

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za>
- CLOSING DATE** : 17 July 2026
- NOTE** : Other related documentation such as copies of qualifications, identity documents, 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 DPISA 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 for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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 23/326** : **SUPPLY CHAIN CONTRACT PROFESSIONAL REF NO: 170726/01 (X2 POSTS)**
Branch: Financial Management Services
(5 Year Contract)
Re-advertisement: applicants who have previously applied must re-apply.
- SALARY CENTRE REQUIREMENTS** : R1 554 696 per annum (Level 14), (all-inclusive salary package)
: Pretoria Head Office
: A relevant tertiary qualification at NQF level 7. An NQF level 8 or 9 will serve as an added advantage. Professional procurement and SCM registration (e.g., MCIPS) or equivalent. Five (5) years of experience at a senior managerial level. Five (5) years' experience in infrastructure procurement and Supply Chain Management. The disclosure of a valid unexpired driver's license. A Nyukela Public Service SMS Pre-entry certificate submitted prior to appointment. Thorough knowledge of the internationally recognized body of knowledge on best-practice strategic infrastructure procurement and SCM. Full knowledge of all applicable SCM regulations and guidelines in South Africa. Proven ability to drive change in a complex environment and ensure implementation of the department's procurement strategies. Framework for managing performance information. Business strategy, transaction, and alignment. Problem solving and analysis. People and diversity management.

DUTIES

Client orientation and customer focus. Excellent communication skills (both verbal and written). Accountability and ethical conduct.

: Develop and provide guidance in the implementation of appropriate infrastructure procurement strategies. Identify and implement measures across the SCM value chain to ensure that all SCM for the department's construction unit, consisting of more than 3000 employees, is sufficiently effective and efficient for the construction unit. Provides expert procurement advice, guidance, and recommendations to meet the procurement needs of the department. Works closely with all the line managers to ensure departmental procurement needs are met. Lead and manage the sourcing process in the department. Manages all sourcing activities in the department by analyzing requirements, developing selection tools and methods that maximize chances to find the best source of procurement, and directing the work of the evaluation committee. Provides contracting expert advice and recommendations on contract drafting and contract lifecycle management. Monitors and reviews the progress of contractual agreements, coordinates contract extension or renewal, and, as appropriate, reviews invoices and resolves any problems that arise. Provides advice to the department on the proper use of the various systems used for procurement activities. Provides guidance and recommendations on the design of training sessions on the various systems to educate the department on the proper use of those systems.

ENQUIRIES

: Mr. F. Moatshe Tel No: (012) 336 7647

OTHER POSTS

POST 23/327

: **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION GRADE A REF NO: 170726/02**
Branch: Infrastructure Management: Northern Operations
Dir: Operations Northern

SALARY CENTRE REQUIREMENTS

: R636 978 per annum, (OSD)
: Hartbeespoort
: A relevant Honours Degree in Environmental Science or a relevant qualification at NQF level 8) coupled with a minimum three (3) years working experience post qualification required. The disclosure of a valid unexpired driver's license. Experience in any of the following fields will serve as an advantage: Environmental Science / Water Resource Management / Environmental Law/Natural Resource Economics / Occupational Health and Safety and Construction Health and Safety. Professional registration as an Environmental Assessment Practitioner (EAP) will be an added advantage. Knowledge in compliance monitoring and enforcement. Working knowledge of the National Water Act, 1998 (Act no. 36 of 1998), and related policies. Working knowledge of relevant Environmental Management legislation and related policies. Working knowledge of the Occupational Health and Safety Act and construction regulations. Knowledge and understanding of Integrated Water Resources Management. Understanding of PFMA and Treasury regulations 16. Knowledge of safety of sport and recreation events in terms of the National Water Act. Ability to review technical and scientific reports and provide recommendations. Exposure to construction environment management and technical report-writing skills. Ability to provide technical and scientific support to Department of Water and Sanitation units and other government departments. Professional judgment. Good communication, presentation, and networking skills. People management skills, planning, organizing, conflicts, and change management. Excellent problem-solving and analysis. The ability to work independently and to interact with communities, professional service providers (PSPs), and planning partners in the water sector. Willing to travel extensively and work irregular hours.

DUTIES

: Provide support and oversight to three area offices within the Northern Operations, namely, the Hartbeespoort Area Office, the Groblersdal Area Office, and the Tzaneen Area Office at the Technical Services sub-directorate. To provide integrated environmental services towards the development, maintenance, rehabilitation, and refurbishment of bulk water infrastructure, including operations and maintenance projects in Civil, Mechanical and Electrical for three area offices. This includes, amongst others, the undertaking of environmental legislative screening assessment and compiling terms of reference for the appointment of environmental assessment practitioners and related services. Compilation of environmental management plans. Provide

environmental, health, and safety inputs during the planning and construction phase of projects. Conduct environmental audits for bulk water infrastructure and operations and maintenance projects. Conduct site inspections, undertake both routine and special inspections, and generate technical and monitoring reports. Assist in the development and implementation of commercial recreational and recreational water use policies and guidelines. Implementation of other related legislation dealing with access and use of state dams. Give input on applications for commercial recreational water use at state dams, especially with regard to PFMA and Treasury Regulations 16 requirements. Conduct routine monitoring for GWWs under the management of Northern Operations.

ENQUIRIES : Mr. IR Mmutloane Tel No: (012) 200 9000

POST 23/328 : **ASSISTANT DIRECTOR: CAPACITY BUILDING REF NO: 170726/03**
Branch: Water And Sanitation Services Management: EC
CD: Provincial Operations: Eastern Cape

SALARY CENTRE REQUIREMENTS : R605 742 per annum (Level 10)
: King William's Town
: National Diploma in Social Science at NQF level 6. Five (5) years' experience in a water services environment. Teaching work experience will serve as an added advantage. The disclosure of a valid unexpired driver's license. Understanding of diversity management, strategic capability, and leadership. Computer Literacy. Understanding strategic and operational plan management, policy implementation, and monitoring and evaluation principles. Knowledge and understanding of policies and guidelines governing the water sector. Knowledge and understanding of local government. People management and financial management skills. knowledge of PFMA. Knowledge of project management, presentation, and facilitation skills. Good communication skills (both verbal and written).

DUTIES : Provide support in the implementation of policy and strategy on water services delivery programmes. Provide support in the implementation of water services policy and strategy by the water services sectors. Provide support in the implementation of basic household water service policies. Facilitate workshops to create awareness on policies and guidelines. Implement water services strategy through WSDPs and ensure compliance with the basic household water service policy and guidelines. Provide support to the water services sector in business planning, appraisal, and monitoring. The implementation, coordination, and alignment of WS training and capacity building to WSAs and other WSIs. The empowerment and building of capacity for newly elected councillors on water services business. The provision of skills development to unemployed youth in order to create job opportunities. Provide support with water services capacity building. The advocacy of water use efficiency within the water services sector. Promote water advocacy programmes. Assist with the promotion of health and hygiene awareness through the implementation of WASH programmes to minimize water-borne diseases. Manages mainstreaming of health and hygiene in water and sanitation education programmes. The management of the component. Manages human resources and finances within the section. Participates in the recruitment and selection of staff. Manages the development of individuals in the section. Ensures that HRD policies are applied for all staff members within the section.

ENQUIRIES : Ms. LT Radebe Tel No: (043) 604 5560

POST 23/329 : **CONTROL ENGINEERING TECHNICIAN GRADE A (X2 POSTS)**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY CENTRE REQUIREMENTS : R573 552 per annum, (OSD)
: Pretoria (Central Operations) Ref No: 170726/04
: Orange Vaal (Bloemfontein) Ref No: 170726/05
: National Diploma in Civil Engineering. Six (6) years' post-qualification technical experience in civil engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a driver's license. Proven experience in project and programme management. Sound technical design and analytical skills. Knowledge of computer-aided engineering applications, legal compliance, and contract management. Excellent technical report writing, problem-solving, decision-

making, teamwork, creativity, and customer focus skills. Good verbal and written communication skills. Computer literacy. People management and budget management skills. Working knowledge of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), and the Public Finance Management Act (PFMA).

