

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>	:	16 October 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 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, 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 Pongola-Umzimkhulu Catchment Management Agency and Mzimvubu Tsitsikamma Catchment Management Agency are 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.
		ERRATUM: Kindly note that the following posts, published in Public Service Vacancy Circular 34 dated 18 September 2026, with a closing date of 05 October 2026, have been withdrawn, Namely: Control Engineering Technician Grade A Ref No: 051026/09 and Scientific Technician Grade A Ref No: 051026/05.

OTHER POSTS

<u>POST 35/148</u>	:	<u>DEPUTY DIRECTOR: COMPLIANCE MONITORING AND ENFORCEMENT</u> <u>REF NO: PUCMA 37</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Compliance Monitoring and Enforcement
<u>SALARY</u>	:	R1 101 468 per annum (Level 12), (all-inclusive salary package)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A minimum of 4-year degree qualification in the field of Natural Science, Environmental Law, or Environmental Science or relevant NQF level 7 qualification. A minimum of (8) eight years' experience in Compliance Monitoring and Enforcement, of which (5) five years should be at middle management level in Water Resource Management or related field. Knowledge of the National Water Act, 1998, the Water Services Act, 1997, related policies, strategies and guidelines and other relevant Acts. Technical knowledge and competence in project and programme management, policy and strategy development, communication/interpersonal skills, Presentation Skills, Negotiation Skills, Development Skills and General Management. Willingness to work irregular hours. Knowledge of human Resources policies and Public Finance Management Act. A valid driver's license.

<u>DUTIES</u>	:	Implement and enforce the National Water Act. Ensure Implementation of compliance monitoring and enforcement policy, strategy, the standard operating procedure. Develop plans for inspections and audits. Ensure that compliance inspections / audits are conducted for various sector-related activities against legislation, policies, regulations and licenses. Analyse and verify inspection reports. Provide advice on further actions needed to be taken. Provide information/support to the education and awareness component to promote compliance. Ensure that all dam safety inspections are conducted, and compliance with national norms and standards. Facilitate and manage investigations of non-compliance with water use license conditions and other unlawful water uses and prepare reports. Implement enforcement action in the form of formal or informal warnings, administrative enforcement such as statutory notices, compliance notices and directives, criminal and court applications to enforce notices. Provide advice and input on criminal, administrative and civil litigation. Initiate prosecution against non-compliance through administrative enforcement. Prepare necessary information, reports and evidence for court applications. Assist in the development of policies and regulations. Ensure liaison, cooperation and coordination with other enforcement agencies and government institutions involved in compliance and enforcement. Ensure management of assets and human resources.
<u>ENQUIRIES</u>	:	Ms. Zanele Msimang, Cell No: (082) 908 8141
<u>POST 35/149</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: PUCMA 38</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Water Resource Planning and Management
<u>SALARY</u>	:	R573 552 per annum, (OSD)
<u>CENTRE</u>	:	Durban
<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 a 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 and water balance. Research and Development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and Project management. Technical report writing. Good communication skills (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 control of hydrological time series data. Manage the registration of hydrological data on Hydstra. Ensure performance of control surveys, stream flow gauging and calibration of gauging weirs. Monitor Real time data of gauging sites, perform site evaluations and monitor instrumentation. Handle data requests and dissemination. Manage the Data Quality Control Division within the Sub-Directorate. Attend to Monitoring Committee matters. 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. Provide technical support 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 Thulani Mbokodo at (063) 501 0278
<u>POST 35/150</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: PUCMA 39</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Water Resource Planning and Management
<u>SALARY</u>	:	R573 552 per annum, (OSD)

