

DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za
<u>CLOSING DATE</u>	:	28 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 DPSSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates, 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 Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act. 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 agency 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 29/123</u>	:	<u>SCIENTIST PRODUCTION GRADE A – C (X3 POSTS)</u> Branch: Vaal-Orange Catchment Management Agency Division: Water Resource Planning and Management
<u>SALARY</u>	:	R791 604 – R1 144 008 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Bloemfontein Ref No: VOCMA 24 Kimberly Ref No: VOCMA 25 Upington Ref No: VOCMA 26
<u>REQUIREMENTS</u>	:	A Science degree (BSc) (Hon) in Chemistry, Biochemistry or Microbiology. or relevant qualification. Three (3) years post qualification experience. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Sound knowledge of integrated water resource management and water resource protection. Understanding of the water resource classification system and its application thereof. Knowledge and experience in Project management is essential. Understanding and knowledge of water quality management. Implement principles of national water act in terms of protection, development, use, control and management of water resources of the National Water Act, 1998 and related legislation. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. 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 country wide. Proven

		liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement.
<u>DUTIES</u>	:	The successful candidate will join a team of professionals responsible for strategic water resource planning, focusing on water quality through the development and maintenance of integrated water quality planning solutions. This requires conducting assessment studies to address data and information gaps and needs for water quality planning. Responsible for forward planning utilising predictive modelling tools, among other methods. Implement National Water Act with focus on classifying water resources and determining associated resource quality objectives for current and future needs of significant water resources in the Vaal-Orange Water Management Area; Review and recommend scientific projects; Give input on water use license applications for mining, industries, municipalities, urban development and agriculture activities as they relate to resources water quality. Process water use license applications. Conduct site inspections and attend meetings for various water uses. Promote surface and groundwater protection and management through the water use authorisation process and implement DWA's role and function with respect to water resource protection and management. Management of waste discharge charge system and surface water data management. Provide assistance in drafting of specific water quality license conditions. Collection and interpretation an analysis of surface water data and monitoring of the surface water resources.
<u>ENQUIRIES</u>	:	Mr V Magwala Tel No: (012) 392 1300
<u>POST 29/124</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A (X2 POSTS)</u> Branch: Vaal-Orange Catchment Management Agency Division: Compliance Monitoring and Enforcement
<u>SALARY CENTRE</u>	:	R636 978 per annum, (OSD)
	:	Kimberley Ref No: VOCMA 27
	:	Pretoria Ref No: VOCMA 28
<u>REQUIREMENTS</u>	:	A four-year degree in Natural Science / Environmental science or relevant qualification. Six (6) years post qualification experience in compliance monitoring and enforcement environment. The disclosure of a valid unexpired driver's licence. Extensive experience in the environmental and water management field, waste management, industries, urban development and mining. A clear understanding of the VOCMA's role and policies about water resource management. Knowledge of the National Water Act 36 of 1998, other applicable laws and related policies, strategies and guidelines. Understanding the principles of Integrated Water Resource Management. Knowledge of Human Resources and Financial Management policies. Innovative thinking, negotiating, networking, managerial and good communication (verbal and written) skills. The willingness to travel extensively and work irregular hours. Technical report writing, Professional judgement and Data analysis skills. Mentoring and decision-making skills. Financial and team leadership management skills. Creativity and Problem solving. Computer literacy. People management and Conflict Management skills.
<u>DUTIES</u>	:	Implement and enforce the National Water Act and other relevant legislation, policies and regulations. Assist in the development of policies and regulations. Assist with the implementation of the Compliance Monitoring and Enforcement Strategy. Implement compliance monitoring systems, inspection guidelines or protocols. Audit compliance with water use licences, legislation, policies, and regulations. Conduct routine inspections to ascertain compliance with relevant water and environmental prescripts. Conduct investigations, audits and prepare investigation and audit reports, implement enforcement action in the form of formal or informal warnings, administrative enforcement such as statutory notices, compliance notices and directives, and court applications to enforce notices, as well as criminal enforcement. Prepare necessary information, reports and evidence for court applications. Advise relevant sector bodies on policies and strategies relevant to the Directorate and ensure compliance promotion. Ensure liaison, cooperation and coordination with other enforcement agencies and government institutions involved in compliance and enforcement. Ensure adherence to deadlines on submissions as per the Standard Operating Procedures. Supervise staff in accordance with VOCMA policies and procedures.
<u>ENQUIRIES</u>	:	Mr V Blair Tel No: (051) 405 9000

