

DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>CLOSING DATE</u>	:	30 October 2026
<u>NOTE</u>	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za Other related documentation such as copies of qualifications, identity 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.

MANAGEMENT ECHELON

<u>POST 37/88</u>	:	<u>CHIEF DIRECTOR: WATER INSTITUTIONS MANAGEMENT REF NO: 301026/01</u> Branch: Provincial And Entity Governance and International Cooperation
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive salary packages)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A relevant undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration, Management, Governance, Economics, Corporate Governance, Water Resource Management, Environmental Management and Engineering Science with five (5) years of experience at a senior management level. Successful completion of the Pre-entry Certificate for SMS as endorsed by the National School of Government. Understanding and application of finance. Knowledge within the regulation and oversight of statutory bodies. Knowledge of relevant legislation within the water sector. Knowledge and application of project and programme leadership management. Understanding of the business and budget planning framework of the South African government. Understanding of relevant public service prescripts. Strategic capacity and leadership. Understanding of financial, change and knowledge management. Service delivery and innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer

		focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Oversee and lead the establishment and disestablishment of water sector institutions (overruling water resources and services). Guide the development and implementation of frameworks and policies for creating or dissolving institutions within the water sector. Oversee the monitoring of institutions, affairs, practices, activities, behaviours, and conduct to ensure alignment with legislative and agreed-upon norms. Implement review mechanisms to regularly assess compliance with prescribed standards and practices. Oversee and lead the establishment, implementation, and effective operation of corporate governance structures, procedures, practices, controls and safeguards. Oversee the drafting of directives to be issued by the Minister to water governance entities. Collaborate with legal and regulatory teams to ensure directives are clear, enforceable and support legislative objectives.
<u>ENQUIRIES</u>	:	Mr Vincent Molatana Tel No: (012) 336 8610
<u>POST 37/89</u>	:	<u>DIRECTOR: OPERATIONS CENTRAL REF NO: 301026/02</u> Branch: Infrastructure Management: Central Operations Cd: Water Resource Infrastructure Operations and Maintenance Dir: Operations Central
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive salary packages)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree or relevant NQF Level 7 qualification in Mechanical, Civil, or Electrical Engineering, coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. The disclosure of a valid unexpired driver's licence is required. The successful candidate must demonstrate sound knowledge of the water sector, engineering principles and practices, engineering project management, programme and project management, human resource management, financial management, the Public Finance Management Act (PFMA), and Treasury regulations and procurement processes. The candidate must possess the following competencies and skills: strategic capability and leadership; service delivery and innovation; change and knowledge management; problem-solving and analytical skills; people and diversity management; client orientation and customer focus; excellent verbal and written communication skills; accountability; and ethical conduct.
<u>DUTIES</u>	:	The development and implementation of policies and strategic objectives for the cluster. Develop progress reports on the achievement of objectives and expenditure. Manage the operations of water resource infrastructure for the cluster. Develops, reviewed and updated bulk water supply agreements. Rehabilitation and refurbishment of water resource infrastructure. Manages the canals and civil engineering rehabilitation of infrastructure. Ensure that risk for the operations in the cluster is managed. Manage asset management for both movable and non-moveable assets. Ensure that the bulk supply of raw water to institutions is in accordance with the agreement signed by relevant parties. Resource accountability and human resource management. Transformation, financial management and accountability. Accounting to departmental bargaining adjudication committee.
<u>ENQUIRIES</u>	:	Mr A Thobejane Tel No: (012) 336 7869
OTHER POSTS		
<u>POST 37/90</u>	:	<u>CHIEF ENGINEER GRADE A REF NO: 301026/03</u> Branch: Water And Sanitation Services Management: WC Cd: Provincial Operations: Western Cape
<u>SALARY</u>	:	R1 317 108 – R1 504 797 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	An Engineering degree (B Eng/ BSc (Eng) or relevant qualification. Six (6) years' post qualification experience required. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Extensive experience in water and sanitation services planning and implementation, including feasibility studies and designs. Knowledge of programme, project, financial management

and ability to effectively liaise with a range of sector role players. Knowledge of water sector and relevant legislation (including but not limited to, the Water Services Act No. 108 of 1997, National Water Act No. 36 of 1998 as well as the National Environmental Management Act No. 107 of 1998) among others. Engineering, legal and operational compliance, Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Creating high-performance culture. Technical consulting. Engineering and professional judgment, Strategic capability and leadership. Problem solving and analysis skills. Decision making, Team leadership and creativity, financial management. Customer focus and responsiveness, Communication, computer skills, people management, planning and organizing, Conflict management, negotiation skills and change management.