<u>CENTRE</u>	:	Durban
<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 a 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 and water balance. Research and Development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and Project management. Technical report writing. Good communication skills (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 organising.
<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 control of hydrological time series data. Manage the registration of hydrological data on Hydstra. Ensure performance of control surveys, stream flow gauging and calibration of gauging weirs. Monitor Real time data of gauging sites, perform site evaluations and monitor instrumentation. Handle data requests and dissemination. Manage the Data Quality Control Division within the Sub-Directorate. Attend to Monitoring Committee matters. 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. Provide technical support 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 Thulani Mbokodo, Cell No: (063) 501 0278
<u>POST 35/151</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDITOR REF NO: MTCMA 12</u> Branch: Mzimvubu Tsitsikamma Catchment Management Agency Division: Internal Audit
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Kugompo
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification at NQF level 7. three (3) years supervisory experience in Internal Auditing. Completion of the General Internal Auditing and Compliance auditing. The disclosure of a valid unexpired driver's license (candidates should be able to drive). Performance Auditing. Forensic Investigations. Quality Assurance Auditing. General Control Review and Applications Control (Including IAT learnership- (three (3) years) learnership from the IIA plus two (2) years internal audit. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental financial systems. Principles and practice of financial accounting. Framework of managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and Diversity Management. Client orientation and Customer Focus. Communication. Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Supervise and participate in the development of strategic internal audit/compliance audit/performance audit / forensic investigations and quality assurance audit/ general control review and applications control plans. Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three (3) years strategic risk-based audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort. Supervise assistance to and assist to accounting officer in maintaining efficient and effective controls

and achieving the objectives of the department by evaluating the department's controls / objectives, to determine their effectiveness and efficiency through internal audits/ compliance audit / performance audit / forensic investigations and quality assurance audit / general control review and applications control. Develop proposals to determine the scope of allocated internal audits. Collect analyse and interpret data for purposes of the development of the engagement work program. Develop the engagement work program. Supervise and execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls / processes. Compile and review audit reports for each engagement. Monitor process on the implementation of agreed upon action plans. Review, collect information and compile reports to the accounting officer and audit committee. Process reports against audit plan. Quarterly reports. Annual reports. Keep up to date with new developments in the internal audit / compliance audit / performance audit / forensic investigations and quality assurance audit/ general control review and applications control environment. Study professional journals and publications to ensure that cognisance is taken of new developments. Monitor and study the relevant industry, legislative, standards changes and policy frameworks continuously. Engage in continuous professional development activities relevant (tools and techniques) as required/ prescribed. Supervise employees to ensure an effective internal audit / compliance audit / performance audit / forensic investigations and quality assurance audit/ general control review and applications control service. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Provide inputs for the enhancement of the audit methodologies and technologies.

ENQUIRIES

: Mr L Xego Tel No: (043) 701 0342

POST 35/152

: **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: MTCMA 13**
Branch: Mzimvubu Tsitsikamma Catchment Management Agency
Division: Human Resource Management

SALARY
CENTRE
REQUIREMENTS

: R487 197 per annum (Level 09)
: Kugompo
: A relevant NQF level 6 qualification in Human Resource Management/Public Administration/ Management. Five (5) years relevant experience in Human Resource Management of which three (3) years should be at supervisory level. The disclosure of a valid unexpired driver's license. PERSAL Introduction Certificate. Ability to interpret Policies and Legislation. Knowledge of Public Service Regulations, Basic Conditions of Employment Act, Employment Equity Act, Government Employment Medical Scheme, Policy on Incapacity and ill health Retirement, Housing Allowance. Knowledge of policy development and implementation. Knowledge of HR transactions. Knowledge of recruitment, selection, and appointment procedures. Knowledge of PERSAL and BAS System. Knowledge of Pension Case Management. Knowledge of Comp Easy System. Knowledge of equal opportunities and Affirmative action guidelines and laws. Disciplinary knowledge of HR transactions. Understanding of Government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Knowledge of analytical procedures.

DUTIES

: Implement HR transactions policies and strategies. Analyse current policies. Analyse Departmental strategic objectives. Analyse human resource transaction trends. Monitor the implementation of human resource in the Department. Evaluate implementation of HR information policy in the Department. Measure compliance in terms of HR information processes. Implement HR transactions systems and database. Develop implementation plan. Hold roadshows advising department on key policy issues. Develop training programs for HR regional managers. Brief managers on policy requirements. Implement according to delegations. Formulate delegations. Give advice on the implementation of HR transactions policies and guidelines.

Expert advice to managers on the implementation of HR transaction information. Monitor policy implementation. Give advice on HR policies in the Department. Implement the best practice on HR transaction. Conduct research on the latest development on HR issues. Provide Guidance on COIDA. Provide advice and guidance to employees regarding IOD matters. Submit cases of IOD to DOL (Labour Department). Maintain database of HR transaction. Accurate HR information data. HR information implemented on the System. Monthly report available for managers. Issue HR information report. Ensure proper filing and safekeeping of HRM documents. The administration of recruitment and selection in the region. Implement the process of advertising vacant post. Draft submission for approval. Serve as panel member or secretary during selection process. Provide Organizational Development, Employee Relations, Human Resource Development and Employee Health & Wellness services.

