

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>	:	05 October 2026
<u>NOTE</u>	:	Other related documentation such as copies of qualifications, identity document, 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 and 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 34/169</u>	:	<u>ENGINEER PRODUCTION GRADE A - C: REF NO: 051026/01</u> Branch: Water And Sanitation Services Management: NC CD: Provincial Operations: Northern Cape Dir: Water And Sanitation Services Support SD: Sanitation
<u>SALARY</u>	:	R914 517 - R1 376 199 per annum, (all-inclusive OSD salary package), (offer will be based on years of experience)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Engineering Degree (B Eng/BSc (Eng in Civil Engineering. Three (3) years post qualification engineering experience in the field of Water and Sanitation services. Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Knowledge of water and sanitation services engineering design and analysis, Environmental impact management, Water Services Development Planning, Supply chain management, contractual and legal requirements, business planning, Programme and project management. Change management. Service delivery innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Accountability and ethical conduct.

<u>DUTIES</u>	:	Provide water and sanitation planning support (i.e appraisal of water and sanitation technical report and business plans and prepare recommendations letters). Support municipalities in the planning, implementation and monitoring of water and sanitation services / projects through platforms / tools such as Excreta Flow Diagrams, Water Services Development Plans (WSDPs), participation in the Green Drop Program and undertaking site visits to verify progress. Attending technical Intergovernmental Relations meetings in the province. Ensure through evaluation that planning and design for sanitation services are done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering works according to prescribed norms and standards. Investigate Water Services Delivery complaints and compile mandatory reports. Provide technical support to the sanitation sub-directorate. Building capacity and mentoring young water services engineers/ analysts.
<u>ENQUIRIES</u>	:	Mr KI Kgarane Tel No: (053) 830 8800
<u>POST 34/170</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 051026/02</u> Branch: Water And Sanitation Services Management: NC CD: Provincial Operations Northern Cape Sd: Water Services Infrastructure Development and Refurbishment Programmes
<u>SALARY</u>	:	R573 552 per annum, (OSD)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A National Diploma in Civil Engineering. Six (6) years' post-qualification technical engineering experience in civil engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired 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).
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. J Roelofse, Tel No: (053) 830 8800
<u>POST 34/171</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 051026/03</u> Branch: Water And Sanitation Services Management: NC CD: Provincial Operations: Northern Cape SD: Water Service Planning Support
<u>SALARY</u>	:	R573 552 per annum (OSD)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A National Diploma in Civil Engineering. Six (6) years post qualification technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as an professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of technical design and analysis of hydrological infrastructure and/or water resource infrastructure. Knowledge of hydrological data management. Understanding of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and Project management. Technical report writing. Good communication skills both (verbal and written), conflict management and negotiation skills. Problem solving and analysis,

	decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organizing.
<u>DUTIES</u>	: Manage technical services and support in conjunction with Engineers, Technologist and associates in the field, workshop, and technical hydrological activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize / make recommendations for approval by the relevant authority. Manage administrative, human resource and related functions. Provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Attend to Risk and Disaster Management matters. Research and development through continuous professional development to keep up with new technologies and procedures. Provide mentorship and supervision of personnel. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively for extended periods of time.
<u>ENQUIRIES</u>	: Mr. K Kgarane Tel No: (053) 830 8800
<u>POST 34/172</u>	: <u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 051026/04</u> Branch: Water And Sanitation Services Management: NC CD: Provincial Operation: Northern Cape Div: Supply Chain Management
<u>SALARY</u>	: R487 197 per annum (Level 09)
<u>CENTRE</u>	: Kimberley
<u>REQUIREMENTS</u>	: A relevant tertiary qualification at NQF level 7 in Supply Chain Management / Finance. Three (3) years supervisory working experience in supply chain management, logistic and demand management. The disclosure of a valid unexpired driver's license. Excellent communication skills both written and verbal. Good planning and organizing skills. Be computer literate and have sound knowledge of Microsoft Office, i.e. MS Word, MS Excel, MS Outlook, MS PowerPoint and Internet Explorer. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Broad Based Black Economic Empowerment Act 53 of 2003 and preferential procurement policy framework Act. Knowledge of contract management. Knowledge of strategic sourcing. Public sector supply chain management models and processes. Programme and project management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct. Knowledge of Supply Chain Management Regulations, practice notes, circulars and policy frameworks. Must be able to work on Government Logistical System and LOGIS system. Excellent Interpersonal relation skills.
<u>DUTIES</u>	: Manage and supervise demand, acquisition, logistic and contract Management. Ensure full compliance to all acquisition, logistic and demand management prescripts, policies, practice notes and delegations of authority. Develop and maintain internal control measures for procurement. Ensure the effective management of supply Chain demand process. Compile and consolidate the demand management plan. Coordinate input in the Demand Management Plan. Ensure that procurement is in line with the approved demand plan. Ensure effective utilisation of the CSD. Manage acquisition including BID administration. Assist in compilation of Terms of reference, Specifications and BID Documents. Provide secretariat support to the BID committees and provide the administrative duties during the tender/bid briefing sessions. Provide assistance in the review of the scope of the Terms of Reference (TOR). Assist with the monitoring of validity period of closed tenders. Assist in the co-ordination and execution of the bidding process:- Arrange and attend bid Evaluation committee meeting. Management of the bid processes and ensure effective functioning of all Bid Committees. Management and effective utilisation of Transversal Contracts. Manage the process of sourcing of quotations Ensure the effective coordination and management of Logistical services. Manage and oversee the administration of requisitions, deliveries, inventory replenishments and ensure compliance with regulations. Ensure proper document control and documentations. Ensure that documents submitted to logistics for order creation are fully compliant with