<u>POST 29/125</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A (X2 POSTS)</u> Branch: Vaal-Orange Catchment Management Agency Division: Water Resource Planning and Management
<u>SALARY CENTRE</u>	:	R636 978 per annum, (OSD) Bloemfontein Ref No: VOCMA 29 Pretoria Ref No: VOCMA 30
<u>REQUIREMENTS</u>	:	A 4-year Degree or equivalent qualification in Natural or Environmental Sciences Six (6) years post-qualification experience. The disclosure of a valid unexpired driver's license. Knowledge of the National Water Act and all water-related and relevant Environmental Management legislation and policies. Sound knowledge of all aspects and processes related to Resource Directed Measures and Integrated Water Resource Management. Knowledge and experience on River Health Monitoring and indices. Knowledge and understanding of the tools developed for Reserve determination. Proven ability and experience to write and interpret technical and scientific reports and documents and assist with the management of projects. Proven management and negotiation skills. Ability to work productively in an environment consisting of multidisciplinary internal and external VOCMA staff and stakeholders. Computer literacy. Good written and verbal communication, presentation and report writing skills. Able to provide technical and scientific support to other VOCMA functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups.
<u>DUTIES</u>	:	Implementation of the National Water Act 36 of 1998 with the focus on Resource Directed Measures (RDM). The implementation of the Reserve in the WMA. Implementation and co-ordination of the Adopt-a-River Initiative (ARI). River Health Monitoring in the Vaal-Orange Water Management Area, Conduct low confidence reserves, including running hydrological and other relevant models where necessary. Organize field trips and assist with the preparation of the required supportive technical information as well as the writing of technical and other reports. Liaise with the Department Water and Sanitation on Adopt-a-River initiatives, reserve determination and implementation, River Health Programme and other programmes. Liaise with internal and external stakeholders regarding RDM initiatives, especially ARI. Integrate reserve determinations with other VOCMA functions such as water use license applications and provide general technical and scientific support and comments. Develop ToR's and manage PSPs. Participate in capacity building programmes and mentorship programmes for junior staff. Prepare monthly reports and quarterly reports. Ensure adherence to deadlines on submissions as per the Standard Operating Procedures. Manage and ensure effective financial planning for water resource management. Supervise staff in accordance with VOCMA policies and procedures.
<u>ENQUIRIES</u>	:	Mr V Magwala Tel No: (012) 392 1300
<u>POST 29/126</u>	:	<u>ASSISTANT DIRECTOR: INSTITUTIONS, STAKEHOLDER ENGAGEMENT AND GOVERNANCE REF NO: VOCMA 31</u> Branch: Vaal-Orange Catchment Management Agency Division: Institutions, Stakeholder Engagement and Governance
<u>SALARY CENTRE</u>	:	R605 742 per annum (Level 10) Bloemfontein
<u>REQUIREMENTS</u>	:	A bachelor's degree or equivalent in Social Sciences or related environment. Four (4) to six (6) years relevant experience. Proven ability to interpret and implement policy and strategy. Experience in terms of intergovernmental relations, co-operative governance, institutional structures management, regulation and marketing. Experience in project and programme management. Proven ability to solve problems and demonstrated decision-making ability. Ability to communicate with a range of stakeholders inclusive of communities. Experience in establishment of Water Management Institutions (Water Users Association, Catchment Management Agencies and Catchment Management Forums). Ability to forge partnerships between governments, non-government stakeholders and good interpersonal skills. Excellent verbal and written communication skills. Knowledge of the National Water Act (1998). A valid unexpired driver's license and willingness to travel extensively.
<u>DUTIES</u>	:	Ensure effective development and implementation of VOCMA policies and strategies. Ensure integration of marginalised and previously disadvantaged