DUTIES : Manage and monitor civil engineering processes within government water schemes and water user associations. Manage administrative and related functions. Monitor the implementation of capital- and operationally funded projects through site inspections, site meetings, and the compilation and submission of progress reports. Conduct condition assessments of infrastructure and ensure compliance with relevant standards and regulations, including dam safety regulations. Draft civil engineering project specifications and facilitate the implementation and contract management of civil engineering projects. Conduct research and development initiatives to support the effective management and maintenance of water infrastructure. Provide technical advice and support to ensure the sustainable operation of government water schemes and water user associations.

ENQUIRIES : Mr. A. Sayed Tel No: (012) 741 7307 Pretoria (Central Operations)
Mr. SM Segalo Tel No: (051) 405 9000 Orange Vaal (Bloemfontein)

NOTE : Candidates may be subjected to a skills and knowledge test. Please be advised that the office will transition to a SANWRIA agency.

POST 23/330 : **CONTROL ENGINEERING TECHNICIAN GRADE A (MECHANICAL) REF NO: 170726/06**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R573 552 per annum, (OSD)
CENTRE : Orange Vaal (Bloemfontein)
REQUIREMENTS : National Diploma in Mechanical Engineering. Six (6) years post-qualification technical (mechanical engineering) experience. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technician. The disclosure of a valid unexpired Code B (08) driver's license. Computer literacy (Microsoft). Experience in technical design and analysis. Technical competencies include project management, quality control, and computer-aided engineering applications. Good technical report writing and verbal communications skills. Supervisory, presentation, and interpersonal relations skills and be willing to travel regularly and be able to work independently. Budget management and working knowledge of the Occupational Health and Safety Act of 1993 and the PFMA.

DUTIES : Manage technical services and support to the area offices. Assist in the development, implementation, and reporting of the Cluster Maintenance Plan. Manage and inspect the performance of contractors in accordance with DWS specifications and standards. Address breakdowns and perform fault findings when necessary. Assist with the infrastructure asset verification process in relation to the condition and placement of assets. Manage administrative and related functions, including providing inputs for the budgeting process, compiling, and submitting reports as required and managing, supervising, and controlling technical and related personnel and assets. Monitor quality control of mechanical equipment during fabrication/refurbishment, installation, and commissioning. Mentor candidate technicians. Research and development.

ENQUIRIES : Mr. HS Van der Westhuizen Tel. No: (051) 405 9000

NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/331 : **CHIEF ARTISAN GRADE A (CIVIL) (X2 POSTS)**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R499 470 per annum, (OSD)
CENTRE : Vaal Dam Ref No: 170726/07
Potchefstroom Ref No: 170726/08

REQUIREMENTS : An appropriate Civil Trade Test Certificate. Ten (10) years post-qualification experience as an artisan or artisan foreman. The disclosure of a valid unexpired driver's license. Computer literate (Word, Excel, Outlook) and fully proficient with Microsoft packages. Knowledge and experience regarding compliance with the Occupational Health and Safety Act in the workplace are

- essential. Knowledge of risk management/assessment, self-management, and good problem-solving abilities. Proven experience in staff supervision.
- DUTIES** : Manage technical services, e.g., plumbers, carpenters, bricklayers, and other related civil trades and construction workers. Perform quality assurance during the performance and after completing the task to ensure that prescribed standards are adhered to. Construction and maintenance of civil structures on the scheme. Ensure compliance with the Occupational Health and Safety Act. Financial management: undertake budget process and control thereof for civil section. Planning and organizing work according to the budget implementation. Conducting of estimated costs/monitoring of expenditure. People management: evaluate and identify staff training needs and assist with training facilitation processes. Manage and evaluate staff performance on an ongoing basis. Manage administrative and related functions. Maintain and advance expertise.
- ENQUIRIES** : Mr. CM Mokone Tel No: (016) 880 0905 / (066) 124 2781, Vaal Dam
Mr. HG Mbele Tel No: (016) 294 9300, Potchefstroom
- NOTE** : Candidates must complete a practical and theoretical test. Please be advised that the office will transition to a SANWRIA agency.
- POST 23/332** : **CHIEF ARTISAN GRADE A (ELECTRICAL) (X2 POSTS)**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central
- SALARY CENTRE** : R499 470 per annum, (OSD)
: Vaal Dam Ref No: 170726/09
Tugela Vaal (O&M Jagersrust) Ref No: 170726/10
- REQUIREMENTS** : An appropriate electrical trade test certificate. Ten (10) years of post-qualification experience required as an artisan/artisan foreman. The disclosure of a valid unexpired driver's license Experience in Electrical installations. must be computer literate and fully proficient with Microsoft packages. Safety instructions for high-voltage equipment, experience switching high-voltage equipment, knowledge of risk management/assessment, self-management, and good problem-solving abilities.
- DUTIES** : Manage technical service: provide guidance to subordinates and assist. Electrical maintenance personnel responsible for maintenance of departmental infrastructure. Ensure compliance with relevant legislation regarding routine and preventive maintenance on Electrical installations. Make recommendations regarding the required refurbishment of Electrical installations to ensure compliance with legislation. Supervise Electrical refurbishment performed by contractors. Ensure compliance with the OHS Act regarding testing of cranes and Electrical equipment. Conduct internal health and safety audits. Investigate all accidents and report to management and the Department of Labour. Conduct site inspections and provide Safety Induction training for contractors. Ensure that required notices are filed with Department of Labour by contractors when performing work on behalf of the Department of Water and Sanitation. Maintain and update quarterly Health and Safety reports. Assist with compilation and update Risk Assessment for the directorate. Provide inputs for budget and funds required to ensure compliance with OHS Act requirements for installations. People Management: supervise and evaluate performance of subordinates, financial management. Manage administrative and related functions. Maintain and advance expertise.
- ENQUIRIES** : Mr. CM Mokone Tel No: (016)880 0905/ (066) 124 2781 Vaal Dam
Mr. MM Ndimande Tel No: (036) 880 8312 Tugela Vaal (O&M Jagersrust)
- NOTE** : Candidates must complete a practical and theoretical test. Please be advised that the office will transition to a SANWRIA agency.
- POST 23/333** : **CHIEF ARTISAN GRADE A (MECHANICAL) REF NO: 170726/12**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central
- SALARY CENTRE** : R499 470 per annum, (OSD)
: Tugela Vaal (O&M Jagersrust)
- REQUIREMENTS** : An appropriate Mechanical Trade Test Certificate. Ten (10) years post-qualification experience as Artisan/Artisan Foreman (Mechanical). The disclosure of a valid unexpired driver's license. Practical experience gathered on Pumpstations or Government Water Schemes will be an added advantage. Project Management. Good writing and verbal communications skills.

Technical report writing skills. Be able to read and interpret manufacturing drawings. Computer literacy preferably in MS Word, MS Excel, MS PowerPoint, MS Outlook). Good leadership qualities. Proven experience and knowledge in relation to Human Resources management. Knowledge of procurement policies and procedures in the public sector will be an added advantage. Proven knowledge of the Occupational Health and Safety Act. Be prepared to travel to remote areas and work overnight away from home on regular basis. Standby and occasional overtime work, including weekends and public holidays.

DUTIES : Manage mechanical services and support in conjunction with Technicians/Artisans and associates in the field, workshop and technical office activities. Ensure that all machinery is maintained in accordance with the manufacturers' specifications. (i.e. pumps, valves, compressors, hydraulic systems, pipelines, generators, sluices, auxiliary drives, cranes, water vessels, etc.) Ensure that planned maintenance schedules are utilized by the mechanical team. Accept appointment as GMR 2(7) for mechanical equipment. Ensure and promote that the Occupational Health and Safety Act and its regulations are complied with. Provide inputs into existing technical problems, manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Continuous individual and team development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Perform any other related duties

ENQUIRIES : Mr.MM Ndimande Tel No: (036) 880 8312
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/334 : **CHIEF ARTISAN GRADE A MECHANICAL / ELECTRICAL REF NO: 170726/13**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central
 SD: Mechanical and Electrical Maintenance

SALARY : R499 470 per annum, (OSD)
CENTRE : Orange Vaal: Free State (Vanderkloof Dam)
REQUIREMENTS : An appropriate Trade Test Certificate. Ten (10) years post qualification experience required as an Artisan /Artisan Foreman. The disclosure of a valid unexpired driver's license. Knowledge in technical analysis. Knowledge of computers aided technical applications. Understanding of production process. Knowledge in customer focus and responsiveness. Knowledge in planning and organizing. Understanding GIS applications and spatial data. Theory, principles, and practices of GIS. Knowledge of GIS standards. GIS software applications. GIS software customizations. Basic understanding of technologies such as GPS, Photogrammetry and Remote Sensing Projections. Principles of cartography. Knowledge of problem solving and analysis. Decision making. Ability to work independently and in a team. Analytical skills. Communication and interpersonal skills. Computer skills. Project management. Planning, organizing and execution. Willingness to travel extensively all over the country and work irregular hours.