		acquisition management prescripts. Implement and Oversee Risk and performance management strategies in the supply chain management unit. Manage Contracts. Administer the Contract Price adjustments, Variations, Legal Services Vetting process, Cancellation and project close off reconciliation. Identify and mitigate risks within the unit. Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly. Assist in the compiling of monthly SCM performance reports. Compilation /verification of all monthly SCM reports. Ensure implementation and compliance of the Instruction Notes as issued by National Treasury as well as Departmental SCM Policy. Manage and Supervise employees to ensure an effective supply chain management service and undertake all administrative functions required with regard to financial and human resources administration. Perform human resources and administrative activities relating to SCM including Assessing the Performance of Officials in the unit (PMDS).
<u>ENQUIRIES</u>	:	Ms M Ramoshaba Tel No: (053) 830 8800
<u>POST 34/173</u>	:	<u>ASSISTANT DIRECTOR: SECURITY ADMINISTRATION REF NO: 051026/05</u> Branch: Corporate Support Services Dir: Security Management
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 (National Diploma) in Security Management, Five (3) years' experience as Senior Security Administration services environment. Valid Grade B PSIRA Certificate, The disclosure of a valid unexpired driver's licence a minimum of B Code, Knowledge of the access control procedures. Knowledge of prescribed security procedures and relevant acts (e.g. Minimum Physical Security Standard (MPSS), Minimum Information Security Standard (MISS), Protection of Information Act, etc) and Private Security Industry Regulation Authority (PSIRA), Public Finance Management Act (PFMA Act), Safety at Sports and Recreation Event Act (SAREA). Knowledge on the relevant emergency procedures. Knowledge of conflict management tools and methodologies. Understanding of programme and project management. Knowledge of financial management. People management and empowerment. Knowledge of information Security and its prescripts, Excellent communication (both verbal and written), computer, presentations, report writing and networking skills.
<u>DUTIES</u>	:	Ensure the implementation of security policies, procedures and standards. Facilitate the implementation of security operations strategy. Conduct Information Security Audit, inspections, information storage and Awareness., Coordinate security directorate budget, DMP and procurement. Coordinate operation procedures during departmental events. Facilitate and conduct security treat and risk assessments. Facilitate Security Awarenesses, Management of resources. Conduct departmental events according to SASREA (Administer event management security plans). Liaise with Law enforcement e.g SSA, SAPS, etc. Conduct Security Investigations. NB: Take note the position demand excessive travel.
<u>ENQUIRIES</u>	:	Mr M Buys Tel No: (012) 336 8321
<u>POST 34/174</u>	:	<u>SENIOR SECURITY ADMINISTRATION OFFICER REF NO: 051026/06</u> Branch: Corporate Support Services Dir: Security Management
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 (National Diploma) in Security Management, Three (3) years' experience as Security Supervisory services environment. A valid PSIRA Grade B Certificate, The disclosure of a valid unexpired driver's licence code B. Knowledge of the access control procedures. Knowledge of prescribed security procedures and relevant acts (e.g. Minimum Physical Security Standard (MPSS), Minimum Information Security Standard (MPSS), Protection of Information (Act) and Private Security Industry Regulatory Authority (PSIRA), Safety at Sports and Recreational Event Act (SAREA). Knowledge on the relevant emergency procedures. Understanding of programme and project management. Knowledge of financial management. People