ENQUIRIES : Mr T Ngubeni Tel No: (043) 701 0280

POST 35/153 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MTCMA 14**
Branch: Mzimvubu Tsitsikamma Catchment Management Agency
Division: Supply Chain and Asset Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Kugompo
REQUIREMENTS : A relevant tertiary qualification at NQF level 7 in Supply Chain Management or relevant qualification. Three (3) years related supply chain management supervisory experience. The disclosure of a valid unexpired driver's license. Understanding of Supply Chain Management policies and procedures, principles and practice of financial accounting. Practical experience in SAP system with computer literacy skills. Must be able to work under pressure, be self-motivated, responsible, and reliable. Behavioural competencies: people and diversity management. Client orientation and customer focus. Efficient communication skills both (verbal and written). Accountability and ethical conduct. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework (PPPFA) and all applicable SCM guidelines, policies, practices, and procedures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative clerical procedures and government financial systems. Knowledge of learning, teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct.

DUTIES : Coordinate, review, research, analyse and plan the procurement needs of the Cluster. Coordinate, review, collect and gather information for the annual demand management plan/procurement plan of the Cluster. Manage and review specifications received from end users. Implement and maintain the updating of the vendor data on SAP. Coordinate, review and execute the bidding process. Coordinate and review the compilation and invitation of quotations from Central Supplier Database as per the National Treasury Thresholds. Serve as the secretariat for all Cluster Bids & Specification Committees. Manage, supervise, monitor, analyse and determine actions to ensure proper contract administration. Manage, supervise, monitor contract compliance by determining whether products/services are delivered at the right time, quantity, products, place, conditions, quality, and price according to the contract. Manage, supervise and monitor supplier performance according to the contract and Service Level agreement. Coordinate and review the process of requisition of goods and services. Coordinate the safekeeping and distribution of goods. Manage and supervise employees to ensure an effective Supply Chain Management service and undertake all administrative functions required regarding financial and HR administration. Control and safeguard all Supply Chain documentation. Supervise and undertake risk management assessments. Manage, supervise and implement fraud and abuse prevention strategy for SCM. Manage and supervise performance assessment of the value chain in SCM function. Participate in the development of risk and performance management policies processes and procedures. Manage assets within the section. Ensure and assist staff with development and training needs.

<u>ENQUIRIES</u>	:	Mr T Ngubeni Tel No: (043) 701 0342
<u>POST 35/154</u>	:	<u>SENIOR EMPLOYEE RELATIONS PRACTITIONER REF NO: MTCMA 15</u> Branch: Mzimvubu Tsitsikamma Catchment Management Agency Division: Human Resource Management
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Kugompo
<u>REQUIREMENTS</u>	:	A National Diploma (NQF level 6) in Labour Relations or relevant qualification as recognised by SAQA. A minimum of two (2) years' experience in case and compliance management or relevant field. PERSAL introduction certificate. Knowledge of employee relations. Knowledge of Public Service legislation and resolutions. Knowledge of disciplinary code and procedures, grievance procedure, mediation and arbitration. Knowledge and understanding of relevant policies and procedures. Communication skills (written and verbal), planning and organisation skills, report writing skills, coordination skills, conflict resolution skills, interpretation and application of legislation, policies and resolutions, programme and project management skills and computer literacy. Good interpersonal relations skills. Ability to collect and interpret information and reports. Ability to gather and analyse information. Ability to interpret & apply relevant legislation, regulations, resolutions & policies. Ability to work under pressure and work under limited supervision. Ability to work independently and in a team.
<u>DUTIES</u>	:	To provide an administrative support for Employee Relation Unit. To facilitate the handling of Misconduct, grievances and Disputes lodged. Responsible for compiling monthly reports for Employee Relations Unit. To assist in procurement process for Employment Relations needs. Ensuring application and implementation of the outcome of Discipline; Arbitration Awards and Labour Court Judgements. Capturing cases on PERSAL. Maintains Employee Labour Relations database. Assist in the implementation of approved resolutions by relevant structures. Compile statistics regarding labour issues, investigate cases and arrange appointments of Investigating Officers. Keep statistics of all Employee Relations cases lodged with the component.
<u>ENQUIRIES</u>	:	Mr TS Ngubeni Tel No: (043) 701 7200
<u>POST 35/155</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: MTCMA 16</u> Branch: Mzimvubu Tsitsikamma Catchment Management Agency Division: Financial Management
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Kugompo
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification (National Diploma) in Financial Management. Three (3) to four (4) years relevant experience in financial matters. The disclosure of a valid unexpired driver's license. Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as Treasury Regulations and PFMA. Knowledge and experience on SAP and PERSAL systems. Computer literacy in Microsoft Office. Knowledge of Departmental policies and procedures. Knowledge and understanding of the framework for managing performance information. Problem solving and analysis. People and diversity management skills. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct. Good presentation skills. Knowledge of accrual accounting.
<u>DUTIES</u>	:	Ensure compliance with management of invoices. Manage creditors by ensuring major accounts are reconciled with supplier statements. Monitor compliance with 30-day payments, administration of payroll, and authorise PERSAL / SAP payments and journals. Monitor petty cash and supervise bank payments. Oversee safeguarding of state funds. Ensure proper documents control pertinent to financial documents. Compliance with monthly reporting on payables/accruals, 30-day reports, creditor reconciliation reports, petty cash reconciliation and suspense account reconciliation. Provide assistance to internal and external clients regarding general budgeting and financial reporting requirements. Supervise and evaluate personnel.
<u>ENQUIRIES</u>	:	Mr T Ngubeni Tel No: (043) 701 0280