water users / stakeholders in water tariff determination, water allocation and reform processes. Establishment of water resource management structures led by VOCMA and / or in partnership with National, provincial and local government to ensure integration and participation of all affected and interested parties. Ensure effective establishment and operation of Water Management Institutions. Develop the requirements and guidelines for water management institutions functioning and perform the institutional regulation and oversight. Reviewing and approving water management institutions' business plans as well as oversight of water management institutions' operations against annual reports and business plans. Support the transformation agenda of VOCMA and facilitate access to VOCMA programmes designed for water users and historically disadvantaged groups. Support strategic and business planning. Supervise staff in accordance with VOCMA policies and procedures.

ENQUIRIES : Mr V Dywili Tel No: (051) 405 9000

POST 29/127 : **LEGAL ADMINISTRATIVE OFFICER (MR5) REF NO: VOCMA 32**
Branch: Vaal-Orange Catchment Management Agency
Division: Office of The Chief Executive Officer

SALARY : R483 219 per annum (MR5)
CENTRE : Bloemfontein
REQUIREMENTS : LLB or relevant qualification. At least eight (8) years of appropriate post qualification legal experience. Competencies required: Knowledge and experience of policy development and implementation, public sector legal processes, legislation and contracts, PAIA, PAJA, the Constitution and all the relevant legislation. Knowledge of Treasury regulations. Ability to negotiate and draft contracts and international instruments. Ability to interpret specific environmental legislation, issues affecting the environment and general environmental law is required. Knowledge of Public Finance Management Act. Legal research and interpretation. Analytical skills. Report-writing. Programme and project management. Computer literacy. Good planning and decision-making skills. Language proficiency. Confidentiality. Excellent communication skills (written and verbal). Strategic capability and leadership skills. Accountability and Ethical Conduct.

DUTIES : Provide legal support to ensure compliance with relevant legislation. Develop standard operating procedures. Advise on and draft legal opinions and documents to support criminal prosecutions for contraventions of the National Water Act. Draft legal documents, memoranda, reports and submissions. Draft, vet and review contracts on behalf of the entity. Advise, negotiate and draft multilateral and bilateral agreements. Handle litigation matters and appeals on behalf of the CMA. Render legal support on all litigation matters. Develop interventions where challenges are experienced. Monitor the implementation of the Promotion of Access to Information Act, 2000 and the Promotion of Administrative Justice Act, 2000 in the CMA. Handle PAIA and PAJA matters on behalf of the CMA.

ENQUIRIES : Ms Lerato Morake Tel No: (051) 405 9000

POST 29/128 : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: VOCMA 33**
Branch: Vaal-Orange Catchment Management Agency
Division: Human Resource Management

SALARY : R413 001 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma at (NQF) level 6 in Human Resources Management or relevant qualification with majors in Human Resource Management. Three (3) to four (4) years' experience in specialisation in Recruitment and Selection and OSD appointment procedures. Experience in developing and managing data tracking systems and reporting on progress of filling of posts. Knowledge and experience in drafting reports and submissions. Knowledge and experience of administrative, clerical procedures and systems. Knowledge and understanding of Human Resource Management legislation, policies, practices, procedures and Human Resource Planning. Knowledge of equal opportunities and affirmative action guidelines and laws. Understanding of socio-economic and development issues. Extensive exposure to OSD recruitment processes, verifications and knowledge and understanding of the OSD Framework. Problem solving and decision-making skills. Good