		management and empowerment. Good communication skills (both verbal and written).
<u>DUTIES</u>	:	Coordinate the implementation processes and procedures. Conduct security audit, threats and risk assessments and inspections. Management of operational security including outsourced security services. Conduct security investigations on incidents and security breaches. Conduct Security Awarenesses, Render security administrative functions. Administer event management security plans. Management of resources. NB: Take note the position demand excessive travel.
<u>ENQUIRIES</u>	:	Mr M Buys Tel No: (012) 336 8321
<u>POST 34/175</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 051026/07</u> Branch: Infrastructure Management: Southern Operations Cd: Water Resource Infrastructure Operations and Maintenance Dir: Operations Southern
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Gqeberha/Port Elizabeth
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification in Administration /Public Management. Three (3) years' experience in administrative matters. Knowledge of administrative procedures. Knowledge of labour law and dispute resolution process. Basic financial management and knowledge of PFMA, knowledge of National Archive Act Computer literacy. Client orientation and customer focus. People and diversity management. Accountability and ethical conduct. Problem solving and analysis. Disclosure of a valid unexpired driver's license.
<u>DUTIES</u>	:	Provide administrative support to all personnel in the component. Implement and maintain administrative procedures. Analyse the components of business plan and procurement trends. Implement policies and engage suppliers for purchased materials. Develop and execute action plans for the section. Render financial administration to the component. Develop implementation plans and ensure adherence to financial procedures. Compile and present monthly financial reports to management. Assist with budget compilation and oversee financial claims such as S&T advances and travel expenses. Establish and maintain early warning systems for financial monitoring. Render procurement administration. Advise management on effective administrative practices. Identify and address administrative gaps. Ensure proper application of disciplinary procedures and labour issue management. Maintain records on goods and services procured, providing accurate statistics. Maintain register of the component. Allocate tasks and track progress to ensure timely compilation. Maintain and update the register of the component. Managing Assets Implement approved resolutions. Render Human Resources and supervision. Supervise staff, assign tasks, and monitor performance. Produce statistical reports and ensure that file maintenance systems are maintained. Keep HR tasks and compile monthly HR reports. Implement PMDS for the component. Arrange workshops, meetings and events as needed. Apply discipline.
<u>ENQUIRIES</u>	:	Ms P Adonis Tel No: (041) 508 9778
<u>POST 34/176</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A - C (CIVIL) REF NO: 051026/08</u> Branch: Water And Sanitation Services Management: NC CD: Provincial Operation: Northern Cape Sd: Water Services Infrastructure Development and Refurbishment Programmes
<u>SALARY</u>	:	R407 337 – R610 131 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Kimberley
<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>	:	Mr. J Roelofse Tel No: (053) 830 8800
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 34/177</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (CIVIL) REF NO: 051026/09</u> Branch: Water And Sanitation Services Management: NC CD: Provincial Operation: Northern Cape Dir: Water Resources Management Support Sd: Hydrological Services
<u>SALARY</u>	:	R407 337 – R610 131 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A National Diploma in Civil Engineering. Three (3) years post qualification technical Civil 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. Good computer literacy and computer programming skills. Good communication skills (verbal and written) and negotiation skills. Experience in project management. Technical design and analysing knowledge of hydrological data. Knowledge and experience in Computer-aided engineering applications. Technical report writing and technical consulting skills. Problem solving, analysis, decision making and teamwork skills. Creativity, customer focus and responsiveness skills. Good planning, organising and people management. Travel extensively as and when required. Must be prepared to work away from the office for extended periods of time.
<u>DUTIES</u>	:	Stream Gauging using ADP and conventional stream gauging methods. Survey of gauging weirs and flood (rated) sections using the levelling instrument. Preparation of drawings using CAD software. Calibration of flow gauging stations. Inspection planning of maintenance surface water gauging stations within the area of responsibility. Maintenance of electronic data logging instruments. Supervision of personnel. Hydrological Data editing and processing. Prepare technical specifications for procurement of the required resources. Collection of all forms of hydrological data within area of responsibility and compile reports. Provide technical support to requests received from stakeholders. Ensure the compliance to the Occupational Health and Safety Act in line with statutory and regulatory requirements. Engage in research and developmental activities for continuous professional development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Mr O Thebe Tel No: (053) 830 8800

<u>POST 34/178</u>	:	<u>SCIENTIFIC TECHNICIAN: PRODUCTION GRADE A – C REF NO: 051026/10</u> Branch: Water And Sanitation Services Management: NC CD: Provincial Operations: Northern Cape Dir: Water Resources Management Support Sd: Geohydrological Services
<u>SALARY</u>	:	R407 337 – R610 131 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A National Diploma in Natural /Water Groundwater/ Geohydrology related Sciences or relevant qualification. Three (3) years' post qualification technical scientific experience in groundwater. Compulsory registration with SACNASP as Certificated Natural Scientist. The disclosure of a valid unexpired driver's license. Understanding of program and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of groundwater resources management is essential. Extensive experience in water management, Environmental field, urban development, agricultural, waste management and mining. Understanding of department's role and function with respect to Water Quality and Water Resources Protection. Knowledge of the National Water Act, 36 of 1998 and related policies, strategies and guidelines. Understanding of principles of integrated Water Resource Management. Experience in minimizing the impacts from industries, agriculture, urban development and mining. Computer literacy. Innovative thinking. Negotiation skills. Good written and verbal communication skills. Knowledge of legal compliance. Technical report writing. Data analysis. Scientific presentation. Decision making. Customer focus and responsiveness. Problem solving.
<u>DUTIES</u>	:	Perform technical scientific and geohydrological functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions and extension of the groundwater monitoring network. Preparation and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide Geohydrological technical support and advice. Develop working relations with client base and extend client base. Promote public awareness of scientific activities. Provide technical/scientific data, information and advice. To perform technical scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures/skills to generate information and knowledge. Formulate proposals and compile reports. Research and development. Continuous professional development to keep up with new technologies and procedures. Equipment reviews and procurement of new equipment. Research/literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies/councils on Geohydrological related matters. Supervise technical support and processes. Manage the performance management and development of staff. All duties will be performed in a Geohydrological environment.
<u>ENQUIRIES</u>	:	Mr T Ngilande Tel No: (053) 830 8800
<u>POST 34/179</u>	:	<u>SUPPLY CHAIN PRACTITIONER REF NO: 051026/11</u> Branch: Water And Sanitation Services Management: NC CD: Provincial Operation: Northern Cape Div: Supply Chain Management
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification (National Diploma) in Supply Chain Management / Purchasing Management / Public Administration / Procurement / Financial Management or relevant qualification. One (1) year experience in Supply Chain Acquisition Management. The disclosure of a valid unexpired driver's licence. Knowledge of supply chain management administration procedure. Knowledge of financial legislation. Knowledge of Government Logistics Management System and LOGIS. Knowledge of PFMA, Treasury Regulation and Supply Chain Management Practice notes. Knowledge of supply chain management.