DUTIES : Manage mechanical and electrical services and support in conjunction with Technicians/Artisans and associates in the field, workshop, and technical office activities. Ensure that all machinery is maintained in accordance with the manufacturers specifications i.e. pumps, valves, compressors, hydraulic systems, pipelines, generators, sluices, auxiliary drives, cranes, passenger lifts, water vessels, etc. Ensure that planned maintenance schedules are utilized by the mechanical and electrical maintenance team. Manage

maintenance backlogs, planned maintenance and breakdowns. Ensure and accept appointments such as GMR 2(7) for mechanical equipment. Ensure and promote the Occupational Health and Safety Act and ensure its regulations are complied with. Provide input into existing technical problems, manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Financial management: provide input into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operation and maintenance plan. Update databases. Manage administrative and related functions e.g assets. Control and monitor expenditure according to the budget to ensure efficient cash flow management. People management: manage artisans and related personnel, manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Perform any other related duties.

ENQUIRIES : Mr. TL Kelokilwe Tel No: (053) 664 9400
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/335 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: 170726/14**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria (Central Operations)
REQUIREMENTS : A relevant tertiary qualification at NQF level 7 in Risk Management/ Internal Auditing/ Accounting/ Cost and Management Accounting/Economics. Three (3) years related experience at supervisory level in Risk Management/ Internal Audit. The disclosure of a valid unexpired driver's licence. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Public Sector Risk Management Framework, COSO ERM Framework, King IV report on corporate governance, anti-fraud and corruption policies. Understanding of criminal and commercial law, labour relations, legislations, policies, and procedures. Analytical, strategic management, financial management, facilitation, investigations, interviewing and people management Computer literacy. Time management. Good communication skills both (verbal and written). Interpersonal, presentations, planning and organizing skills. The candidate must be willing to travel regularly.

DUTIES : Supervise and Implement Risk Management strategies / policies and systems for the Directorate including Area Offices. Promote risk awareness culture and conduct risk assessment throughout the Directorate through communication and training Programmes. Implement an integrated risk management framework for all aspects of risk across the Directorate. Manage the resources within the Risk Management Unit. Capturing Risk Management information on a Risk Register and on the Departmental Risk Management software. Compile risk reports. Assist management on Risk Management reporting. Conduct risk management training and awareness throughout the Directorate. Facilitate and advise on Risk Management assessment process. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation. Supervise employees to ensure an effective risk management service. Monitor and review risk response strategies.

ENQUIRIES : Mr Wongalethu Joxo, Tel No: (012) 741 7353
NOTE : Candidates may be subjected to a skills and knowledge test. Please be advised that the office will transition to a SANWRIA agency.

POST 23/336 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 170726/15**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central

SALARY : R487 197 per annum (Level 09)

<u>CENTRE</u>	:	Pretoria (Central Operations)
<u>REQUIREMENTS</u>	:	National Diploma in Human Resource Management/ Human Resource Development/ Training and Development qualification at NQF level 6. Five (5) years' experience in Human Resource Management/Human Resource Development (focusing on Human Resource Development, Performance Management System (PMDS), Skills Development, Workplace Skills Plans (WSP), Training Programmes). PERSAL Introduction Certificate and PERSAL Public Administration one (1) and (2) two Certificates. The disclosure of a valid unexpired driver's license. Technical knowledge and behavioural competencies: Knowledge of policy development and implementation, Knowledge of human resource development. Disciplinary knowledge in HRD. Understanding of government legislation (Skills Development Act 1998 (Act No 97 of 1998), South African Qualification Authority Act, 1995 (Act No 58 of 1995), financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations, Programme and Project management, Knowledge of relationship management. Problem solving and analysis, People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Knowledge of analytical procedures. Official will be required to travel extensively to support all Central Operations Area Offices.
<u>DUTIES</u>	:	Implementation of performance management systems: coordinate the performance management development system (PMDS) awareness and education workshops, coordinate the development of performance agreements, liaise with line on PMDS compliance, draft/compile PMDS status reports, coordinate PMDS reviews for non-SMS employees. Implementation of Human resources development (HRD) strategy: coordinate skills development committees, coordinate inputs for review of HRD strategy, implementation of HRD strategy, monitoring of HRD strategy outcomes. Implementation of Workplace Skills Plans (WSP): liaise with Skills Development Committees for work skills plan inputs, development of Work Skills Development (WSD), implementation of Workplace Skills Plan (WSP awareness workshops), prepare monthly/quarterly/annual WSP/training reports. Implementation of training programmes for the department: presentation of induction/orientation sessions, facilitation of Adult Basic Education and Training programs, conduct training sessions, administration of departmental bursary scheme. Management of Human resource: plan, lead and coordinate the activities of the unit, manage the performance and development of employees, allocating tasks and monitoring progress, ensuring compliance with HR prescripts, delegations and regulatory frameworks, facilitating communication and coordination within the unit and with other branches, manage the unit's operational plans, budget and resources. Covers certain remote areas across the country.
<u>ENQUIRIES</u>	:	Mr GT Dilima Tel No: (012) 741 7344
<u>NOTE</u>	:	Candidates may be subjected to a skills and knowledge test. Please be advised that the office will transition to a SANWRIA agency.
<u>POST 23/337</u>	:	<u>SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: 170726/16</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria (Central Operations)
<u>REQUIREMENTS</u>	:	National Diploma in Occupational Health and Safety Management at NQF level 6 qualification. Three (3) to (4) four years' experience in Occupational Health and Safety environment. The disclosure of a valid unexpired driver's license. Computer literacy. Technical knowledge and behavioural competencies: Disciplinary knowledge of Occupational Health and Safety Act, 1993 (No.85 of 1993) and public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Knowledge and understanding of government legislations. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative, clerical procedures and systems, Departmental financial systems. Knowledge of learning and teaching procedures and techniques, Framework for managing performance information, Problem solving and Analysis, Organising and planning skills, People and diversity management, Client orientation and customer focus, Communication, Accountability and Ethical conduct. The candidate must be willing to travel regularly.

DUTIES : Conduct occupational health and safety inspections: coordinate and lead routine safety inspections in work areas, confirm inspections records are completed and submitted, monitor follow up on non-compliance issues and corrective actions. Coordinate emergency drills (Evacuations): organise evacuation and emergency response drills, train staff on roles and responsibilities during emergencies, evaluate drill outcomes and recommend improvements, maintain emergency contact lists and equipment readiness. Facilitate OHS training sessions and awareness activities: coordinate and facilitate training for managers and OHS/SHE representatives, promote and raise awareness of health and safety practice in the workplace, monitor attendance and ensure OHS training records are up to date, follow up with departments/Business units/Area Offices to address training gaps or refresher needs. Coordinate incident reporting and preliminary investigations: conduct incidents investigations, supervise the logging and initial investigation of incidents, collect and consolidate the supporting documents, prepare the incidents reports, track resolution of corrective and preventative measures. Maintain compliance and OHS documentation: monitor adherence to basic OHS policies and procedures on-site, supervise recordkeeping for incidents, inspections, training and baseline risk assessments, maintain checklist and ensuring compliance posters are updated and displayed, compile and consolidate monthly and or quarterly OHS summary reports for review. Establish OHS committees and coordinate meetings: facilitate the establishment of a functional OHS committee, ensure appropriate representation from departments/ Business units/ Area Offices in the committee, schedule and coordinate regular OHS committee meetings, prepare agendas and record minutes of meetings, monitor implementation of resolutions and action items from committee discussions. Conduct OHS Audits. Covers certain remote areas across the country.

ENQUIRIES : Mr GT Dilima Tel No: (012) 741 7344
NOTE : Candidates may be subjected to a skills and knowledge test. Please be advised that the office will transition to a SANWRIA agency.

