam  
**REQUIREMENTS** : A relevant NQF level 4 or Senior/Grade 12 Certificate. A valid Security Grade A PSIRA Certificate. National Diploma in Security Management will serve as an added advantage. National Key Point Certificate, A valid SAPS Firearm Competency for Rifle, Shotgun and Pistol. Three (3) years' supervisory experience in the NKP environment will serve as an added advantage. The disclosure of a valid unexpired driver's license. Computer literacy and skills in MS Office Software package. Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge and experience of emergency procedures. Knowledge of Occupational Health and Safety. Sound knowledge in interpretation and application of security code of conduct, security legislations and directives. Good listening, communication, and interpersonal skills. Ability to interact with people at all levels and work in a team environment. Analytical thinking. Problem-solving and analysis. Ability to handle conflicts and excellent report writing skills. Work under pressure, willingness to travel throughout the Area Office and work extended hours.

**DUTIES** : Implement security polices in line with relevant acts and national directives as determined. Monitor threats and risk analysis Ensure firearm regulation is implemented accordingly. Manage deployment and the functioning of security operations. Implement emergency contingency and procedures. Conduct site inspections on official residence and offices. Safeguard Departmental assets. Conducts investigations of security incidents and breaches. Liaise with

National Intelligence Agency (NIA), South African Police Services (SAPS), other security agencies and DWS National Security Manager Coordinate security awareness and training Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS/MPSS. Supervision of human resources. Manage and evaluate staff performance on an on-going basis. Manage private security service provider's contracts. Provide operational and administrative assistance regarding security activities, forums, training, vetting, risk assessments and security reports. Conduct investigations where necessary.

**ENQUIRIES** : Mr. CM Mokone Tel No: (016) 880 0919  
**NOTE** : Candidates may be required to complete a practical and theoretical test.

**POST 20/127** : **WATER PLANT SUPERINTENDENT (TEAM LEADER) REF NO: 300626/13 (X2 POSTS)**  
 Branch: Infrastructure Management: Southern Operations  
 Dir: Operations Southern

**SALARY** : R280 278 per annum (Level 06)  
**CENTRE** : Berg River Dam  
**REQUIREMENTS** : An NQF level 4 qualification. Five (5) years' experience in water infrastructure operations and maintenance environment. The disclosure of a valid unexpired driver's license. Knowledge of operation and maintenance of pump stations, pipelines, dams, reservoirs, and associated infrastructure. Knowledge of Occupational Health and Safety Act, National Water Act, and relevant government legislation. Experience in supervision of staff and implementation of maintenance programmes. Understanding of water distribution systems, flood control, and emergency response procedures. Computer literacy and ability to compile operational reports. Effective communication skills both (written and verbal). Leadership, problem-solving, and interpersonal skills. Ability to work shifts, overtime, and standby duties.

**DUTIES** : Coordinate and supervise the operation and maintenance of pump stations, dams, pipelines, reservoirs, and associated infrastructure. Monitor plant and infrastructure performance to ensure uninterrupted operations. Coordinate preventative and corrective maintenance activities. Supervise operational staff, manage attendance, discipline, and performance. Ensure implementation of Occupational Health and Safety standards and legal compliance. Compile operational and maintenance reports. Conduct inspections and report infrastructure defects. Possess good administrative skills. Participate in emergency response and flood control activities. Maintain asset records, maintenance schedules and ensure proper housekeeping, and security at facilities.

**ENQUIRIES** : Mr M Tom Tel No: (023) 348 5600  
**NOTE** : Preference will be given to candidates from the Geographical Area.

**POST 20/128** : **SWITCHBOARD OPERATOR REF NO: 300626/14**  
 Branch: Infrastructure Management: Southern Operations  
 Dir: Operations Southern

**SALARY** : R201 093 per annum (Level 04)  
**CENTRE** : Breede / Gouritz (Worcester – Western Cape)  
**REQUIREMENTS** : A Senior/Grade 12 Certificate. Knowledge of administrative and clerical procedure. Knowledge of word processing. Operate telecommunication system. Report faulty telephone system and other extensions within the organisation. Managing files and records. Understanding of Public Service Regulations. Telephone etiquette and interpersonal skills. Knowledge in operating telecom operations. Framework for managing telephone etiquette. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Effective communication skills both (verbal and written). Accountability and ethical conduct.

**DUTIES** : Render switchboard services. Attend to incoming and outgoing telephone calls. Maintain switchboard system. Transfer calls to relevant extensions.

**ENQUIRIES** : Ms H Horn Tel No: (023) 348 5600  
**NOTE** : Preference will be given to candidates from the Geographical Area.

- POST 20/129** : **AUDIT COMMITTEE MEMBER (ICT SPECIALIST) REF NO: 300626/02**  
(03 Year Contract)
- SALARY** : The compensation of members of the Audit Committee Members is determined at an hourly tariff based on South Africa Institute of Chartered Accountants (SAICA) / Auditor General South Africa (AGSA) rates.
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : An appropriate three-year qualification at NQF 7 in any of the following fields: Information and Communication Technology (ICT)/ Legal/ Risk Management/ Accounting and Auditing. (A higher qualification will serve as an added advantage). Applicants should have executive management experience in the audit, governance and risk management for more than ten (10) years. Preference will be given to someone with ICT experience. Previous Audit Committee and/or oversight committees experience (mainly in Public Sector). Relevant work experience in Accounting, Internal Audit, Governance, Legal, Information and Communication Technology, Performance Management and Risk Management. Knowledge of the Water Sector and legislation governing the Water Sector will serve as an added advantage. Knowledge of the PFMA and the Public Sector will serve as an advantage. Must possess the following qualities: An enquiring and analytical mind-set; Good communication skills; independence and integrity; and an understanding of the regulatory framework within which National Departments operate within the Public Sector.
- DUTIES** : The audit committee is an advisory committee that assists the department by performing oversight in respect of internal controls, risk management and governance processes. The committee reports to the Executive Authority on a quarterly basis. The committee carries out its responsibilities as legislated by the Public Finance Management Act and Treasury Regulations and operates according to the approved Audit Committee Charter.
- ENQUIRIES** : Mr M Motsatsi Tel No: (012) 336 7905 / (082) 610 9861
- NOTE** : Preference will be given to a woman and person with a disability. In terms of Section 77 of the Public Finance Management Act, Act No. 1 of 1999 (PFMA), the Department of Water and Sanitation calls for qualified and interested person to serve on its Audit Committee for a three-year period.