<u>POST 35/156</u>	:	<u>SENIOR SUPPLY CHAIN PRACTITIONER REF NO: MTCMA 17</u> Branch: Mzimvubu Tsitsikamma Catchment Management Agency Division: Supply Chain Management
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Kugompo
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification (National Diploma) in Supply Chain Management / Logistics / Purchasing Management/Procurement / Financial Management or relevant qualification. Three (3) years' experience in Supply Chain Management administration environment. The disclosure of a valid unexpired driver's license. Knowledge of procurement administration procedure. Knowledge of financial legislation. Knowledge of BAS, SAP, and GAAP. Knowledge of PFMA, 115 PPPFA and BBEE Policy. 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.
<u>DUTIES</u>	:	Render demand and acquisition support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specifications on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Contractors database update and well maintained. Orders placed accordingly. All notices registered and issued properly. Provide effective provisioning of logistical support services. Ensure that the requested items are received and the services are rendered as requested. Capture information into SAP system. Capture information into BAS system. Analyse procurement trends. Implement policies. Engage supplier regarding purchased materials and payment thereof. Develop action plan for the section. Supervise human resources. Check if the information is captured correctly on the system. Authorise payments. Documents are provided for an approval. Ensure vehicles are issued properly. Ensure that financial procedures are observed in the section. Compile monthly reports. Administer the provision of tender services and contract management. Record all bid documents received. Forward relevant records to bid committee for processing. Keep register of bid documents. Documents forwarded to bid committee for further processing. Manages Asset Disposal. Do capturing of all payments in the BAS/ SAP system. Keep records of assets to be disposed. Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Maintain Asset register. Compile monthly reports. Redundant items disposed. Database updated accordingly. Administer the payment process for the goods and services acquired. Verify the correctness: accuracy of the invoices. Check if the amounts correspond with received quotations. Ensure that goods and services are received before payment. Pay invoices after services has been rendered.
<u>ENQUIRIES</u>	:	Mr T Ngubeni Tel No: (043) 701 0342
<u>POST 35/157</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: PUCMA 40</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Water Use Authorisation and Registration
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification (National Diploma) in Public Management/ Administration. Three (3) years working experience in administration and regulatory environment. The disclosure of a valid unexpired driver's licence. Experience in maintaining registers and database. Experience in report writing and drafting of submissions. Knowledge and understanding of administrative procedures. People and Diversity Management. Excellent client orientation and customer focus. Good communication skills. Good accountability and ethical conduct.
<u>DUTIES</u>	:	Processing of Water Use Licence Applications: advice to applicants on statutory, procedural requirements and related procedures; Processing of

