

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>	:	24 August 2026
<u>NOTE</u>	:	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 DPSS 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 28/68</u>	:	<u>CONTROL ENGINEERING TECHNOLOGIST GRADE A (CIVIL) REF NO: 240826/01</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern Sd: Water Resources Infrastructure Operations and Maintenance
<u>SALARY</u>	:	R958 776 per annum, (all-inclusive OSD salary package)
<u>CENTRE</u>	:	Gqeberha/ Port Elizabeth
<u>REQUIREMENTS</u>	:	A Bachelor of Technology (BTech) in Civil Engineering as recognised by SAQA. A minimum of six (6) years' post-qualification experience as an Engineering Technologist/Technician. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist. The disclosure of a valid Code B unexpired driver's licence (except for persons with disabilities). Demonstrated experience in infrastructure condition assessment, project management, design and analysis of water-related infrastructure, preparation of procurement documentation and site supervision of construction works. Proven practical experience in mentoring graduate interns and facilitating training and development. An understanding of ECSA professional mentorship requirements will be an added advantage. Sound knowledge of contract administration and project management, with proven ability to interpret and review technical drawings and designs. Understanding of public sector

	procurement processes and financial planning and management principles. Knowledge of applicable legislation, including the National Water Act, Water Services Act, environmental legislation, and the Public Finance Management Act (PFMA). Familiarity with standard forms of contract used in infrastructure projects. Strong communication, conflict management, dispute resolution, and negotiation skills. Proven ability in computer aided design software with special emphasis on ability to work with Autodesk Revit. Problem solving and decision-making skills are essential as well as the ability to work in multi-disciplinary teams. Willingness to work outside normal working hours and to travel extensively throughout the Eastern and Western Cape Provinces.
<u>DUTIES</u>	: Manage technical services in conjunction with engineers, technologists, technicians and maintenance personnel. Ensure safety in terms of statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure the quality of technical designs with specifications and authorise/make recommendations for approval by the relevant authority. Manage projects in terms of best practice and policy requirements. Undertake condition assessments of infrastructure and update the relevant databases and produce detailed reports on assessment results. Prioritise infrastructure rehabilitation projects based on condition assessments. Undertake analyses and designs of rehabilitation solutions. Produce the necessary design reports, drawings and specifications. Supervise rehabilitation work on site. Manage, supervise and control technical and related personnel and assets. Research studies on technical engineering technology to improve expertise, liaise with relevant bodies/councils on engineering related matters. Mentor candidate technicians. Lend support to strategic and business planning, financial management, human resource management and general office management of the section.
<u>ENQUIRIES</u>	: Mr. G Daniell Tel No: (041) 508 9706)
<u>POST 28/69</u>	: <u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 240826/02</u> Branch: Infrastructure Management: Northern Operations Dir: Operations Northern
<u>SALARY</u>	: R932 292 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	: Hartbeespoort Cluster Office
<u>REQUIREMENTS</u>	: A bachelor's degree or relevant qualification at NQF Level 7 in Financial Management. Five (5) years relevant experience in Financial Accounting at supervisory/management (ASD) level. Knowledge and understanding on human resource management legislation, policies, practices and procedures. Knowledge and understanding of Public Finance Management Act (PFMA), treasury regulations and guidelines. Knowledge of public service anti-corruption strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative clerical procedures and systems. Understanding of departmental policies and procedures, government financial systems, principles and practice of financial accounting. Understanding of framework for managing performance information. Knowledge of business strategy transaction and alignment. Problem solving and analysis. People diversity management. Client orientation and customer focus. Excellent communication skill (both verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	: Manage the financial revenue, expenditure management, supply chain management and accounting sub-directorate. Monitor the policy and legislative framework to ensure that cognisance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected, expenditure incurred, submits reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting work as required. Revenue management-Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management-Ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Accounting-To provide financial administration and accounting services (legal/journals, accounting and reporting, interim and annual financial statements). Manage the sub-directorate revenue, expenditure management and accounting. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish,

		implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports, serve on transverse task teams as required. Procurement and asset management for the Directorate. Planning and allocate work, Quality control of work delivered by employees. Conduct strategic tariff determination assessments, utilising macroeconomic variables to design sustainable, legally compliant pricing structures for cluster services. Functional technical advice and guidance.
<u>ENQUIRIES</u>	:	Mr TG Monaisa Tel No: (012) 200 9000
<u>POST 28/70</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A-C REF NO: 240826/03</u> Branch: Water And Sanitation Services Management: MP Cd: Provincial Operations: Mpumalanga Sd: Infrastructure Development and Maintenance
<u>SALARY</u>	:	R407 337 – R435 066 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge and experience in project management, technical design and analysis. Understanding of research and development. Computer aided engineering applications. Problem solving, decision making, teamwork, creativity, customer focus and responsiveness. Good communication skills (both verbal and written).
<u>DUTIES</u>	:	Render technical services to the directorate. Assist engineers, technologist and associates in the appraisal of business plans and technical reports. Monitor the implementation of Infrastructure projects such as Regional Bulk Infrastructure Programme (RBIG) and Water Services Infrastructure Grant (WSIG) through conducting site inspections; site meetings; compilation and submission of progress reports. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs with specifications and submit approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit expenditure reports as required. Verify and certify invoices for payment of contractors and public service providers. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the infrastructure development operational plan. Develop, implement and maintain databases. Research and development. Continuous professional development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Ms M Matiso, Tel No: (013) 759 7330 / Ms FM Mkhwanazi, Tel No: (013) 759 7515 / Ms PC Ngwamba, Tel No: (013) 759 7446 / Mr E Pinga Tel No: (013) 759 7575
<u>POST 28/71</u>	:	<u>COMMUNITY DEVELOPMENT OFFICER REF NO: 240826/04</u> Branch: Water And Sanitation Services Management: EC Cd: Provincial Operations Eastern Cape
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	King Williams Town
<u>REQUIREMENTS</u>	:	A National Diploma in Human Sciences. One (1) to two (2) years' experience in water and sanitation stakeholder management, education and awareness, hygiene, community development and project management. The disclosure of a valid unexpired driver's license (candidates should be able to drive). Knowledge of community development work, skills, attitudes and values of communities. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment. Knowledge and understanding of basic financial management. The ability and competence to co-ordinate community development structures and ability to

		manage projects. The ability to influence individuals and groups to participate in their own self-empowerment ventures. The understanding of social dynamics of communities. Problem-solving, facilitation, research and presentation skills. Computer literacy. Good communication skills both (verbal and written).
<u>DUTIES</u>	:	Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Liaise and co-ordination with all relevant role players, stakeholders, internal and external to facilitate collaboration and to establish partnerships to ensure sustainability of development actions within the community. Support communities and perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Provide institutional support and social facilitation to infrastructure development. Conduct hygiene awareness campaigns to schools and communities. Assist sanitation unit with procurement of promotional materials.
<u>ENQUIRIES</u>	:	Mr M Mosome Tel No: (043) 604 5569
<u>POST 28/72</u>	:	<u>ADMINISTRATION OFFICER REF NO: 240826/05</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Gqeberha/Port Elizabeth
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Public Management or Administration. One (1) to Three (3) years' experience in administrative matters. The disclosure of a valid unexpired driver's license. Experience in the environmental management sector will be an added advantage. Knowledge of administrative procedures. Basic financial management and knowledge of PFMA. Basic knowledge of the National Water Act, National Environmental Management Act and other environmental legislations and policies. Computer literacy. Client orientation and customer focus. Good communication skills (both verbal and written), report writing, and organisational skills. People and diversity management. Accountability and ethical conduct. Problem solving and analysis.
<u>DUTIES</u>	:	Provide administrative support to all personnel in the Integrated Environmental Engineering Component. Assist with administration and coordination of environmental compliance, access and use of government waterworks, related environmental programs and land administration. Maintain records and support information management relating to land rights Administration. Implement and maintain administrative procedures. Administer procurement processes for the component in accordance with departmental and SCM prescripts. Maintain records on goods and services procured for the component. Provide accurate statistics. Maintain a register of the component. Coordinate travel, logistics and administrative support for meetings, site visits and stakeholder engagements. Compile submissions and administrative reports as delegated by the supervisor.
<u>ENQUIRIES</u>	:	Ms S Mapapu Tel No: (041) 508 9718
<u>POST 28/73</u>	:	<u>SUPPLY CHAIN CLERK PRODUCTION REF NO: 240826/06</u> Branch: Finance Main Account Cd: Supply Chain Management Dir: Asset Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate. National Diploma (NQF 6), in Accounting/ Financial Management/ Logistics Management/ Supply Chain Management will serve as an added advantage. Current Enrolment in Internship in Finance/Supply Chain Management will serve as an added advantage. Special requirements (Skills needed) Knowledge of the PFMA, Asset Management Framework and Treasury Regulations. Proficiency in Microsoft, Office suits, Excel. Good communication skills both (Verbal and Written). Co-ordination, planning and organisational skills. Flexibility, teamwork and interpersonal relationship skills, Problem solving and maintain discipline.
<u>DUTIES</u>	:	Perform quarterly asset count, Conduct Bi –annual physical verification of movable assets. Ensure that all movements of assets are updated. Ensure that