		communication and presentation skills (written and verbal). Strong negotiation and conflict management skills.
<u>DUTIES</u>	:	Facilitate Recruitment and Selection processes. Prepare detailed schedules (long list), score sheets and applications from the Z83 application system. Supply statistics regarding employment equity. Facilitate the shortlisting and interview processes. Draft appointment submissions and route for approval. Render a human resource advisory service to line managers on recruitment and selection. Ensure that OSD appointments are done in compliance with the OSD Framework. Ensure personal suitability checks. Ensure the promotion of effective human resource management. Ensure that policies / legislations / prescripts are followed and complied with during the recruitment and selection process. Monitoring and evaluation of all HR processes, supervision, training and motivation of staff. Co-ordinate and conduct investigations of human resource related problems and advise management accordingly. Management of Human Resources which include, staff and work allocation to subordinates. Management of the recruitment and selection database.
<u>ENQUIRIES</u>	:	Mr N Smouse Tel No: (051) 405 9000
<u>POST 29/129</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (WARMS) REF NO: VOCMA 34</u> Branch: Vaal-Orange Catchment Management Agency Division: WARMS
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Administration or relevant qualification. Two (2) to Three (3) years' data management and quality control experience. The candidate must be computer literate and have appropriate experience especially in word processing and spreadsheets. The disclosure of a valid unexpired driver's license. Sound experience in WARMS. Proven organisational, interpersonal, conflict resolution, problem solving and analytical skills. Good verbal and written communication skills. Practical experience in a client service environment, letter and report writing. Knowledge of the National Water Act, (Act 36 of 1998) and other relevant legislations. Knowledge of the following will serve as recommendations: Ability to work under pressure. Working experience in working with spatial data.
<u>DUTIES</u>	:	Oversee all data capturing and general office administration of registration of water use. Undertake the overall planning of workflow. Authorise transactions in WARMS. Implement and interpret procedures in terms of the National Water Act, (Act 36 of 1998) for the registration of water use. Ensure that the standard operating procedures of VOCMA for WARMS are adhered to by date capturers. Provide training on water use registration. Produce statistical reports and ensure that file maintenance systems are maintained. Maintain discipline within the section. Supervise staff in accordance with VOCMA policies and procedures.
<u>ENQUIRIES</u>	:	Dr. Mmachaka Tel No: (012) 392 1300
<u>POST 29/130</u>	:	<u>INFORMATION TECHNOLOGY TECHNICIAN REF NO: VOCMA 35</u> Branch: Vaal-Orange Catchment Management Agency Division: Management Support Services
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Information Technology. Three (3) years appropriate experience in IT. The disclosure of a valid unexpired driver's license. Certification in the following will be an added advantage: Certified Microsoft Engineer, Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE). A+ and Network+ certification is required. Knowledge of Windows 7; Windows 8; Window 10; MS Office 2010, 2013 and Office 365; Symantec Ant-virus; Microsoft MS; Transversal systems (PERSAL, SAP and LOGIS) and ITIL will serve as an advantage. Willingness to travel to various remote sites and offices Competences: An in-depth knowledge of client server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word, Excel and PowerPoint). Ability to work under pressure. Good communication skills both verbal and written. Exposure to different business application platforms.

<u>DUTIES</u>	:	Manage calls logged on the call management systems. Provision of end-user support with regards to hardware, software and network connectivity. Ensure that all IT policies, norms and standards are enforced. Perform quality control for the Local Area Network (LAN). Perform installation, maintenance and upgrading of computer hardware as second fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up to date. Initiate and co-ordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine back-ups for all the available servers. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary as well as assist the Deputy Director: Regional Information Systems Support with all IT related tasks.
<u>ENQUIRIES</u>	:	Mr N Smouse Tel No: (051) 405 9000
<u>POST 29/131</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A – C (X3 POSTS)</u> Branch: Vaal-Orange Catchment Management Agency Division: Water Use Authorisation and Registration
<u>SALARY CENTRE</u>	:	R357 597 – R610 131 per annum, (OSD)
	:	Bloemfontein Ref No: VOCMA 36 (X2 Posts)
	:	Kimberley Ref No: VOCMA 37
<u>REQUIREMENTS</u>	:	A National Diploma in Environmental Management or Natural Science in anyone (1) of the following fields: Agriculture, Agricultural, Integrated Water Resource Management, Hydrology (Surface or Ground); Chemistry, Biochemistry, Microbiology, Water Utilization, Water Resource Engineering and or Geohydrology. The disclosure of a valid unexpired driver's license. Two (2) years appropriate / recognizable experience in an area after obtaining the relevant qualification will be an added advantage. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector including relevant legislation (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multidisciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement.
<u>DUTIES</u>	:	Assess completeness of WULAs and conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Request scientific inputs within the VOCMA as well as the Department Water and Sanitation using the specified templates. Access and evaluate Hydrological, Environmental and Technical information regarding license applications. Assist in development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998 regarding the water use sector. 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. Assist on responding to queries from clients within and outside the department.
<u>ENQUIRIES</u>	:	Dr. Mmachaka Tel No: (012) 392 1300
<u>POST 29/132</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A – C REF NO: VOCMA 38 (X2 POSTS)</u> Branch: Vaal-Orange Catchment Management Agency Division: Compliance Monitoring and Enforcement
<u>SALARY CENTRE</u>	:	R357 597 – R610 131 per annum, (OSD)
	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A National Diploma in Environmental Management or Natural Science in any one of the following fields: Agriculture, Agricultural, Integrated Water Resource Management, Hydrology (Surface or Ground); Chemistry, Biochemistry, Microbiology, Water Utilization, Water Resource Engineering and or Geohydrology. Practical experience in the field of compliance monitoring and enforcement will be an added advantage. The disclosure of a valid unexpired