applications and collating documentation for review purposes. Preparation of applications for preliminary and final review by Water Use Licence Assessment Advisory Committee, setting up and notification of site inspections, preparation and submission of applications to National Office and drafting and preparation of licences to the Regional Director. Drafting of all related correspondence and updating of schedules. Maintain registers and databases. Conduct photocopying and filing. Conduct administrative duties related to Stream Flow Reduction Activity Licence Applications i.e. identifying the need for and co-ordinating site inspections for Re-inspections provide copy permits/licences, processing change of land ownership and reporting of alleged unlawful plantings. Provide administrative and secretariat support to Licence Assessment Advisory Committee i.e. manage diary, Co-ordinate meeting dates for the year; prepare Agendas, proof reading of documents for review; take, compile and type minutes. Ensure follow-up actions on drafting letters and recommendations. Provide feedback to applicants. Provide advice on statutory and procedural requirements; Telephonic assistance with the completion of forms; General Enquiries; Invoice and statement enquiries etc. Supervision of staff is essential.

ENQUIRIES : Mr Shaun Naidoo, Cell No: (082) 884 9564

POST 35/158 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C REF NO: PUCMA 41 (X3 POSTS)**

Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Water Use Authorisation and Registration

SALARY
CENTRE
REQUIREMENTS

: R357 597 – R610 131 per annum, (OSD)
: Durban
: A National Diploma in Environmental Management or Natural Sciences. One (1) year working experience including internship or experiential learning will serve as an added advantage. The disclosure of a valid unexpired driver's license. Sound knowledge of integrated water resource management and water resource protection. 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. Skills and experience in management of human resources. 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 Corporative Governance and stakeholder engagement.

DUTIES : Assess completeness of WULAs and conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Requesting scientific input within the Department using the specified templates. Access and evaluate Hydrological and Environmental information with regard to license applications. Assist in development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998, with regard to 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.

ENQUIRIES : Mr Shaun Naidoo, Cell No: (082) 884 9564

POST 35/159 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C REF NO: PUCMA 42**

Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Compliance Monitoring and Enforcement

SALARY
CENTRE
REQUIREMENTS

: R357 597 – R610 131 per annum, (OSD)
: Durban
: A National Diploma in Natural Sciences or equivalent. One (1) year experience in the relevant field of Water Resources Management including internship or experiential learning will serve as an added advantage. The disclosure of a valid unexpired driver's license. Knowledge and understanding of the National Water Act, 1998, sector relevant legislation: CARA, NEMA, MPRDA and related policies. Sound knowledge of integrated water resource management.