		the Asset Register is regularly updated. Update inventory lists. Receiving of new assets and barcoding. Updating of leased assets register. Assist in disposal and losses of assets. Willingness to work cooperatively with others as a team and good communication skills. Perform other activities as required to achieve the goals of Department of Water and Sanitation.
<u>ENQUIRIES</u>	:	Ms A Woko Tel No: (012) 336 8982
<u>POST 28/74</u>	:	<u>FINANCE CLERK PRODUCTION REF NO: 240826/07</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Port Elizabeth A Senior/ Grade 12 certificate with accounting as a passed subject. Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics by use of spreadsheets. Basic knowledge and insight into the Public Service Financial legislation, procedures and treasury regulations (PFMA, DORA, PSA, PISR, PPPFA, Financial Manual). Knowledge of financial operating systems such as PERSAL and SAP. Good communication skills. Accountability, integrity, honesty and ethical conduct. Must be able to work under pressure.
<u>DUTIES</u>	:	Responsible for compiling, checking and capturing payroll allowances on PERSAL e.g. Subsistence and Travel claims, overtime, standby and payroll deduction transactions. Liaise with third party with regards to court maintenance orders to submit and implement. Distribute pay slips plus supplementary pay slips to officials and submit signed pay point certificates to head office. Attend payroll enquiries. Receive vendor invoices and keep accurate register. Liaise with different sections regarding source documents. Compile source documents and capture invoices to pay vendors on SAP. Ensure that creditors are paid within 30 days. Perform Creditors Reconciliation. Compile Payables and Accruals reports. Be responsible for Cashier's functions. Safekeeping of cash and checking of Petty Cash issued. Replenish Petty Cash when required. Attend to vendor enquiries. Scan paid invoices onto SAP. Perform cashier duties, receiving and issuing receipts and banking of cash. Perform petty cash transactions. Order and distribute stationery. File all face value documents systematically and complete. Attend to audit samples and ensure compliance.
<u>ENQUIRIES NOTE</u>	:	Ms. Z Tototo Tel No: (041) 508 9734 Preference will be given to candidates from the geographical area
<u>POST 28/75</u>	:	<u>MAINTENANCE VEHICLE OPERATOR REF NO: 240826/08 (X3 POSTS)</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<u>SALARY CENTRE REQUIREMENTS</u>	:	R201 093 per annum (Level 04) Uitkeer / Somerset East 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.
<u>DUTIES</u>	:	Responsible for conducting quality assurance of driver/operator systems. Operate specialised plant/ equipment. Implement best practice of driver/operator systems. Responsible for daily roadworthy inspections. Responsible for ensuring that vehicles are serviced on time. Analyse 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 : SF Cannon Tel No: (042) 243 6100 / (063) 500 6215

POST 28/76 : **GENERAL WORKER REF NO: 240826/09**
Branch: Infrastructure Management: Southern Operations
Dir: Operations Southern

SALARY : R144 024 per annum (Level 02)
CENTRE : Mthatha
REQUIREMENTS : ABET qualification. Experience in performing manual work will serve as an added advantage. Knowledge of general work in handling equipment and appliances. Basic knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge daily maintenance procedures for efficient machine/equipment performance. Basic in knowledge supporting water utilization and water resource strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance. Basic understanding of Government legislation. Communication skills and ability to work in a team. Must be punctual, productive, and loyal. Must be able to work in or near rivers, dams, and canals.

DUTIES : Clean and maintain grounds, canals etc. Assist in repairing tools and structures such as building, fences, canals areas and benches using hand and power tools. Mix spray or spread fertilizers using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, planters, and other ground features. Maintain existing grounds / gardens by caring for sod, plants, and trees. Rake and mulch leaves irrigate plants and lawns. Sweep walkways, grounds, and clean buildings by sweeping and washing floors.

ENQUIRIES : Mr. M Boyce, Cell No: (083) 412 1966
NOTE : Preference will be given to candidates from the geographical area