POST 23/338 : **RISK MANAGEMENT PRACTITIONER REF NO: 170726/17**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria (Central Operations)
REQUIREMENTS : National Diploma in Risk Management/ Internal Auditing/ Accounting/ Cost and Management Accounting/Economics at NQF level 6 qualification. Two (2) years functional experience in Risk Management/ Internal Audit. The disclosure of a valid unexpired driver's licence. Knowledge of PFMA (Public Finance Management Act), Treasury Regulations, Public Sector Risk Management Framework, COSO ERM Framework, King IV Report on Corporate Governance, Anti-Fraud and Corruption policies, Occupational Health and Safety Act (OHS. Problem solving, and people management. Computer literacy. Time management. Good communication skills both (verbal and written). Interpersonal, presentation, planning and organizing skills. The candidate must be willing to travel regularly and must possess a Valid Drivers' licence. The candidate must be willing to travel regularly.

DUTIES : Assist in the development of Risk Management Implementation Plan. Participate in facilitation of Risk Assessment Sessions. Perform Risk Management Secretariat Services. Organising Risk Management Meetings, Risk Management Committees, Risk Assessment sessions, training and workshops. Assist in the overall Enterprise Risk Management process for the Directorate including Area Offices. Conduct and participate in the monitoring and review of risk response strategies and assessment. Assist in the compilation of risk reports. Process and Control Mapping.

ENQUIRIES : Mr Wongalethu Joxo Tel No: (012) 741 7353
NOTE : Candidates may be subjected to a skills and knowledge test. Please be advised that the office will transition to a SANWRIA agency.

POST 23/339 : **CONTROL WATER CONTROL OFFICER REF NO: 170726/18**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central

SALARY : R413 001 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	:	Free State: Vanderkloof Dam
	:	A Relevant NQF level 6 qualification majored in water management/ water quality/ water distribution. Five (5) years' experience as a water control officer in a water control related function. Dam safety experience will serve as an added advantage Knowledge in controlling and managing the water distribution for all government waterworks within the area offices jurisdiction. Knowledge of water related policy implementation. Knowledge of financial management and human resources. Knowledge and implementation of OHS act. Monitoring and evaluation principles. Knowledge in supporting water utilization and water resource strategy. Knowledge of drought and flood management. Understanding of government legislation. Understanding of grievance and disciplinary procedures. Knowledge of basic civil, mechanical and electrical maintenance.
<u>DUTIES</u>	:	Manage waster distribution operation: manage Dam Control Office. Perform Dam Safety monitoring and inspections. Update maintenance logbooks. Development of operational roaster / schedule and manage the distribution of water users. Evaluate and enhance water supply efficiency and cost effectiveness: evaluate the distribution of water supply to water users. Manage the water supply and abstraction and ensure regulatory compliance and investigate problems thereof and initiate remedial steps. Compile and manage the budget of the component regarding water supply function. Control and monitor the release and distribution of water. Keep records of water balances and meter readings for billing purposes. Collect and keep records of hydrological data. Inspect and report on maintenance of the infrastructure (Dams and tunnels). Collect water meter readings and prepare reports. Apply health and safety regulations to the component. Co-ordinated dam safety activities, monitoring environmental risk and enforce regulatory compliance. Management of human resources.
<u>ENQUIRIES NOTE</u>	:	Mr. TL Kelokilwe Tel No: (053) 664 9400
	:	Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.
<u>POST 23/340</u>	:	<u>ARTISAN FOREMAN GRADE A (CIVIL) REF NO: 170726/19</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 329 per annum, (OSD)
	:	Orange Vaal: Free State (Vanderkloof Dam)
	:	An appropriate Trade Test Certificate. Five (5) years' post-qualification experience required as an Artisan. The disclosure of a valid unexpired driver's license. Knowledge of legal compliance. Knowledge of Technical analysis. Computer-aided applications. Knowledge of technical report writing. Team Leadership. Production, process knowledge and skills. Knowledge of problem solving and analysis. Decision making. Ability to work independently and in a team. Analytical and creativity skills. Communication and interpersonal skills. Computer skills. Project management. Planning, organizing and execution. Technical report writing. Problem solving and analysis, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.
<u>DUTIES</u>	:	Supervise technical design and production of civil technical services. Supervise and produce design according to specifications and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Supervise the maintenance of civil technical services. Repair civil structures and facilities according to standards. Repair civil structure and facilities against specifications. Service civil structures and facilities according to schedule. Perform administrative and related functions. Update register on maintained and repaired faults. Compile and submit reports as required. Provide inputs to the civil maintenance plan. Ensure adherence to safety standards, requirements, and regulations. Human Capital resource management. Supervise and mentor staff. Plan resources available and schedule maintenance work.
<u>ENQUIRIES NOTE</u>	:	Mr. TL Kelokilwe Tel No: (053) 664 9400
	:	Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

- POST 23/341** : **ARTISAN FOREMAN GRADE A (ELECTRICAL) REF NO: 170726/20**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central
- SALARY** : R397 329 per annum, (OSD)
CENTRE : Vanderkloof Dam
REQUIREMENTS : An appropriate Electrical Trade Test Certificate. Five (5) years post qualification experience as an Artisan. The disclosure of a valid unexpired driver's license. Knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production, process knowledge and skills. Problem solving and analytical decision making, teamwork and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication skills both (verbal and written) and computer literacy. Planning and organising skills. Conflict management. Ability to work independently as well as in a team and ability to work long hours and perform well under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Drawing skills and ability to read drawings.
- DUTIES** : Supervise the design and production of technical services: Electrical maintenance and inspections of cathodic protection (TRUs). Inspect equipment for technical faults and repair according to standards. Supervise the maintenance of technical services. Maintenance of bulk raw water infrastructure (dams, reservoirs, departmental houses, pump stations and pipelines) and machinery. Service equipment according to schedule. Ensure quality assurance in line with specifications. Implement planned maintenance and update maintenance logbooks. Perform administrative and related functions. Fault diagnosis on SCADA/PLC and telemetry systems. Ensure adherence to safety standards, requirements, and regulations. Compile and submit reports as required. Human and Capital resource management. Continuous individual development to keep up with new technologies and procedures.
- ENQUIRIES** : Mr TL Kelokilwe Tel No: (053) 664 9400
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.
- POST 23/342** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A – C REF NO: 170726/21**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central
- SALARY** : R357 597 – R610 101 per annum, (all-inclusive OSD salary package)
CENTRE : Tugela Vaal (O&M Jagersrust)
REQUIREMENTS : National Diploma or Degree in Natural Sciences. A minimum of three (3) year working experience in the field will serve as an added advantage. The disclosure of a valid unexpired driver's license. Water use investigation and inspections. Sampling procedures, Report writing. Sound knowledge of integrated water resource management and water use authorisations. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related regulations and procedures. 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 extensively. Proven liaison and networking skills especially as they relate to stakeholder engagement.
- DUTIES** : Processing of water use authorisation and conduct water use and site inspections, investigations and law enforcement. Conduct criminal investigation into non-compliance of applicable legislation. Liaise with clients and other stakeholders to obtain outstanding information during water use authorisation assessments. Requesting of scientific input within the Department using the specified templates. Access and evaluate Hydrological and Environmental information with regard to authorisation applications. Final assessment of information submitted by Water Use License Applicants and input from internal specialists. Drafting record of recommendations (RoRs) and resultant decision documents. Draft license conditions to control/mitigate the negative impacts of water uses. Commenting on EIA's, BAR's and other Environmental reports. Assist on responding to queries from clients within and outside the department. Perform all administrative and related function.
- ENQUIRIES** : Mr. MM Ndimande Tel No: (036) 880 8312

NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/343 : **ADMINISTRATION OFFICER (HRM) REF NO: 170726/22**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 07)
: Potchefstroom
: National Diploma or Degree in Public Management/ Administration/ Human Resources Management at NQF level 7 or relevant qualification. One (1) to (3) three years relevant experience in Administration or Human Resources. Computer Literacy. PERSAL Certificates. The disclosure of a valid unexpired driver's license. Knowledge and experience in HR processes and legislation. Basic financial management. Knowledge of PFMA and management skills. Problem solving skills and analysis. People and diversity management. Client orientated and customer focus. Good communication skills both (verbal and written) Accountability and ethical conduct.