		Knowledge in water use investigation, inspections, and sampling procedures. Excellent communication skills including verbal, report writing, presentation skills. Knowledge of technical assessment of action plans. Interpersonal skills as well as the ability to work in a multi-disciplinary team. The ability and willingness to travel and work long hours where necessary.
<u>DUTIES</u>	:	Implement compliance and enforcement activities of the unit. Ensure enforcement of the National Water Act. Conduct compliance inspections for various sector-related activities against legislation, policies, regulations and licenses and compile a formal inspection report. Provide support to education and awareness component to promote compliance. Conduct investigation of reported unlawful water use and implement enforcement actions through administrative (prepare and issue notices and directives), criminal and civil enforcement measures. Prepare necessary information, reports and evidence for court applications. Assess and review technical reports and action plans to monitor compliance against issued enforcement actions.
<u>ENQUIRIES</u>	:	Ms. Zanele Msimang, Cell No: (082) 908 8141
<u>POST 35/160</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A – C (X3 POSTS)</u> Branch: Mzimvubu Tsitsikamma Catchment Management Agency Division: Water Use Authorization
<u>SALARY CENTRE</u>	:	R357 597 – R610 101 per annum, (OSD)
	:	Kugompo Ref No: MTCMA 18 (X2 Posts)
	:	Gqeberha Ref No: MTCMA 19
<u>REQUIREMENTS</u>	:	A National Diploma in Environmental Management or related Natural Sciences field. A minimum of one (1) year experience in water use authorisations will serve as an added advantage. The disclosure of a valid unexpired driver's licence. Sound knowledge of Integrated water resource management and water use authorisation processes. Knowledge and understanding of the water sector and relevant legislation, including the National Water Act (NWA), National Environmental Management Act (NEMA), and Mineral and Petroleum Resources Development Act (MPRDA), together with associated regulations and procedures. Excellent communication skills, including verbal, report writing, and presentation skills. Strong interpersonal skills and the ability to work effectively in multi-disciplinary teams. Willingness to work under pressure, outside normal working hours, and to travel extensively. Proven liaison and networking skills, particularly in stakeholder engagement.
<u>DUTIES</u>	:	Process water use authorisation applications in line with applicable legislation, policies, and guidelines; Conduct site inspections to verify information submitted and assess environmental conditions; Liaise with applicants, consultants, and relevant stakeholders to obtain outstanding information required for assessments; Coordinate and request specialist scientific input within the Department using prescribed templates and procedures; Assess and evaluate hydrological, environmental, and technical information related to water use authorisation applications; Integrate inputs from internal specialists and external stakeholders into final application assessments; Compile and draft Records of Recommendation (RoRs) and decision documents for approval; Review and provide comments on Environmental Impact Assessments (EIAs), Basic Assessment Reports (BARs), and other environmental reports; Respond to queries and provide guidance to internal and external clients regarding water use authorisation processes; Ensure compliance with regulatory requirements and contribute to sound water resource management practices.
<u>ENQUIRIES</u>	:	Mr H Chauke, Cell No: (082) 952 0540
<u>POST 35/161</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A – C REF NO: MTCMA 20</u> Branch: Mzimvubu Tsitsikamma Catchment Management Agency Division: Compliance Monitoring And Enforcement
<u>SALARY CENTRE</u>	:	R357 597 – R610 101 per annum, (OSD)
	:	Kugompo
<u>REQUIREMENTS</u>	:	A National Diploma in Environmental Management or Natural Sciences. Practical experience in the field of compliance monitoring and enforcement will serve as 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>	:	Ms N Mgca Tel No: (047) 879 0951
<u>POST 35/162</u>	:	<u>HUMAN RESOURCE PRACTITIONER: (PMDS AND HRD) REF NO: MTCMA 21</u> Branch: Mzimvubu Tsitsikamma Catchment Management Agency Division: Human Resource Management
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Kugompo
<u>REQUIREMENTS</u>	:	A National Diploma (NQF level 6) in Human Resource Management or relevant qualification as recognized by SAQA. One (1) years' functional experience in HRD and Performance Management environment. Knowledge: Performance Management Methodology, Principles and Strategies. Digital Acumen/ Relevant HRM Systems/ Learning Systems/ Performance Systems etc. Customer Service (Batho Pele Principles). Technical knowledge. Skills Development Act. Basic Conditions of Employment Act. Quality management and processes. Public policy and framework. PFMA and National Treasury Regulations. LRA, EE Act, SDA & BCEA. COIDA. DPSA Directives. Legislative Requirement: Public Service Act. Public Service Regulations. Skills: Data Gathering, Analysis. Data/Record Management. Research and Benchmarking. Project Management. Coaching and Mentoring. Conflict Management. Inspire Commitment. People Management. Performance and Oversight. Quality Assurance. Skills development. Human Resource Planning Skills. Training and Development (HRD) Skills.
<u>DUTIES</u>	:	Interpret and Implement PMDS policies and procedures. Implement midterm and final assessment for non-SMS members. Implement PMDS in the Department. Assist in analysing the alignment of individual performance agreement with the business plan in the department. Keep records of individual performance agreement. Provide support in the implementation of PMDS decision. Supply statistics on PMDS issues in the department. Compile monthly reports. Facilitate Departmental training needs assessment. Conduct Work Skills Plan workshop. Provide assistance in the development of training programs. Implement WSP according to delegations. Develop new training programmes. Analyse skills development gaps. Facilitate the allocation of Bursary. Implementation of induction programmes. Provide support on human resource administration enquiries. Render policy advisory service to the department based on the legislative mandates. Supervise staff and resources in the sub-directorate. Assist in the implementation of approved resolutions.
<u>ENQUIRIES</u>	:	Mr TS Ngubeni Tel No: (043) 701 7200
<u>POST 35/163</u>	:	<u>HUMAN RESOURCE PRACTITIONER REF NO: MTCMA 22</u> Branch: Mzimvubu Tsitsikamma Catchment Management Agency Division: Human Resource Management
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Kugompo