DUTIES

Knowledge of procurement policies and legislation. Disciplinary knowledge of labour law. Knowledge of treasury regulations. Knowledge of dispute resolution policies. Understanding Social and Economic development issues. Basic Financial Management. Knowledge Management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Efficient communication skills, accountability and ethical conduct.

: Render demand, acquisition, logistics and contract management support services. Render the supply chain management administrative roles. Follow relevant policies and regulations in supply chain management activities. Facilitate the procurement planning, acquisition and logistics of goods and services. Capture the acquisition requests on electronic purchasing system. Provide a Secretarial support function to Bid-Committees. Provide administrative duties during the tender/bid briefing sessions. Assist with the tender compilation of bid documents and confirm if it is in line with applicable SCM prescripts and processes. Respond to specific queries during the tender/bid briefing sessions. Open bid documents and check the responsiveness and non-responsiveness of documents. Provide assistance in the review of the scope of the Terms of Reference (TOR). Assist with the monitoring of validity period of closed tenders. Assist in the co-ordination and execution of the bidding process. Arrange and attend bid Evaluation committee meeting. Prepare register for bidders. Prepare scoring model/tender recommendation and evaluation reports. Preparation/ screening of recommendation for Adjudication. Supervise the Logistical Management Processes and compliance thereof. Ensure orders for correct goods and services are placed, checked, verified, received and paid to correct Supplier. Assist in updating the Contract registers and contract management. Supervise the Supply Chain Management financial and human resources. Manage personnel in accordance with human resource prescripts and DPSA PMDS process. Check the compliance with SCM prescripts and processes. Render administrative services to supply chain Acquisition Management. Assist in implementation of SCM policies, processes, and procedures.

ENQUIRIES

: Ms M Ramoshaba Tel No: (053) 830 8800

POST 34/180

: **SUPPLY CHAIN CLERK SUPERVISOR REF NO: 051026/12**

Branch: Water And Sanitation Services Management: Nc

CD: Provincial Operation: Northern Cape

Div: Supply Chain Management

SALARY

: R338 106 per annum (Level 07)

CENTRE

: Kimberley

REQUIREMENTS

: A Senior/Grade 12 certificate or relevant qualification. Three (3) to five (5) year experience in Supply Chain Management. The disclosure of a valid unexpired driver's licence. Knowledge of supply chain management administration procedure. Knowledge of financial legislation. Knowledge of Government Logistics Management System and LOGIS. Knowledge of PFMA, Treasury Regulation and Supply Chain Management Practice notes. Knowledge of supply chain management. Knowledge of procurement policies and legislation. Disciplinary knowledge of labour law. Knowledge of treasury regulations. Knowledge of dispute resolution policies. Understanding Social and Economic development issues. Basic Financial Management. Knowledge Management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Efficient communication skills, accountability and ethical conduct.

DUTIES

: Render demand, acquisition, logistics and contract management support services. Render the supply chain management administrative roles. Follow relevant policies and regulations in supply chain management activities. Facilitate the procurement planning, acquisition and logistics of goods and services. Capture the acquisition requests on electronic purchasing system. Provide a Secretarial support function to Bid-Committees. Provide administrative duties during the tender/bid briefing sessions. Assist with the tender compilation of bid documents and confirm if it is in line with applicable SCM prescripts and processes. Respond to specific queries during the tender/bid briefing sessions. Open bid documents and check the responsiveness and non-responsiveness of documents. Provide assistance in the review of the scope of the Terms of Reference (TOR). Assist with the monitoring of validity period of closed tenders. Assist in the co-ordination and execution of the bidding process. Arrange and attend bid Evaluation committee