DUTIES : Supervise and undertake the more complex implementation and maintenance of Human resource administration practices, HRA, HRD, Registry, Recruitment and selection. Handle Human resource administration enquiries HRA, HRD, registry, recruitment and selection. Supervisor human resources staff. Manage and Administer personnel management and administration function within the Area Office. Manage and Administer Human Resources function and office support services. Manage and Administer HRD, training coordination of PMDS. Manage and administer leave management. Manage and Administer service conditions. Recruitment, Selection and Appointment. Provide HR and policy advisory service to all employees within the area office. Ensure that all reports are submitted within the financial year closure. Manage, supervise and develop staff within Corporate Services. Manage and administer Corporate Services functions within the Area office. Manage and administer transport and travel in line with departmental policies. Manage and administer corporate services budget and give budget inputs.

ENQUIRIES NOTE : Mr. HG Mbele Tel No: (016) 294 9300
: Candidates must complete a practical and theoretical test. Please be advised that the office will transition to a SANWRIA agency.

POST 23/344 : **ADMINISTRATION CLERK SUPERVISOR (HRM) REF NO: 170726/23**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 07)
: Tugela Vaal (O&M Jagersrust)
: A Senior/Grade 12 Certificate or equivalent qualification. National Diploma in Human Resources Management will serve as an added advantage. Three (3) to (5) five years relevant experience in Human Resources. (HRD Training, Leave, HR Registry). Computer Literacy. PERSAL Certificates. The disclosure of a valid unexpired driver's license. Knowledge and experience in HR processes and legislation. Basic financial management. Knowledge of PFMA and management skills. Problem solving skills and analysis. People and diversity management. Client orientated and customer focus. Good communication skills both (verbal and written) Accountability and ethical conduct.

DUTIES : Supervise and undertake the more complex implementation and maintenance of Human resource administration practices, HRA, HRD, Registry, Recruitment and selection. Handle Human resource administration enquiries HRA, HRD, registry, recruitment and selection. Supervisor human resources staff. Manage and Administer personnel management and administration function within the Area Office. Manage and Administer Human Resources function and office support services. Manage and Administer HRD, training coordination of PMDS. Manage and administer leave management. Manage and Administer service conditions. Recruitment, Selection and Appointment. Provide HR and policy advisory service to all employees within the area office. Ensure that all reports are submitted within the financial year closure. Manage, supervise and develop staff within Corporate Services. Manage and administer Corporate Services functions within the Area office. Manage and administer transport and travel in

		line with departmental policies. Manage and administer corporate services budget and give budget inputs.
<u>ENQUIRIES</u>	:	Mr MM Ndimande Tel No: (036) 880 8312
<u>NOTE</u>	:	Candidates must complete a practical and theoretical test. Please be advised that the office will transition to a SANWRIA agency.
<u>POST 23/345</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR (SCM) (X2 POSTS)</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Orange Vaal Area Office (Bloemfontein) Ref No: 170726/24 Usutu Vaal Area Office (Standerton) Ref No: 170726/25
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 Certificate or equivalent qualification. Three (3) to (5) five years relevant experience in SCM. The disclosure of a valid unexpired driver's license. Computer literacy (Microsoft Word, Excell and Powerpoint). Basic knowledge and understanding of the legislative framework governing the public service or sector. Basic knowledge of problem solving and analysis. Basic knowledge of SAP. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. The ability to collect, collate, capture and analyse data. Knowledge of work procedures in terms of the working and supply chain environment. Flexibility, and ability to work in a Team. Minute taking skills. Strong supervisory skills.
<u>DUTIES</u>	:	Supervise human resource/staff. Render asset management clerical support: Administer the procurement of goods and services. Ensure compliance with SCM policies, processes, and procedures. Provide training to the internal clients regarding updates on SCM processes and procedures. Attend to SCM related enquiries. Render demand and acquisition clerical support: Check purchase requisitions and order for correctness, completeness and sign the requisition and order documents. Release purchase requisitions and orders on SAP system. Administer, maintain, and update contract register to ensure transparency and record keeping. Compile audit reports. Implement controls to ensure that purchase orders are placed for items on approved contracts and non-contract requisitions. Render logistical support service: Receive and verify goods delivered from suppliers prior to performing goods receipts (Goods Receipt Voucher) on SAP system and maintain goods receipts register. Issue goods to the end-users (direct and stock purchase) Identify redundant and obsolete stock. Control stock levels and conduct stock taking. Assess SCM audit and compliance readiness.
<u>ENQUIRIES</u>	:	Mr HS van der Westhuizen Tel No: (051) 405 9000 Orange Vaal Area Office (Bloemfontein)
		Mr SM Motlhaba Tel No: (017) 712 9400 Usutu Vaal Area Office (Standerton)
<u>NOTE</u>	:	Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.
<u>POST 23/346</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR (FINANCE) REF NO: 170726/26</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Tugela Vaal (O&M Jagersrust)
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or equivalent qualification. Three (3) to (5) five years' experience in financial environment. The disclosure of a valid unexpired driver's license. Computer literacy (Microsoft). Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic Knowledge and insight of the Public Service Financial legislation's, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPF and Financial Manual). Knowledge of basic financial operating system (PERSAL, BAS, LOGIS etc). Knowledge management, 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>	:	Supervise and render financial accounting transactions, Supervise and perform salary administration support services, Supervise and perform Bookkeeping support services, render budget support services and Supervise Human Resource/Staff.

ENQUIRIES : MM Mr MM Ndimande Tel No: (036) 880 8312

NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/347 : **CHIEF WATER PLANT SUPERINTENDENT (X2 POSTS)**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R338 106 per annum (Level 07)

CENTRE : Tugela Vaal (O&M Jagersrust): Sterkfontein Dam Ref No: 170726/27
Tugela Vaal (O&M Jagersrust): Woodstock Dam Ref No: 170726/28

REQUIREMENTS : A Senior/Grade 12 Certificate at NQF level 4. Five (5) years' experience in Water Plant Operations. The disclosure of a valid unexpired driver's licence. Knowledge in controlling and managing the water distribution for all government water works within the Area Office jurisdiction. Understanding of policy implementation. Monitoring and evaluation principles. Computer literacy skills. Knowledge in managing human resources. Knowledge in OHS and public management. Knowledge of floods controlling. Understanding of government legislation. Knowledge of supporting water utilisation and water resource strategy. Good communication skills both (verbal and written). Must be a hard worker and able to work independently.

DUTIES : Managing bulk water infrastructure operations (pump stations, dams and dam walls, pipelines and weirs, reservoirs, residential and office infrastructure. Maintenance of bulk water infrastructure operations (pump stations, dams and dam walls, pipelines and weirs, reservoirs, residential and office infrastructure. Managing of occupational Health and safety and legal compliance. Managing of Human resources.

ENQUIRIES : Mr MM Ndimande Tel No: (036) 880 8312

NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/348 : **SECURITY OFFICER SUPERVISOR (X4 POSTS)**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R237 453 per annum (Level 05)

CENTRE : Tugela Vaal (O&M Jagersrust) Woodstock Dam Ref No: 170726/29
Tugela Vaal (O&M Jagersrust) Sterkfontein Dam Ref No: 170726/30
Vanderkloof Dam Ref No: 170726/31 (X2 Posts)

REQUIREMENTS : A Senior/Grade 12 Certificate at NQF Level 4 or relevant qualification. Three (3) years Security experience. Grade B PSIRA certificate. The disclosure of a valid unexpired driver's license will serve as an added advantage. Computer literacy. Knowledge of access control procedures. Knowledge of measures for the control movement of equipment in and out of the premises. Knowledge of prescribed security procedures (e.g., OHS Act, Access Control Act, MISS, MPSS, Protection of Information Act, and the authority of security officers under these Documents. Good listening skills and interpersonal skills. Good communication skills both (verbal and written).

DUTIES : Supervise the security functions performed by security officers/ service providers (PSSP), ensuring adherence to Department security policies. Administrative and Related functions, provide security-related support and administer all control room operations to safeguard the department assets, conducts preliminary investigation. perform unannounced visits or inspections.