<u>REQUIREMENTS</u>	:	A National Diploma (NQF level 6) in Human Resource Management or relevant qualification. One (1) year experience in Human Resource Management. Knowledge of administrative procedures. Disciplinary knowledge of Human resources. Knowledge of Public Service Act and Public Service Regulations. Knowledge of Basic Financial Operating System (PERSAL). Basic Financial management and knowledge of PFMA. Disciplinary knowledge of Human Resources. Knowledge of dispute resolution process. Knowledge of Recruitment and Selection processes. Knowledge of Management. Problem solving and Analysis. Communication. Accountability and Ethical Conduct. Attention to detail.
<u>DUTIES</u>	:	Measure compliance to HR policies and procedures. Basic Knowledge and insight of Human Resources Prescripts. HR provision (recruitment and selection, appointments, transfers, verification of qualification, secretariat functions at interviews, absorptions, probations periods, etc). Termination of service. Prepare reports on human administration issues and statistics. Keep statistics of HR administration or HR provisioning activities. Prepare reports on human administration issues and statistics. Prepare and consolidate reports on personnel administration issues. Provide guidance to the department/ personnel on human resources administration matters to enhance the correct implementation of personnel administration practices/policies. Keep PERSAL report up to date on the system. Compile monthly reports. Render policy advisory service to the department based on the legislative mandates. Provide feedback on identified administrative gaps. Assist in the implementation of approved resolutions.
<u>ENQUIRIES</u>	:	Mr TS Ngubeni Tel No: (043) 701 7200
<u>POST 35/164</u>	:	<u>STATE ACCOUNTANT REF NO: MTCMA 23</u> Branch: Mzimvubu Tsitsikamma Catchment Management Agency Division: Financial Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Kugompo
	:	A National Diploma (NQF level 6) in Financial Management or Financial Information Systems. One (1) year relevant experience. Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of Information Technology related frameworks. Knowledge of SAP authorizations and governance risk and compliance system. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies on PMDS. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Obtain SAP access request forms from users. Check the forms to ensure that they are approved. Create user profiles on the system. Assign users to user profiles. Collect user list in all user group information. Allocate the users to relevant user groups. Receive users access request forms. Ensure user access forms are signed. Assign access to users. Run risk analysis reports. Inform management about the risk. Facilitate risk acceptance sign offs. Ensure that relevant documents are available before approving access requests. Do difficult enquiries on the system. Request reports. Perform month end controls.
<u>ENQUIRIES</u>	:	Mr T Ngubeni Tel No: (043) 701 0342
<u>POST 35/165</u>	:	<u>FINANCE CLERK PRODUCTION REF NO: MTCMA 24</u> Branch: Mzimvubu Tsitsikamma Catchment Management Agency Division: Financial Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Kugompo
	:	A Senior/Grade 12 certificate with accounting. Computer literacy (MS Word, Excel, Outlook). Basic knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics by use of spreadsheets. Basic knowledge and insight of the Public Service Financial legislation, procedures and Treasury Regulations, PFMA, DORA, PSA, PISR, PPPFA and Financial Manual. Knowledge of systems such as PERSAL and