		driver's license. Good computer literacy and writing skills. Good communication skills both written and verbal. Knowledge and understanding of water sector relevant legislation (National Water Act 1998, Water Services Act 1997 and related Environmental legislation e.g. NEMA, Waste Act). Knowledge of Industrial, agricultural, afforestation, municipal and mining processes. Knowledge of compliance monitoring and enforcement with an understanding of prevailing principles of Integrated Water Resource Management, water resource protection and Catchment Management. Knowledge of GIS. Willingness to travel extensively and work irregular hours.
<u>DUTIES</u>	:	Compliance monitoring of water users across all sectors (Mines, Afforestation, Municipal, Industry, Agro processing) against issued authorizations and other regulatory requirements. Notification of audit to water user. Compilation of audit report through NCIMS. Communicate audit findings to water users. Investigation of non-compliant cases (Queries, complaints, pollution incidents, etc). Ensure administrative enforcement by issuing Notices/ Directives/ Follow-ups on notices/ directives issued. Monitor compliance on sites issued with notices/ directives by conducting follow-up site inspections. – Institute legal actions where legal notices do not achieve the desired outcome. Compilation of investigation reports through the ECMS. Facilitate representation / action plan review on non-compliant cases / sites and attend Representation committee meetings. Adherence to deadlines on submissions as per the Standard Operating Procedures.
<u>ENQUIRIES</u>	:	Mr V Blair Tel No: (051) 405 9000
<u>POST 29/133</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A – C REF NO: VOCMA 39 (X2 POSTS)</u> Branch: Vaal-Orange Catchment Management Agency Division: Water Resource Planning and Management
<u>SALARY</u>	:	R357 597 – R610 131 per annum, (OSD)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A National Diploma in Environmental Management in Natural Sciences. Practical experience in the field of Water Quality Management will serve as an added advantage. The disclosure of a valid unexpired driver's license. Understanding of WMS operating system will serve an advantage. Good computer literacy and writing skills. Good communication skills (both verbal and written). Understanding of the National Water Act 1998, the Water Services Act 1997, and related environmental legislation e.g. NEMA. Knowledge of industrial, agricultural and mining processes. Practical knowledge on wastewater treatment processes and related technologies will serve as an advantage. Knowledge of Water Quality Management with an understanding of prevailing principles of integrated Water Resource Management and catchment management. Willing to travel extensively and work irregular hours and days. Presentation skills. Policy development and analysis. Programme and project management. Technical report writing skills. Data analysis.
<u>DUTIES</u>	:	The promotion of water resource awareness in order to maintain water quality policies, legislation, protocols, regulations and guidelines. Catchment management, providing comments on scientific reports. Process environmental authorisation applications for development and utilization of areas in terms of environmental legislation. Conduct catchment monitoring and draft water quality reports. Attend to pollution incidents. Management of water quality within specific catchment areas. Co-ordinate the promotion of strategies for cleaner production technologies. Ensure enforcement of statutory obligations regarding water quality. Participate on water resource management.
<u>ENQUIRIES</u>	:	Mr V Magwala Tel No: (012) 392 1300
<u>POST 29/134</u>	:	<u>COMMUNITY DEVELOPMENT OFFICER (X2 POSTS)</u> Branch: Vaal-Orange Catchment Management Agency Division: Institutions, Stakeholder Engagement and Governance
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley Ref No: VOCMA 40 Pretoria Ref No: VOCMA 41
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate. Two (2) to four (4) years' experience in the field of Community Development, Development Studies, Economic, Human or Social Science will be an added advantage. The appropriate candidate must