		meeting. Prepare register for bidders. Prepare scoring model/tender recommendation and evaluation reports. Preparation/ screening of recommendation for Adjudication. Supervise the Logistical Management Processes and compliance thereof. Ensure orders for correct goods and services are placed, checked, verified, received and paid to correct Supplier. Assist in updating the Contract registers and contract management. Supervise the Supply Chain Management financial and human resources. Manage personnel in accordance with human resource prescripts and DPSA PMDS process. Check the compliance with SCM prescripts and processes. Render administrative services to supply chain Acquisition Management. Assist in implementation of SCM policies, processes, and procedures.
<u>ENQUIRIES</u>	:	Ms M Ramoshaba Tel No: (053) 830 8800
<u>POST 34/181</u>	:	<u>REGISTRY CLERK SUPERVISOR REF NO: 051026/13</u> Branch: Water And Sanitation Services Management: NC CD: Provincial Operation: Northern Cape Div: Auxiliary Services
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A Senior/Grade12 Certificate or relevant qualification. A Certificate or Diploma in Records Management; Information Services will serve as an added advantage. Minimum of three (3) to (5) five years relevant experience required. Knowledge of Registry duties, practice as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service and Records Management. Knowledge and understanding and application of National Archive and Records Services Act (Act 43 of 1996). Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organization. Computer literacy. Good verbal and written communication skills. Interpersonal relations, flexibility and teamwork.
<u>DUTIES</u>	:	Supervise and provide registry counter services, Attend to clients. Supervise the handling of incoming and outgoing correspondence. Supervise and sort, register and dispatch mail. Supervise and render an effective filling and record management service according to the Departmental file plan. Opening and closing of files according to record classification system. Filing, tracing and retrieval documents and files. Complete index cards for all files. Supervise the operation and operate machine related to registry functions, Open and maintain franking machine register. Frank post. Undertake spot checks on post to ensure no private post is included. Open and Close remittance register. Keep daily record of number of letters franked. Supervise the processing and process documents for archiving and disposal. Sort and package files for archives and distribution. Keep records for archived documents. Support satellite office with the application and utilization of Departmental File Plan. Supervise human resources/Staff. Allocate and ensure quality of work, personnel development, assess staff performance and apply discipline.
<u>ENQUIRIES</u>	:	Ms N Gool Tel No: (053) 830 8800
<u>POST 34/182</u>	:	<u>REGISTRY CLERK SUPERVISOR REF NO: 051026/14</u> Branch: Infrastructure Management: Southern Operations Cd: Water Resource Infrastructure Operations And Maintenance Dir: Operations Southern
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Gqeberha/Port Elizabeth
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or relevant qualification. Three (3) to five (5) years' experience in Registry functions. Knowledge of the Public Service Act, Public Services National Archives Regulations and National Archive and Records Services Act of South Africa (NARSASA)e Regulations, and relevant Records Management prescripts. Computer literacy. Ability to capture data and collate administrative statistics. Disclosure of a valid unexpired driver's license. Problem solving and analysis.
<u>DUTIES</u>	:	Supervise and provide registry counter services. Facilitate implementation of records management policies and procedures. Facilitate compliance inspections of Registries. Attend to clients. Handle telephone and other enquiries received. Receive and register hand delivered mail/files. Archive and disposal of documents Supervise the handling of incoming and outgoing

		correspondence. Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management service. Opening and closing files according to the record classification system. Filing/storage, tracing(electronically/manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to supervisor. Keep records for archived documents. Administer and maintain file plan. Support all satellite offices on Records Management matters. Supervise registry staff. Allocate and ensure quality work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms. P Adonis Tel No: (041) 508 9778
<u>POST 34/183</u>	:	<u>WATER CONTROL OFFICER (X3 POSTS)</u> Branch: Infrastructure Management: Northern Operations Cd: Water Resources Infrastructure Operations and Maintenance Dir: Operations Northern
<u>SALARY CENTRE</u>	:	R280 278 per annum (Level 06)
	:	Waterfalls (Buffelskloof) Ref No: 051026/15
	:	Blyde Riviespoort Ref No: 051026/16
	:	Witklip Dam Ref No: 051026/17
<u>REQUIREMENTS</u>	:	A relevant NQF level 4 qualification (Senior/Grade 12 certificate) in Mathematical literacy or a strong mathematical background is essential. Internal Department of Water and Sanitation with water control courses will serve as an added advantage. Five (5) years of practical experience in water control or related functions. The disclosure of a valid unexpired driver's license. Good communication skills (both verbal and written) Interpersonal skills. Knowledge in controlling and managing the water distribution for all Government Water Schemes, State Dams, Irrigation Boards, Water Use Associations, Canals, and Rivers within the provincial management operations and clusters. Knowledge in water related policy implementation. Knowledge in financial management act and human resources. Knowledge and implementations in OHS Act. Monitoring and evaluation principles. Knowledge in supporting water utilisation and water resource strategy. Knowledge of drought and flood management. Understanding of government legislation. Knowledge in grievance and disciplinary procedures. Knowledge in monitoring and reporting water pollution and alien vegetation. Knowledge in basic civil, mechanical and electrical maintenance. Extensive travelling and performing duties away from the office for periods of time.
<u>DUTIES</u>	:	Assist with the controlling of the opening and closing of sluices according to schedule. Keep records of all information as well as meter readings for purpose of correct billing. Plan and prioritize duties for subordinates. Control water distribution according to regulations daily. Perform minor maintenance on structures, dams, fences and sluices. Compile disposal report for the scheme. Produce flood warning list of all water users/clients and do flood control. Present progress report in respect of tasks. Collections and safe keeping of equipment and supply daily. Control time register and leave forms. Routine dam inspections of hydrological data including water meter readings. Assist with Health and Safety regulations on the scheme.
<u>ENQUIRIES</u>	:	Mr B Mameshi Tel No: (013) 262 6839
<u>POST 34/184</u>	:	<u>ARTISAN PRODUCTION GRADE A – C: (FITTER AND TURNER) REF NO: 051026/18</u> Branch: Infrastructure Management: Southern Operations Cd: Water Resources Infrastructure Operations and Maintenance Dir: Operations Southern
<u>SALARY CENTRE</u>	:	R253 341 – R424 371 per annum, (OSD)
	:	Breede/Gouritz (Worcester – Western Cape)
<u>REQUIREMENTS</u>	:	An Appropriate Fitter and Turner Trade Test Certificate. The disclosure of a valid unexpired driver's code EB driver's license. Willingness to perform standby duties, production work, and overtime as and when required. Knowledge and experience in bulk water storage, conveyance, and pressure systems will be an advantage. Ability to work independently with limited