ENQUIRIES : Mr MM Ndimande Tel No: (036) 880 8312, Tugela Vaal (O&M Jagersrust) Woodstock Dam & Tugela Vaal (O&M Jagersrust) Sterkfontein Dam

NOTE : Mr T Kelokilwe Tel No: (053) 664 9400, Vanderkloof Dam
Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/349 : **HUMAN RESOURCE PRACTITIONER REF NO: 170726/32**
Branch: Infrastructure Management: Northern Operations
Dir: Operations Northern

SALARY : R338 106 per annum (Level 07)

CENTRE : Groblersdal Area Office

REQUIREMENTS : A relevant NQF level 6 qualification in Human Resource Management or equivalent. One (1) year experience in Human Resource Management. The

		disclosure of a valid unexpired driver's license. Knowledge of Pension Case Management System. Knowledge of Online Claim Management System (Comp-easy). Knowledge of administrative procedures. Disciplinary knowledge of Human resources management. Knowledge of Public Service Act and Public Service Regulations. Knowledge of Basic Financial Operating System (PERSAL). Basic Financial management and knowledge of PFMA. Disciplinary knowledge of Human Resources. Knowledge of dispute resolution process. Knowledge of Recruitment and Selection processes. Knowledge of Management. Problem solving and Analysis. Communication. Accountability and Ethical Conduct. Attention to detail. Willingness to travel.
<u>DUTIES</u>	:	Measure compliance to HR policies and procedures. Provide training on HR policy & procedure. Continuously monitor the interpretation and implementation of policies and DPSA directives. Provide input in the alignment of departmental policies with DPSA and PSR. HR provision (recruitment and selection, appointments, transfers, verification of qualification, secretariat functions at interviews, absorptions, probations periods, etc). responsible for drafting submissions for appointments, secondments, acting appointments and Grade Progression. Termination of service. capturing of pension cases on PCM. Supervision of Pension Administration, implementation of GEPF regulations and processes. Prepare reports on human administration issues and statistics. Keep statistics of HR administration or HR provisioning activities. Prepare reports on human administration issues and statistics. Prepare and consolidate reports on personnel administration issues. Provide guidance to the department/ personnel on human resources administration matters to enhance the correct implementation of personnel administration practices/policies. Keep PERSAL report up to date on the system. Compile monthly reports. Render policy advisory service to the department based on the legislative mandates. Provide feedback on identified administrative gaps. Assist in the implementation of approved resolutions. Supervision of staff. Responsible for injury on duty cases. Capturing of injury on duty cases on Online Claim Management System (Comp-easy).
<u>ENQUIRIES</u>	:	Ms L Tsebe, Tel No: (013) 262 6800
<u>POST 23/350</u>	:	<u>WATER CONTROL OFFICER (X2 POSTS)</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central Maintenance
<u>SALARY CENTRE</u>	:	R280 278 per annum (Level 06)
	:	Bloemhof Dam Ref No: 170726/33
	:	Vaalharts Dam Ref No: 170726/34
<u>REQUIREMENTS</u>	:	A Relevant NQF level 4. Five (5) years' experience in Water related environment. The disclosure of a Valid unexpired driver's licence. Knowledge in controlling and managing the water distribution for all governmental waterworks within the Area Offices jurisdiction. Computer literacy. Understanding of Policy implementation, monitoring and evaluation principles. Knowledge in managing human resources. Disciplinary Knowledge of Occupational Health and Safety. Disciplinary knowledge in public administration. Knowledge in supporting water utilisation and water resources strategy. Knowledge of flood controlling. Understanding of government legislations. Willingness to travel.
<u>DUTIES</u>	:	Monitor and control the release and distribution of water in accordance with scheme regulations and relevant legislation, ensuring minimal losses. Distribute water efficiently to users based on approval schedules and instructions. Supervise the collection, collation and verification of water use data. Gather and update water related records, including usage logs and Dam balances. Compile monthly Dam level and evaporation return reports. Collect water samples for quality monitoring and submit them for analysis. Collect and record water meter readings as scheduled intervals. Submit accurate meter readings for billing and financial reporting purposes. Maintain and update Hydrological data records in line with Departmental standards. Compile Dam and evaporation return data for inclusion in Operational reports. Collect and log water samples for quality assurance and compliance purposes. Conduct routine Dam, Weir, Canal and Infrastructure inspections. Identify and report civil, mechanical and electrical faults during inspections. Record Dam readings including water levels, structural movement and other indicators. Maintain and update logbooks and inspection records. Support the development and implementation of maintenance procedures in line with safety standards.

Recommend corrective actions for issues or risks identified during inspections. Implement and monitor compliance with Occupational health and safety (ohs) regulations within the component. Respond to internal and external queries related to safety programs and inspections. Compile and submit operational and safety reports. Perform administrative and health and safety functions. Maintain administrative records including logbooks, time sheets and daily attendance registers. Track and manage employee leave and compile accurate payroll records. Support the performance management process by maintaining deliverables and compiling performance data.

ENQUIRIES : Mr HS Van der Westhuizen Tel No: (051) 405 9000
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/351 : **ARTISAN PRODUCTION GRADE A – C (MECHANICAL) REF NO: 170726/35**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central

SALARY : R253 341 per annum, (OSD)
CENTRE : Orange Fish Tunnel (Teebus)
REQUIREMENTS : An appropriate Mechanical Trade Test Certificate. The disclosure of a valid unexpired driver's license. Computer literacy. Knowledge of technical analysis. knowledge of legal compliance, technical report writing and production process. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Problem solving and analytical decision making, teamwork and analytical skills. Creativity, self-management, customer focus and responsiveness. Good communication skills both (verbal and written). Planning and organising skills. Conflict management. Ability to work independently as well as in a team. Ability to work long hours and perform well under pressure.

DUTIES : Rendering of design and production of technical services. Maintenance and Operation of mechanical equipment at Orange Fish Tunnel and Gariiep Dam Government Scheme. Ensure compliance with all departmental and regulatory standards. Conduct routine inspections and compile maintenance reports for all mechanical equipment in Orange Fish Tunnel and Gariiep Dam. Conduct preventive and reactive maintenance. Manage contractors on site. Rendering of technical services maintenance. Perform administrative and related function. Inspect equipment for technical faults. Compile and submit reports. Keep and maintain job record. Service equipment according to schedule. Ensure compliance with Occupational Health and Safety Standards.

ENQUIRIES : Mr LJ Mkafane Tel No: (051) 754 0001
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRIA agency.

POST 23/352 : **ARTISAN PRODUCTION GRADE A – C (FITTER AND TURNER) REF NO: 170726/36**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central

SALARY : R253 341 per annum, (OSD)
CENTRE : Usutu Vaal Area Office (Standerton)
REQUIREMENTS : An appropriate Fitter and Turner Trade Test Certification. The disclosure of a valid unexpired driver's license. Willing to perform production and work overtime when required. Conversant with the requirements of the OHSA (85 of 1993). Computer literate. Problem solving and analysis skills combined with production and process knowledge. Willingness to travel and able to work long hours, perform standby duties and perform well under pressure.

DUTIES : Render maintenance for mechanical/electrical orientated functions: maintain and repair mechanical installations and equipment in various dams, reservoirs, departmental houses, pump stations, machinery, dam walls and pipelines. Inspect equipment for technical faults and repair according to standards, service equipment according to schedule. Compile, monitor, evaluate and inspect planned, scheduled, maintenance plans and projects in terms of specifications, work schedules and standard operating procedure. Supervise and mentor staff and control equipment, stock, materials and tools used within the Area Office. Perform administrative and related functions, divisional work schedules and complete job cards. Ensure that tools and materials are properly used and managed.

ENQUIRIES : Mr VS Nkabinde Tel No: (017) 712 9400
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/353 : **ARTISAN PRODUCTION GRADE A – C (WELDER) REF NO: 170726/37**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R253 341 per annum, (OSD)
CENTRE : Usutu Vaal Area Office (Standerton)
REQUIREMENTS : An Appropriate Trade Test Certificate. The disclosure of a valid unexpired driver's license. Ability to work in a team. Knowledge in production process. Technical report writing skills. Knowledge of Occupational Health and Safety Act. (OHS). Computer literacy. Good communication skills. Ability to work long hours. Perform standby duties and perform well under pressure. Technical analysis and problem-solving skills. Willingness to travel and able to work long hours, perform standby duties and perform well under pressure.