		SAP will be an advantage. Good communication skills, problem solving and time management. Accountability, integrity, honesty and ethical conduct. Must be able to work under pressure.
<u>DUTIES</u>	:	Compiling, checking and capturing allowances on PERSAL e.g. Subsistence and Travel claims, overtime, standby claims and payroll deduction transactions. Liaise with third party with regards to court maintenance orders to submit and implement. Distribute pay slips plus supplementary pay slips to officials and submit signed certificates to head office. Attend payroll enquiries. Receive vendor invoices and keep accurate register. Compile and complete accurate invoice spreadsheet each month. Liaise with different sections regarding source documents. Compile documents and capture invoices to pay vendors on SAP. Ensure that creditors are paid within 30 days. Attend to vendor enquiries. Scan paid invoices onto SAP. Perform cashier duties, receiving and issuing receipts and banking of cash. Perform petty cash transactions. Order and distribute stationery. File all face value documents systematically and complete. Attend to audit samples and ensure compliance.
<u>ENQUIRIES</u>	:	Mr LO Xego Tel No: (043) 7010341
<u>POST 35/166</u>	:	<u>ADMINISTRATION CLERK PRODUCTION REF NO: PUCMA 43 (X2 POSTS)</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Auxiliary Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate. Experience in clerical and administrative duties will serve as an added advantage. A National Diploma/Degree will serve as an added advantage. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of administrative procedures and policies. Computer literacy in MS word, Outlook, Excel and Power point. Knowledge of filing systems and archives. Knowledge of cell phone administration. Ability to work under pressure; strong interpersonal relations; planning and organising skills; communication (verbal and written) skills.
<u>DUTIES</u>	:	Provide administrative support to Auxiliary Services. Arrange accommodation and flight bookings through service providers. Compile VA2 of the section. Record all incoming mail and invoices from Stakeholders. Prepare and compile submissions as per the request. Issuing of access cards to staff and visitors. Order access cards and keep registers. Ensure proper filing system. Perform switchboard relief duties. Ensure that customers are referred to promptly and correctly. Take messages and administer the correct distribution thereof. Supply basic information to customers regarding the Departmental services. To render administrative support through the provision of Registry services in the Provincial Office. Proper maintenance and implementation of approved filing system. Handling of incoming and outgoing mail. The controlling of insured and registered mail. Relieve on the switchboard duties. Ordering and distributing of stationery.
<u>ENQUIRIES</u>	:	Ms N Mdunge, Cell No: (082) 798 0422
<u>POST 35/167</u>	:	<u>ADMINISTRATION CLERK PRODUCTION (RECEPTIONIST) REF NO: PUCMA 44</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Auxiliary Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate. Receptionist, front line/Office Admin short courses /certificate will serve as an added advantage. Good written and verbal communication skills. Ability to learn the Agency service delivery components. Must be able to operate a switchboard. Must be computer literate with typing skills. Must be able to organize and prioritise work and have telephone etiquette. Good verbal and written communication skills. Ability to take initiative and work independently.
<u>DUTIES</u>	:	Provide administrative support to Corporate Services. Compile VA2 of the section. Record all incoming mail and invoices from Stakeholders. Prepare and compile submissions as per the request. Issuing of access cards to staff and visitors. Order access cards and keep registers. Operate the switchboard by answering incoming and making outgoing calls. Ensure that customers are referred to promptly and correctly. Take messages and administer the correct

		distribution thereof. Supply basic information to customers regarding the Agency services. Keep the reception area clean and tidy at all times. Receive visitors. Update internal telephone directory and keep a database of received documents. Responsible for reporting faults on the telephone system to the service provider. Utilize the telephone management system to monitor telephone costs, including printing reports and verifying information, keeping and completing registers pertaining to the telephone system.
<u>ENQUIRIES</u>	:	Ms N Mdunge, Cell No: (082) 798 0422
<u>POST 35/168</u>	:	<u>ADMINISTRATION CLERK PRODUCTION REF NO: PUCMA 45</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Compliance Monitoring and Enforcement
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or relevant qualification. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Skills in planning and organizing, verbal and written communications skills. Basic knowledge and insight of Human Resources prescripts. Knowledge and understanding of the legislative framework governing the Public Service, procedures in terms of the working environment, and interpersonal relations. Good people and diversity management skills.
<u>DUTIES</u>	:	Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data within the unit. Update registers and statistics. Handle routine enquiries. Make photocopies, Type letters and / or correspondence when required. Distribute documents / packages to various stakeholders. Keep and maintain the filing system for the component. Liaise with internal and external stakeholders in relation to line function activities. Assist with organizing of meetings and take minutes. Assist with administrative support in procurement, and other activities in the unit.
<u>ENQUIRIES</u>	:	Ms. Zanele Msimang, Cell No: (082) 908 8141
<u>POST 35/169</u>	:	<u>HUMAN RESOURCE CLERK PRODUCTION REF NO: MTCMA 25</u> Branch: Mzimvubu Tsitsikamma Catchment Management Agency Division: Human Resource Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Kugompo
<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 computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. knowledge of financial operating systems (PERSAL). Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding legislative framework governing the Public Service. Flexibility. Basic knowledge of problem-solving analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Computer Literacy. Planning and organizing. Good verbal and communication skills.
<u>DUTIES</u>	:	Facilitate recruitment and selection (advertisement, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary period's e.g.). Implement conditions of service (leave, housing, medical, pension, allowances, PILIR or etc). Performance management. Termination of service. Liaise with internal and external stakeholders in relation to recruitment and selection. Implement termination of services. Implement appointments on HR System (PERSAL). Keep filing records up to date. Keep filing system of HR personnel updated. Ensure that personal files of employees are issued to relevant managers on request. Ensure that files are received back as per HR policies. Compile reports of the movement of personnel files.
<u>ENQUIRIES</u>	:	Mr TS Ngubeni Tel No: (043) 701 7200