ANNEXURE R

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
CLOSING DATE	:	07 August 2026
NOTE	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za Other related documentation such as copies of qualifications, identity 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 DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates 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.

OTHER POSTS

POST 26/132	:	**ASSISTANT DIRECTOR: AFRICA BILATERALS RELATIONS/AFRICA MULTILATERALS REF NO: 070826/01** Branch: Provincial And Entity Governance and International Cooperation Cd: International Water Cooperation Dir: Africa Relations
SALARY	:	R605 742 per annum (Level 10)
CENTRE	:	Pretoria Head Office
REQUIREMENTS	:	A relevant NQF level 6 qualification in International Relations / Political Science. Five (5) years of experience in international relations. Knowledge and understanding of international politics and the difference between multilateral and bilateral agreements. Knowledge of developing policies and their procedures. Knowledge and understanding of research. Understanding of Public Finance Management Act (PFMA). Knowledge of bilateral/multilateral management issues. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Understanding of departmental policies and procedures. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Effective communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Assist in the implementation of international agreements with priority countries. Conduct research and compile briefing documents, position papers and reports to support bilateral engagements Facilitate international stakeholder engagements, support relevant stakeholder consultations, maintain relations with foreign governments, Embassies, High Commissions, and entities. Facilitate and participate in bilateral fora, support strategic interventions and formation of partnerships for international water cooperation. Drafting of relevant documents such as submissions, letters, briefing notes. Assist with the establishment of new strategic partnerships.

ENQUIRIES : Mr MA Sithole Tel No: (012) 336 8588

POST 26/133 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION GRADE A REF NO: 070826/02**
Branch: Infrastructure Management: Northern Operations
Dir: Operations Northern
(Re-advertisement, applicants who have previously applied must re-apply)

SALARY : R518 769 per annum, (OSD)
CENTRE : Hartbeespoort
REQUIREMENTS : A relevant Honours Degree in Environmental Science or relevant qualification at NQF level 8) coupled with a minimum of three (3) years working experience post the required qualification. The disclosure of valid unexpired driver's license. Experience in any of the following fields will service as an added 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 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 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, technical report writing skills. Ability to provide technical and scientific support to Department of Water and Sanitation units and other government departments. Professional judgement. Good communication, presentation and networking skills. People management skills, planning, organising, conflicts and change management. Excellent problem solving and analysis. The ability to work independently, 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: Hartbeespoort Area Office, Groblersdal Area Office and Tzaneen Area office at 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 compile 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 developing 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 inputs on applications for commercial recreational water use at State Dams especially with regards 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 26/134 : **ADMINISTRATION OFFICER (HRM) REF NO: 070826/03**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central
(Re-advertisement, applicants who have previously applied must re-apply)

SALARY : R338 106 per annum (Level 07)
CENTRE : Potchefstroom
REQUIREMENTS : National Diploma or Degree in Public Management/ Administration/ Human Resources Management 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 : Mr. HG Mbele Tel No: (018) 294 9300
NOTE : Candidates must complete a practical and theoretical test. Please be advised that the office will transition to a SANWRIA agency.

POST 26/135 : **ADMINISTRATION CLERK PRODUCTION REF NO: 070826/04**
Branch: Water And Sanitation Services Management: FS
Cd: Provincial Operations: Free State
Sd: Hydrological Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Bloemfontein
REQUIREMENTS : A Senior/Grade 12 certificate or equivalent. Previous administrative experience will serve as an added advantage. Basic understanding of Batho Pele Principles. Basic knowledge of Microsoft Excel, Word and PowerPoint. Knowledge of clerical functions, practices, as well as the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of working environment. Interpersonal relations. Flexibility. Teamwork. Basic knowledge of problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and ethical Conduct.
DUTIES : Provide administrative Support to the Directorate: Manage incoming and outgoing documents. Coordinate the logistics of meetings, taking minutes at meetings and distribution of documents/packages to various stakeholders as required. Assist with the collation of monthly reports and presentations as required by the Director. Keep and maintain the asset register of the Directorate. Maintain a leave register for the Directorate. Handle telephone accounts for the Directorate. Hydrological data administration: Update Information on OSIRIS database and N-drive location. Assistance with hydrological data processing: Assist with the capturing and supply of daily readings. Assist with data capturing on HYDSTRA. Provide Financial Administrative Support which will include requesting BAS reports, capturing S&T claims and capturing invoices for the Directorate monthly. Liaise with internal and external stakeholders in relation to the procurement of goods and services. Capture and update expenditure of the Directorate. Check the

correctness of subsistence and travel claims of officials and submit them to the manager for approval. Assist with document logistics between the office of the Director, other Directorates and the office of the Provincial Head. Assist the Director with travelling arrangements. Assist with the administration related to personnel matters, such as the scanning and saving of documents before it is submitted to Human Resources.

ENQUIRIES : Mr C Lloyd Tel No: (051) 405 9000