DUTIES : Render maintenance for mechanical orientated functions: general mechanical maintenance on pumps, welding, brazing use of cutting torch, grinding and CO2, inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements and regulations. Implement planned maintenance and update maintenance logbooks. Ensure that tools and materials are properly used and managed. Performance administrative and related functions: compile and submit reports as required. Individual / personal development to keep up with new technologies. Compile and submit technical reports. Keep and maintain job records/ register and supervise and mentor staff.

ENQUIRIES : Mr VS Nkabinde Tel No: (017) 712 9400
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/354 : **HUMAN RESOURCE CLERK (PRODUCTION) REF NO: 170726/38**
Branch: Infrastructure Management: Northern Operations
Dir: Operations Northern

SALARY : R237 453 per annum (Level 05)
CENTRE : Tzaneen Area Office
REQUIREMENTS : A Senior/Grade 12 certificate. Knowledge of PERSAL system, database and spread sheet application. Knowledge of the Public Service Act, Public Service Regulations, and other relevant HR prescripts will be an advantage. Good communication skills (written and verbal). Ability to work under pressure.

DUTIES : 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.

ENQUIRIES : Ms M Letsaolo Tel No: (015) 307 8600

POST 23/355 : **ADMINISTRATION CLERK (HRM) (X2 POSTS)**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R237 453 per annum (Level 05)
CENTRE : Tugela Vaal Area Office Ref No: 170726/39
Vanderkloof Dam Ref No: 170726/40
REQUIREMENTS : A Senior/Grade 12 certificate or equivalent qualification. A National Diploma in Human Resource Management, Public Administration and Public Management will serve as the added advantage. One (1) year experience will serve as an added advantage. The disclosure of a valid unexpired driver's licence will serve as an added advantage. Introduction to PERSAL Certificate will also serve as

an added advantage. Knowledge of PERSAL, Computer literacy in Ms packages. Knowledge of HR prescripts governing the public service. Good Interpersonal skills, customer care and communication skills. Ability to work well in a team and under pressure. Willingness to travel and work outside the normal working hours.

DUTIES : Render HR Administrative functions and quarries. Administer Recruitment and Selection, Performance Management and Development System and Trainings, Process Human Resource Transactions (Appointments, IOD, PILLIR, Leaves, Pension Administration, Promotions, transfers and terminations, drafting memorandums and submissions. Rendering professional advice to line function on the effective and efficient interpretation and implementation of the departmental HRM policies and other related prescripts. Compile daily statistics and update databases.

ENQUIRIES : Mr MM Ndimande Tel No: (036) 880 8312 Tugela Vaal Area Office
Mr T Kelokilwe Tel No: (053) 664 9400 Vanderkloof Dam

NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/356 : **ADMINISTRATION CLERK (SCM) REF NO: 170726/41 (X2 POSTS)**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R237 453 per annum (Level 05)
CENTRE : Vanderkloof Dam

REQUIREMENTS : A Senior/Grade 12 certificate or equivalent. One (1) years' experience in Supply Chain Management will serve as an added advantage. Computer literacy (Ms Work, excel and power point. Knowledge and experience in procurement administrative procedures Knowledge of financial legislation A valid code 08 driver's license as an added advantage. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, SAP etc). Basic financial management and knowledge of PFMA and Supply Chain Management Regulations. Knowledge and understanding of the legislative framework governing the public services. Knowledge of working procedures in terms of working environment. Interpersonal relations, flexibility and teamwork. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill (both verbal and written). Accountability and ethical conduct pressure. Willingness to travel outside working hours.

DUTIES : Coordination of demand plans. Ensure that all procurement is in line with demand plans. Perform quarterly reviews to ensure procurement purchases are in line with demand. Conduct sourcing of quotations. Conduct inventory checks, administer goods receipts and goods issue. Ensure that all procurement is in line with prescribed legislation and regulations. Assist with procurement of price quotations, tenders, evaluation and adjudication. Effective management of controls and registers. Capturing of requisitions, orders, goods receipting and payments. Manage filing of Supply Chain Management documentation. Maintain registers for orders, payments and requisitions. Handle queries from suppliers and capture new suppliers onto the database. Maintain and administer stores. Recording, faxing, copying and filing of documentation. Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services. Assist with the compilation and maintenance of records according to Supply Chain Management (SCM) prescripts, e.g. procurement batches, goods received, asset verification, stocktaking and bar – cording of assets, courier services etc. Compile and maintain records e.g. asset records/database. Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Request and receive quotations. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion processes. Compile draft documents as required. Receive requests for goods and services from end users. Place orders for goods and services. Receive and verify goods from suppliers. Capture goods and services receipt vouchers. Issue goods to end users.

ENQUIRIES : Mr T Kelokilwe Tel No: (053) 664 9400

NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/357 : **ADMINISTRATION CLERK (FINANCE) REF NO: 170726/42 (X2 POSTS)**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 05)
: Vanderkloof Dam
: A Senior/Grade 12 certificate. National Diploma in Finance will serve as an added advantage. One (1) year experience preferably in a finance environment will be an added advantage. The disclosure of a valid unexpired driver's licence will serve as an added advantage. Computer literacy. Knowledge of PFMA, SAP and BAS system will serve as an added advantage. Treasury Regulations, and relevant public service legislations. Knowledge of financial payment system. Good interpersonal and organizing skills, and communication skills both verbal and written. Strong sense of responsibility and ability to work independently and in a team.

DUTIES : Receive invoice. Perform Salary administration support services. Perform bookkeeping services. Capture and update expenditure in component. Check correctness of substance and travel claims of officials and submit manager for approval. Handle telephone accounts and petty cash for the component. Budget information capture accordingly. Distribution of salary advice to officials accordingly. Check and capture of payables on SAP.

ENQUIRIES NOTE : Mr T Kelokilwe Tel No: (053) 664 94000
: Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/358 : **ADMINISTRATION CLERK PRODUCTION REF NO: 170726/43**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 05)
: Bloemhof Dam
: A Senior/Grade 12 Certificate or equivalent. (1) to two (2) years working experience in office administration will serve as an added advantage. The disclosure of a valid unexpired driver's license will serve as an added advantage. Computer literacy in MS Word, MS Excel, MS Outlook and MS PowerPoint. Basic knowledge and insight to office administration prescripts. Understanding of working procedures in terms of the working environment. Knowledge and understanding of the legislative framework governing the Public Service. Interpersonal relations, flexibility and teamwork. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct. Able to work under pressure. Willingness to travel outside working hours.

DUTIES : Render general clerical support service: provide personnel administration and clerical support services within the scheme. Arrange and coordinate travelling and accommodation travelling submissions and requests and file. Manage and distribute monthly telephone accounts of officials and send to finance once received back. Daily switchboard related duties by controlling all incoming and outgoing calls and ensure calls reach their destination and take messages. Coordinate and attend to the booking of the bookings of the departmental guesthouse and ensure that guesthouse is clean before and after being used by the guests. Managing and inspect all office facilities including telephones, printers, kitchen, boardroom and ablution facilities and ensure that they are clean. Taking minutes of meetings of the scheme, print and prepare attendance register and agenda. Provide administration support to the Scheme Manager when required to do so. Ensure that all visitors sign in attendance register on a daily base. Registry related duties and ensure a neat and proper filing system for all outgoing and incoming posts on a weekly base.

