

DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>CLOSING DATE</u>	:	17 August 2026
<u>NOTE</u>	:	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

<u>POST 27/80</u>	:	<u>ASSISTANT DIRECTOR: SANITATION REF NO: 170826/01</u> Branch: Water And Sanitation Services Management: NW CD: Provincial Operations: North West
<u>SALARY</u>	:	R605 742 per annum (Level 10)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification in Environmental Health/ Community Development Studies. Three (3) years' experience in sanitation environment. The disclosure of a valid unexpired driver's licence. Knowledge of Public Service Act. Knowledge of sanitation policies and strategies. Problem solving and analysis. Excellent communication skills both (verbal and written). Accountability and ethical conduct. Computer literacy. Good interpersonal skills.
<u>DUTIES</u>	:	Assist in the development of policies and strategies for sanitation programmes. Assist in the planning, implementation and monitoring of sanitation programmes, projects and regulatory framework / prescripts. Participate in the assessment of Water and Sanitation Development Plans (WSDPs). Investigate sanitation complaints and attend to Ministerial referrals. Participate in advocacy programmes for sanitation. Staff supervision.
<u>ENQUIRIES</u>	:	Mr RT Kolokoto, Tel No: (018) 387 9568/ (018) 387 9500

<u>POST 27/81</u>	:	<u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 170826/02</u> Branch: Corporate Support Services CD: Auxiliary Services Dir: Knowledge Management
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma in Records Management/ Information Management/ Information Science/ Knowledge Management at NQF level 6 qualification. Five (5) years' functional experience in Archive and Records Management or Information Services/Management at a supervisory level. Knowledge of policy development and implementation, National Archives Regulations and National Archive and Records Services Act of South Africa (NARSASA). Knowledge of analytical procedures. Understanding of government legislations. Knowledge of financial management and Public Finance Management Act (PFMA). Knowledge of techniques and procedures for the planning and execution of operations. Knowledge of programme and record management systems. Problem solving and analysis. Relationship, people and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Facilitate implementation of records management policies and procedures. Monitor and evaluate records management practices for compliance. Facilitate compliance inspections of Registries. Develop, implement and maintain the departmental filing system. Administer and maintain file plan. Support all satellite offices on Records Management matters. Management of human resources and financial resources.
<u>ENQUIRIES</u>	:	Ms MC Mokhele Tel No: (012) 336 8284
<u>POST 27/82</u>	:	<u>SUPPLY CHAIN CLERK SUPERVISOR REF NO: 170826/03</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Gqeberha
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or equivalent. Three (3) to (5) five years' relevant in Supply Chain Management experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collate administrative statistics. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework (PPPFA) and all applicable SCM guidelines, policies, practices, and procedures. Knowledge of financial operating systems (SAP, CSD etc). Knowledge and insight of Human Resources prescripts. Knowledge of working procedures in terms of the working environments. Knowledge and understanding of the framework governing the Public Service. Interpersonal relations. Good Communication skills both (verbal and written). Accountability and ethical conduct. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and Diversity Management. Client Orientation, Communication, Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Coordinate, review, research, analyses and plan the procurement needs of the Cluster. Coordinate, review, collect information and implement the demand management plan for the Cluster. Receive requests for goods and services from end user and verify for compliance. Shortlist suitable suppliers from Central Supplier Database. Invite and receive quotations from suppliers. Ensure compliance with SCM policies, processes, and procedures. Render demand and acquisition clerical support. Provide secretariat functions to bid committee Check purchase requisitions and purchase order for correctness, completeness and sign the requisition and order documents. Approve purchase requisitions and purchase orders on SAP system. Create contracts and ensure contract performance is adhered to. Administer, maintain, and update contract register to ensure transparency and record keeping. Implement controls to ensure that purchase orders are placed for items on approved contracts and non-contract requisitions. Update and ensure the maintenance of vendors on system. 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. Supervise human resources/staff. Render asset management clerical support: Process payments on SAP. Provide training to the internal clients regarding updates on SCM processes and procedures. Attend to SCM related enquiries.
<u>ENQUIRIES</u>	:	Tyobashe Ncumisa Tel No: (041) 508 9747
<u>POST 27/83</u>	:	<u>SUPPLY CHAIN CLERK SUPERVISOR REF NO: 170826/04</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	A Senior / Grade 12 certificate or equivalent. Three (3) to (5) five years' experience in Supply Chain Management is required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collate administrative statistics. Knowledge and insight of Human Resources prescripts. Knowledge of working procedures in terms of the working environments. Knowledge of financial operating systems (SAP, CSD etc). Knowledge and understanding of the 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.
<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 orders 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. Process payments on SAP.
<u>ENQUIRIES</u>	:	N Gqiba Tel No: (021) 941 6125
<u>NOTE</u>	:	Preference will be given to candidates from the geographical area.
<u>POST 27/84</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO: 170826/05</u> Branch: Infrastructure Management Southern Operations Dir Southern Operations
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Uitkeer
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or equivalent. Three (3) to (5) five years' relevant experience. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Knowledge and insight of Human Resources prescripts. Knowledge of working procedures in terms of the working environments. Knowledge of financial operating systems (PERSAL, BAS, LOGIS, etc). Knowledge and understanding of the 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.
<u>DUTIES</u>	:	Supervise and render general clerical support services e.g. Record, organise, store, capture and retrieve correspondence and data. Handle routine enquiries. Keep and maintain the filing system. Type basic letters and/or other correspondence when required. Supervise and provide supply chain clerical support services e.g. Laise with internal and external stakeholders in relation to procurement of goods and services. Stock control of office stationery. Keep

		and maintain the asset register. Arrange travelling and accommodation. Supervise and provide personnel administration clerical support e.g. Keep and maintain the attendance register, personnel records and leave register. Supervise and provide financial administration support e.g. Capture and update expenditure. Check correctness of subsistence and travel claims and submit to manager for approval. Handle telephone accounts and petty cash. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Mr. S.F. Cannon Tel No: (042) 243 6150
<u>NOTE</u>	:	Preference will be given to applicants from the geographical area.
<u>POST 27/85</u>	:	<u>SUPPLY CHAIN CLERK PRODUCTION REF NO: 170826/06 (X2 POSTS)</u> Branch: Infrastructure Management: Southern Operations Dir: Southern Operations
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or equivalent qualification. Basic knowledge of supply chain duties, practices as well as ability to capture data, operate computer and collect statistics. Basic knowledge of work procedures in terms of the working environments. 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.
<u>DUTIES</u>	:	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. Process payments on SAP.
<u>ENQUIRIES</u>	:	Mrs N Gqiba Tel No: (021) 941 6125
<u>NOTE</u>	:	Preference will be given to candidates from the geographical area.
<u>POST 27/86</u>	:	<u>MAINTENANCE VEHICLE OPERATOR REF NO: 170826/07</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Breede/Qouritz (Worcester – Western Cape)
<u>REQUIREMENTS</u>	:	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. Occupational Health Safety (OHS). Basic knowledge of departmental transport policies and procedures. Basic record keeping and reporting procedures. Good Communication skills both (verbal and written).

Attention to details and alertness. Problem solving in operational environments. Ability to work under pressure and in adverse weather/site conditions. Integrity and discretion.

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. Report major defects for repairs. Routine maintenance of equipment. Conduct 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 and logbooks for both vehicles and equipment. 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 civil teams with civil maintenance and construction work of Government Water schemes infrastructure. Use of handheld tools and power tools during construction work.

ENQUIRIES

: Ms NG Mthenjana Tel No: (021) 941 6151

NOTE

: Preference will be given to candidates from the geographical area.