		supervision. Strong technical communication skills in English, coupled with good technical report-writing and computer literacy. The ability to read and interpret manufacturing drawings will be an advantage. Essential knowledge and experience regarding compliance with the Occupational Health and Safety (OHS) Act in both workshop and site environments.
<u>DUTIES</u>	:	Service, repair, install, and maintain water control equipment and related infrastructure typically found on dams and water distribution networks (e.g., pumps, pipes, valves, sluices, auxiliary drives, cranes, water vessels, and industrial construction plant/machinery). Conduct routine inspections to identify visible, operational, and safety defects; plan necessary repairs and report defects to the Supervisor promptly. Ensure all services are carried out timeously and coordinate maintenance and repairs through existing contracts. Manufacture items based on own planning and from design/manufacturing drawings. Function in strict accordance with all applicable legislative, safety, and regulatory requirements. Record daily trips, fuel consumption, and logbooks for both vehicles and machinery, as well as service logbooks for installed equipment. Ensure equipment and immediate work areas are kept clean and well-maintained and good housekeeping when on site. Assist various maintenance teams with day-to-day maintenance, repairs, and construction work as needed. Manage, mentor, and evaluate staff performance on an ongoing basis. Be prepared to travel to remote areas and spend nights away from home on a regular basis. Be available for standby and occasional overtime work, including weekends and public holidays.
<u>ENQUIRIES</u>	:	Mr. S Makhubela Tel No: (023) 348 5600
<u>NOTE</u>	:	Preference will be given to candidates from the geographical area.
<u>POST 34/185</u>	:	<u>ARTISAN PRODUCTION GRADE A – C (DIESEL MECHANICAL) REF NO: 051026/19</u> Branch: Infrastructure Management: Southern Operations Cd: Water Resources Infrastructure Operations and Maintenance Dir: Operations Southern
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (OSD)
<u>CENTRE</u>	:	Breede/Gouritz (Worcester – Western Cape)
<u>REQUIREMENTS</u>	:	An Appropriate Diesel Mechanical Trade Test Certificate. The disclosure of a valid unexpired code EB driver's license. Willing to perform production work, standby and overtime when required. The applicant must be able to work with limited supervision. Strong technical communication skills in English, coupled with sound technical report-writing abilities. Knowledge in computer aided technical applications. The ability to read and interpret manufacturing drawings will be an advantage. Knowledge and experience regarding compliance to the Occupational Health and Safety Act in workshop and –site environment is essential.
<u>DUTIES</u>	:	Render maintenance for mechanical oriented functions such as service, repair, install and maintain construction equipment, water control equipment and related infrastructure as typically found on dams and water distribution networks (pumps, pipes, valves, sluices, auxiliary drives, cranes, water vessels). Routine inspections of visible, operational and safety defects, planning repairs and reporting of defects to Supervisor. Ensure services are carried out timeously and coordinate maintenance and repairs through existing contracts. Function in strict accordance with applicable legislative and safety requirements. Record daily trips, fuel consumption and logbooks for both vehicles and machinery as well as service logbooks of installed equipment. Ensure that equipment and immediate work areas are kept clean and well-maintained and good housekeeping is practiced when on site. Assist the various maintenance teams as needed with day-to-day maintenance, repairs and construction work. Manage, mentor, and evaluate staff performance on an ongoing basis. Work requires traveling to remote areas and to overnight away from home on a regular basis. Standby and occasional overtime work, including weekends and public holidays, will be expected from time to time.
<u>ENQUIRIES</u>	:	Mr. S Makhubela Tel No: (023) 348 5600
<u>NOTE</u>	:	Preference will be given to candidates from the geographical area.