ENQUIRIES NOTE : Mr HS van der Westhuizen Tel No: (051) 405 9000
: Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

- POST 23/359** : **ASSISTANT TECHNICAL OFFICER REF NO: 170726/44 (X2 POSTS)**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Vanderkloof Dam
REQUIREMENTS : A Senior/Grade 12 Certificate with Mathematics/Mathematics Literacy. One (1) to two (2) years' experience in Dam Safety will be an added advantage. Computer literacy (Microsoft Word and Excel). The disclosure of a Valid unexpired driver's license. Good interpersonal and communication skills. Must be able to work overtime when necessary. Knowledge of the Occupational Health and Safety Act (OHS) will add to added advantage.
- DUTIES** : The maintenance and monitoring the measuring equipment. Collect water samples according to set standards and register the samples on the relevant data base. Capture hydrological data. Maintain data related to surface and ground water.
- ENQUIRIES** : Mr. TL Kelokilwe Tel No: (053) 664 9400
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.
- POST 23/360** : **WATER PLANT SUPERINTENDENT REF NO: 170726/45**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Orange Fish Tunnel (Teebus)
REQUIREMENTS : A relevant NQF 4. Three (3) years' experience in Water plant related. The disclosure of valid unexpired driver's license will serve as an \added advantage. Computer literacy will be added advantage. Water related qualification will be added advantage. Knowledge of ensuring the water distribution for all Government Waterworks within the Area Office jurisdiction. Knowledge of process flow for water treatment plant and wastewater treatment plant. Basic policy implementation. Basic in monitoring and evaluation principles. Basic knowledge in managing human resources. Knowledge in Occupational Health and Safety, PMDS, PFMA. Disciplinary knowledge in Public Administration. Basic experience in supporting water utilisation and water resource strategy. Experience in flood controlling. Understanding of Government legislation. Willingness to travel.
- DUTIES** : Operations of water supply for water users, Operation of water treatment plant and wastewater treatment plant. Operation of computer pump management system. Ensure efficient supply of water in accordance with prescribed standards. Comparison of required quantities and qualities with actual deliveries. Report faults in working environment. Operations of water control valves. Operations of water pumps. Ensure the protection of water plant installations. Efficient administration of the control room.
- ENQUIRIES** : Mr L.J Mkafane Tel No: (051) 754 0001
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.
- POST 23/361** : **GENERAL FOREMAN (ELECTRICAL) REF NO: 170726/46**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central
- SALARY** : R201 093 per annum (Level 04)
CENTRE : Gariep Dam
REQUIREMENTS : An ABET Certificate. Zero (0) to (1) one year experience in electrical maintenance. The disclosure of a valid unexpired driver's license will serve as an added advantage. Computer literacy will be added advantage. Technical knowledge, routine inspection of equipment, policy implementation. Planning and organising skills. Conflict management. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Disciplinary knowledge in public administration.
- DUTIES** : Electrical maintenance of bulk water infrastructure and construction equipment. Conduct general routine inspections. Perform routine maintenance tasks for bulk water supply. Do routine maintenance on the electrical equipment. Keep job cards up to date. Repair minor electrical equipment.

Supervise subordinates on regular basis. Report irregularities with accordance to scheme regulations.

ENQUIRIES NOTE : Mr LJ Mkafane/Mr SI Mochelenyane Tel No: (051) 754 0001
: Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/362 : **GENERAL FOREMAN (MECHANICAL) REF NO: 170726/47**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY CENTRE REQUIREMENTS : R201 093 per annum (Level 04)
: Gariiep Dam
: An ABET Certificate. Zero (0) to (1) one year experience in mechanical maintenance. The disclosure of a Valid unexpired driver's license will serve as an added advantage. Computer literacy will be an added advantage. Technical knowledge technical inspection of equipment, policy implementation. Planning and organising skills. Conflict management. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Disciplinary knowledge in public administration.

DUTIES : Mechanical maintenance of bulk water infrastructure and construction equipment. Conduct general routine inspections. Perform routine maintenance tasks for bulk water supply. Do routine maintenance on the electrical equipment. Keep job cards up to date. Repair minor electrical equipment. Supervise subordinates on regular basis. Report irregularities with accordance to scheme regulations.

ENQUIRIES NOTE : Mr LJ Mkafane/BB Sithole Tel No: (051) 754 0001
: Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency

POST 23/363 : **GENERAL FOREMAN (CIVIL) REF NO: 170726/48**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY CENTRE REQUIREMENTS : R201 093 per annum (Level 04)
: Orange Vaal Free State (Bloemhof Dam)
: An ABET Certificate. Zero (0) to (1) one year experience Civil maintenance. The disclosure of a valid unexpired driver's license will serve as an added advantage. Knowledge of legal compliance. Knowledge of Technical analysis. Computer-aided applications. Knowledge of technical report writing. Team Leadership. Production, process knowledge and skills. Knowledge of problem solving and analysis. Decision making. Ability to work independently and in a team. Analytical and creativity skills. Communication and interpersonal skills. Computer skills. Project management. Planning, organizing and execution. Technical report writing. Problem solving and analysis, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.

DUTIES : General maintenance and repairs in bulk water infrastructures and construction environments. Basic repairs to damaged equipment. Refer equipment to other service providers for repairs. Conduct general routine inspection and general maintenance of grounds and equipment. Supervise cleaning of buildings and structures including tunnels. Supervise subordinates on a regular basis. Keep water measurement structures and surroundings clean, and reports defects and irregularities with accordance to scheme regulations. Ensure equipment and grounds are in good condition. Keep records and job cards of maintenance work.

ENQUIRIES NOTE : Mr HS Van der Westhuizen Tel No: (051) 405 9000
: Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/364 : **MAINTENANCE VEHICLE OPERATOR (X3 POSTS)**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R201 093 per annum (Level 04)

- CENTRE** : Usutu Vaal Area Office (Standerton) Zaaihoek Pump Station Ref No: 170726/49
Vaal Dam Ref No: 170726/50
Potchefstroom Office (Rhenoster River) Ref No: 170726/51
- REQUIREMENTS** : An NQF level 4. The disclosure of a valid Code EC /EC1 (or equivalent) unexpired driver's license with valid PDP. Certified competency /operating certificate or relevant heavy plant/ machinery. At least five (5) years' experience in driving heavy motor vehicles and operating heavy equipment. Traffic and road safety regulations. Mechanical knowledge of heavy vehicles and machinery. OHS requirement, Knowledge of organizational policies, procedures, process and organizational and government structures. Basic knowledge of technical services. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Delegation authority. Knowledge of Financial management and PFMA. Basic record keeping and reporting procedures.
- DUTIES** : Responsible for conducting quality assurance of driver/operator systems. Operate specialized plant/ equipment. Implement best practice of driver/operator systems. Responsible for daily roadworthy inspections. Responsible for ensuring that vehicles are serviced on time. Analyze logistics operations. Transportation of work teams and materials/ equipment. Collection of goods at suppliers and department stores. Maintenance of registering department and pickups. Function in accordance with applicable legislative requirements. Detect and repair minor mechanical problems on the vehicles/ equipment and take steps to have it repaired. Routine maintenance of equipment. Routine inspection of visible defects around the exterior of the equipment and vehicles. Attend to special requests. Recording of daily trips, fuel and fluids levels. Periodic checks on vehicles maintenance standards. Ensure that the place is clean, where equipment is kept avoiding fire hazards. Adherence to Safety and procedures: ensure the safekeeping of equipment and vehicles. Assist with maintenance work at gauging stations. Assist with refurbishment and construction work at gauging stations. Assist the technical personnel with special tasks.
- ENQUIRIES** : Mr RM Mbhele Tel No: (017) 712 9400 Usutu Vaal Area Office (Standerton) Zaaihoek Pump Station
Mr. CM Mokone Tel No: (016)880 0905 / (066) 124 2781 Vaal Dam
Mr. HG Mbele Tel No: (016) 294 9300 Potchefstroom Office (Rhenoster River)
- NOTE** : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.
- POST 23/365** : **DRIVER REF NO: 170726/52**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central
- SALARY** : R170 226 per annum (Level 03)
- CENTRE** : Usutu Vaal Area Office (Standerton)
- REQUIREMENTS** : Grade 10. One (1) to three (3) years' experience in driver / messenger services. The disclosure of a valid unexpired driver's license. Good written and verbal communications skills. Ability to work independently in a team, under supervision and under pressure. Basic knowledge of literacy (read and write). Willingness to travel and work irregular hours. Knowledge of OHS Act.
- DUTIES** : The operation of light motor vehicles. General maintenance of light motor vehicles. The maintenance of vehicle logbooks. Storage of light motor vehicles. The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Collection and drop-off documents. Collect and drop off officials, to and from various destinations. Inspections of vehicles, transport equipment. Deliver and collect official documents when requested. Take vehicle for service/repairs. Keep record of oil, fuel receipt and other admin documents. Assist with loading and offloading of goods, give support to school children to and from school. Drive and keep vehicles in good condition.
- ENQUIRIES** : Ms IN Ndwandwe Tel No: (017) 712 9400
- NOTE** : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.