		have the knowledge of water related legislation, policies and practice. Computer literacy. Understand water resources programmes. Excellent verbal and written communication skills are essential. The candidate must be able to work independently or in a team. Must have proven experience in community or rural development as well as interacting with other spheres of Government. Must have the ability to manage conflict through a transparent and participatory approach, solve complex project related problems, interpret and apply legislation, policy and strategy. Have a sound understanding of integrated water resource management. A valid unexpired drivers license and willingness to travel extensively. The candidate will be expected to possess excellent presentation, research, time management and project management skills.
<u>DUTIES</u>	:	Liaise closely and provide support to water stakeholders including, farmers (both commercial and emerging), all spheres of government, industries, local communities and other external institutions. Providing advice and support to the institutional development function of water resource management. Assist in the establishment, co-ordination and management of Catchment Forms and Water User Associations. Facilitate and arrange stakeholder consultation sessions for the tariff determinations process, the development of the Catchment Management Strategy and other VOCMA stakeholder initiatives.
<u>ENQUIRIES</u>	:	Mr V Dywili Tel No: (051) 405 9000
<u>POST 29/135</u>	:	<u>ADMINISTRATION CLERK (SUPERVISOR) REF NO: VOCMA 42</u> Branch: Vaal-Orange Catchment Management Agency Division: Institutions, Stakeholder Engagement and Governance
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or equivalent. Four (4) to (5) Five years' experience in clerical and administrative duties. Good knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the VOCMA. Knowledge of working procedures in terms of the working environment. Good planning, organising and reporting skills. Good financial management skills. Ability to have good interpersonal relations, flexibility and teamwork. Good verbal and written communication skills. Computer literacy (Word, Excel and Power Point). Ability to work independently and to work under pressure.
<u>DUTIES</u>	:	The purpose of this post is to render administrative support services in the Institutions, Stakeholder Engagement and Governance component. The incumbent is expected to render general clerical support services by recording, organising, storing, capturing and retrieving correspondence and data. Update registers and statistics. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support within the component. Provide financial administration support services in the component. Capture and update expenditure in component. Supervise staff in accordance with VOCMA policies and procedures.
<u>ENQUIRIES</u>	:	Mr V Dywili Tel No: (051) 405 9000
<u>POST 29/136</u>	:	<u>ADMINISTRATIVE CLERK (WARMS) (X8 POSTS)</u> Branch: Vaal-Orange Catchment Management Agency Division: WARMS
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria Ref No: VOCMA 43 (X2 Posts) Bloemfontein Ref No: VOCMA 44 (X2 Posts) Kimberley Ref No: VOCMA 45 (X2 Posts) Upington Ref No: VOCMA 46 (X2 Posts)
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate plus appropriate experience in general office administration and data capturing. Candidate must be computer literate with a sound knowledge of word processing and spread sheets. Good verbal and written communication skills. Practical experience in client services, letter and report writing. Experience in the national water use registration process. Knowledge of the National Water Act, (Act 36 of 1998) and other relevant legislations. Ability to work under pressure.

DUTIES

: Issuing relevant registration forms to users. Assist users in completing application forms. Check completion of application forms. Capturing applications forms for new users. Amend information of registered users as per approved outcome. Generate confirmation documents. Prepare registration certificate for approval. Copy and send out registration certificates to registered users. Keep records of correspondences received from the clients and decision documents in official property files. Fulfil help desk functions.

ENQUIRIES

: Dr. Mmachaka Tel No: (012) 392 1300