<u>POST 34/186</u>	:	<u>REGISTRY CLERK REF NO: 051026/20</u> Branch: Corporate Support Services Cd: Human Resources Management Dir: Human Resource Administration
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or relevant qualification. Knowledge of human resources functions, practices as well as the ability to capture data, operate computers and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL). Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of working procedures in terms of the working environment flexibility.
<u>DUTIES</u>	:	Provide counter services: Attend to clients. Handle telephone and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues Render an effective filling and record management service: Opening and closing files according to record classification system. Filling/storage, tracing (electronically/ manually) and retrieval of documents and files. Complete index cards for all files. Implementation of minimum information required in all Human resource records. Ensure compliance to management of information and security and promotion of access to information. Ensure compliance to management of National Minimum Information Requirements are complied. Ensure compliance to records classification requirement. Provide support on coordination of personal files. Safekeeping of personal files. Maintenance of stall file plan. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to post Office. Open & maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/ disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	Mr R Mudau Tel No: (012) 336 7770
<u>POST 34/187</u>	:	<u>HUMAN RESOURCE CLERK PRODUCTION (HRD) REF NO: 051026/21</u> Branch: Water And Sanitation Services Management: NC CD: Provincial Operation: Northern Cape Div: Human Resource Development
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or equivalent. Knowledge of HRD and Performance Management Development System (PMDS) policies and procedures. Knowledge of the Skills Development Act and related prescripts. Knowledge of Public Service Regulations and relevant HR prescripts. Knowledge of Record management and administrative skills. Computer literacy (MS Word, Excel, Outlook). Knowledge of PERSAL system. Knowledge of registry duties and practices. Planning and organising skills. People and Diversity Management skills. Be client oriented and customer focused. Good verbal and written communication skills. Accountability and Ethical Conduct. Flexibility and teamwork. Basic knowledge of problem solving and analysis.
<u>DUTIES</u>	:	Training: Provides administrative and clerical support to ensure the effective implementation of training, skills development, bursaries, internships, and employee development programmes within the department. Assist with the coordination and administration of training and development programmes. Capture and maintain employee training records and databases. Process training nominations and registration forms. Compile training reports. Assist in the compilation and implementation of the Workplace Skills Plan (WSP) and Annual Training Report (ATR). Collect training needs analysis information from managers and employees. Maintain records of skills development

interventions and outcomes. Support compliance with Skills Development legislation and departmental policies. Administer bursary and study assistance applications. Maintain records of approved bursaries and other training interventions. Follow up on academic results and contractual obligations of bursary recipients. Assist with the administration of internship, learnership and graduate placement programmes. Coordinate induction and orientation programmes for interns and learners. Maintain accurate HRD files and employee development records. Ensure safekeeping of confidential employee information. File correspondence, training certificates and related documentation. Retrieve records and information when required for audits and reporting purposes. PMDS Administration: Administer the PMDS process for all applicable employees. Distribute PMDS templates, guidelines, and relevant circulars to employees. Receive, register, and verify performance agreements and performance assessments. Follow up on outstanding PMDS documents with supervisors and employees, inclusive of correct completion of the PMDS documents within the prescribed timeframes. Maintain and update PMDS records and databases. Establish and maintain individual PMDS files for employees. Retrieve files and documentation when required for verification, auditing, or reporting purposes. Capture Performance Agreements, Mid-Terms and Annual Assessments on the PERSAL System.

ENQUIRIES : Mr MJ Moletsane Tel No: (053) 830 8800

POST 34/188 : **DRIVER EXTRA HEAVY MOTOR VEHICLE (EHMV) REF NO: 051026/22**
Branch: Infrastructure Management: Southern Operations
Cd: Water Resources Infrastructure Operations and Maintenance
Dir: Operations Southern

SALARY : R237 453 per annum (Level 05)
CENTRE : Breede/Gouritz (Worcester – Western Cape)
REQUIREMENTS : An NQF level 4. The disclosure of a valid unexpired driver's license class EC. Valid, unexpired Professional Drivers Permit (PDP). Five (5) years' experience in driving heavy motor vehicles/Maintenance Vehicle. Operation of equipment such as truck mounted crane, TLB and forklift will serve as an added advantage. Technical knowledge and competencies should include Advanced Extra Heavy Vehicle equipment operation, basic maintenance, literacy, planning and supervision skills. Behavioural competencies shall be client orientation and customer focus, basic communication and accountability and sound ethical conduct.

DUTIES : The operations of an extra heavy motor vehicle in accordance with road ordinance prescripts. Transportation of personnel, equipment and materials. Perform activities in respect of operating specialized equipment. Load and offload goods and equipment. Maintain register regarding deliveries and pickups. Supervision of assistants. Routine inspections of visible, operational and safety defects and reporting of defects to Supervisor, Transport Officer and Mechanic. Repair minor mechanical faults on vehicles and machinery and report major defects for repairs. Ensure servicing is carried out timeously. Function in accordance with applicable legislative and safety requirements. Record daily trips, fuel consumption and logbooks for both vehicles and machinery. Ensure that equipment and parking space are clean. Ensure safe storage of vehicle on route. Ensure safety of cargo while on route. On completion of journey ensure safe storage of vehicle at base. Assists maintenance team with removal and installation of equipment with truck mounted and overhead crane and forklift. Assists maintenance teams with their tasks when not operating the truck. The incumbent must be willing to work away from home and will be required to perform duties at all schemes throughout the Western Cape.

ENQUIRIES : Mr. S. Makhubela Tel No: (023) 348 5600
NOTE : Preference will be given to candidates from the geographical area.

POST 34/189 : **GROUNDSMAN REF NO: 051026/23 (X2 POSTS)**
Branch: Infrastructure Management: Southern Operations
Cd: Water Resources Infrastructure Operations and Maintenance
Dir: Operations Southern

SALARY : R144 024 per annum (Level 02)
CENTRE : Berg River and Tunnel System (Western Cape)

<u>REQUIREMENTS</u>	:	An ABET certificate. Zero (0) to one (1) year working experience. Experience in performing manual work will be an added advantage. The disclosure of a valid unexpired code B Drivers licence. The following knowledge and competencies are required: Knowledge of working on various general work and handling equipment and appliances. Knowledge of gardening equipment including lawn care process and competencies are required (pruning and trimming process and techniques). Knowledge of chemical use (dilution/mix) and chemical product knowledge. Knowledge of daily maintenance procedures for efficient machine/equipment performance. Basic knowledge in supporting water utilisation and water resource strategy. Knowledge of health and safety procedures. Knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Good communication skills and the ability to work in a team. Must be able to work in or near rivers, dams, and canals, and in confined spaces. Must be able and willing to assist other schemes and maintenance teams when needed around Western Cape. Must be punctual, productive, and loyal. Good communication and interpersonal relations.
<u>DUTIES</u>	:	Clean and maintain grounds and repair tools and structures such as buildings, fences using hand tools. Cut vegetation and apply herbicide. Cleaning of mechanical gates and Grids with canal systems. Cut trees and grass at toe level on dam embankments. Clear weeds and sand at bridges, channels and sluices. Clear vegetation and sand traps and along weirs. Remove debris at inlets and outlet's structure. Inspect and repair fences. Clear canal culverts. Fill and compact potholes on access road. Fill and compact holes on embankments. Remove debris deposits inside canal. Clean equipment. Report on broken machines and equipment. Expected to work in the Jonkershoek and Palmiet catchments but willing to work at different sites within the Western Cape region.
<u>ENQUIRIES</u>	:	Mr A. Mgidi Tel No: (021) 876 9900
<u>NOTE</u>	:	Preference will be given to candidates from the geographical area – Western Cape.
<u>POST 34/190</u>	:	<u>GENERAL WORKER CIVIL MAINTENANCE REF NO: 051026/24 (X5 POSTS)</u> Branch: Infrastructure Management: Southern Operations Cd: Water Resources Infrastructure Operations and Maintenance Dir: Operations Southern
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Breede/Gouritz (Western Cape - Worcester)
<u>REQUIREMENTS</u>	:	An ABET certificate. Higher qualifications will serve as an added advantage. Experience in performing manual work will serve an added advantage. Knowledge and Competencies: Basic knowledge of the following is essential: General work in handling equipment and appliances. Various general work, including lawn care processes. Pruning and trimming processes and techniques. Chemical use (dilution/mix) and chemical product knowledge. Daily maintenance procedures for efficient machine/equipment performance. Supporting water utilisation and water resource strategy. Health and safety procedures. Garden maintenance and planting practices. A basic understanding of Government legislation. Must be able and willing to work in or near rivers, dams, canals and confined spaces.
<u>DUTIES</u>	:	Perform general assistant work. This includes but is not limited to: Loading and offloading furniture, equipment, and other goods to their relevant destinations. Cleaning government vehicles, machinery, and equipment. Cleaning the relevant workstations and ensuring working areas are clean. Cleaning lawns and pruning trees where necessary. Clean and maintain grounds, canals, office grounds etc. Repair tools and structures such as building, fences, around canals dam areas, office buildings and benches using hand and power tools. Mix spray or spread fertilizers using hand or atomic 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. Perform labouring duties to support maintenance, repair and construction of departmental infrastructure. Assisting with cleaning and repairing water supply systems like canals, drains, dams, and pipelines as well as repairs to department buildings. The incumbent must be willing to work away from home

		and will be required to perform duties at all schemes throughout the Western Cape.
<u>ENQUIRIES</u>	:	Mr. Bertram Ross Tel No: (021) 941 6077
<u>NOTE</u>	:	Preference will be given to candidates from the geographical area.
<u>POST 34/191</u>	:	<u>CLEANER REF NO: 051026/25 (X2 POSTS)</u>
		Branch: Infrastructure Management: Southern Operations
		Cd: Water Resources Infrastructure Operations and Maintenance
		Dir: Operations Southern
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Gqeberha/Port Elizabeth
<u>REQUIREMENTS</u>	:	An ABET certificate. Experience in cleaning services will serve as an added advantage. Basic knowledge of cleaning principles. Basic knowledge of chemical use (dilution/mixing). Basic knowledge of cleaning equipment to be used. Basic knowledge of health and safety requirements. Knowledge of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication and interpersonal relations.
<u>DUTIES</u>	:	Provision of basic cleaning services. Keeping and maintaining cleaning equipment and managing stock of cleaning materials. Cleaning of offices corridors, elevators and boardrooms by dusting and waxing floors, sweeping, scrubbing and vacuuming and shampooing of floors. Cleaning walls, windows and doors. Emptying and cleaning waste bins. Collecting and removing office waste. Freshening of offices, boardrooms, working areas, kitchen and storerooms. Cleaning the restrooms, refilling the hand wash liquid soap, replacing paper towels, toilet paper and emptying and cleaning of wash waste bins. Report broken machines' equipment. Cleaning of machines (microwaves, vacuum cleaners and equipment after use. Request cleaning materials. Assisting with other duties as and when required.
<u>ENQUIRIES</u>	:	Ms P Adonis Tel No: (041) 504 9778
<u>NOTE</u>	:	NB: Preference will be given to candidates residing within the Nelson Mandela District.