DUTIES

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Manage technical services and support in conjunction with Engineers, Technologists, Technicians, and associates in field, workshop and technical office activities. Provide support in the analysis and project management of water and sanitation services projects. Provide technical support to the water and sanitation sector. Strategic analysis of Water Services themes and topics. Development of related business perspectives with recommendations. Liaison and engagements with all stakeholders and water and sanitation sector players with regards to project planning and implementation. Provide support to WSAs to ensure implementation of Planning and implementation frameworks and methodologies. Monitoring and reporting on the adherence to these planning and implementation frameworks and methodologies. Identification, prioritization and initiation of projects through and the associated financial management to structure the required budgets for planning and implementation. Co-ordination of planning to ensure integrated planning and management of water and sanitation projects in all spheres of government (Water Boards, WSAs and other WSPs) to improve water and sanitation services, and the reliability and sustainability of infrastructure. Investigation, assessment, monitoring and reporting on all aspects of Water and Sanitation Services delivery. Ensure all data, information, reports and results of analyses are packaged and made accessible to the sector via the Water Services Knowledge System and National Integrated Water Information System. Liaison with, and maintenance of data sharing and information partnerships with key Water and Sanitation Services, Sector role-players and stakeholder such as Statistics South Africa, National Treasury, Cooperative Governance and Office of the Presidency. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for the approval by the relevant authority. Monitor and ensure projects are implemented in accordance with prescribed norms and standards. Monitoring and evaluation of water and sanitation services delivery projects. The provision of guidance to the water sector regarding technical and engineering aspects of the operations and maintenance of water and sanitation services infrastructure. Support and provide guidance on All Town Reconciliation Studies, implementation of WCWDM, Bulk Water and Sanitation Master Planning and Disaster Management. Continuous professional development to keep up with new technologies and procedures. Research/Literature studies on technical engineering technology to improve expertise. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources for discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES

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NOTE

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Mr AS Jones Tel No: (021) 941 6280

This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.

<u>POST 37/91</u>	:	<u>SCIENTIST MANAGER GRADE A - REF NO: 301026/04</u> Branch: Water Resource Management Dir: Water Resource Management Planning Sd: Water Quality Planning
<u>SALARY</u>	:	R1 143 468 per annum, (all-inclusive OSD salary package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	MSc Degree in chemistry, biochemistry or microbiology or relevant qualification in Water Resource Management. Six (6) years of applicable post qualification of BSc Natural Scientific experience. Compulsory professional registration with SACNASP as a professional Natural Scientist. The disclosure of a valid unexpired driver's license. Extensive knowledge of, and relevant experience in water quality management. Computer literacy. A sound knowledge and the ability to integrate the management of water quality into the holistic management of water resources. Must possess excellent written and verbal communication skills. Good comprehension skills. The ability to interpret data and information, the ability to work with a wide range of stakeholders.
<u>DUTIES</u>	:	The successful candidate will join a team of professionals responsible for strategic water resource planning, focusing on water quality through the development and maintenance of integrated water quality planning solutions. This requires conducting assessment studies to address data and information gaps and needs for water quality planning. Will be responsible for forward planning utilising predictive modelling tools, among other methods. Formulate planning goals, including the determination of Water Quality Planning Limits. Responsible for intervention planning through scenario analysis, reconciliation and allocation of water quality, and the development of programmes, thematic plans and strategies to maintain or improve water resource quality in catchments. Provision of water quality planning decision support and related management information in support of the implementation of water quality interventions. Provision of water quality planning related capacity building. Contribute to providing national and strategic guidance or advice on resource directed water quality management and water quality planning. Assisting in the planning and conducting of studies or projects, as well as in the writing and compilation of technical scientific reports and documents. The activities will also relate to the development, implementation and refinement of policies, strategies, guidelines and methodologies related to water quality planning and management. Promote integrated planning through stakeholder participation, coordination and management.
<u>ENQUIRIES</u>	:	Dr D Tagwi Tel No: (012) 336 7394
<u>POST 37/92</u>	:	<u>SCIENTIST MANAGER GRADE A REF NO: 301026/05</u> Branch: Water And Sanitation Services Management: EC Provincial Operations: Eastern Cape Sd: Geohydrological Services
<u>SALARY</u>	:	R1 143 468 per annum, (all-inclusive OSD salary package)
<u>CENTRE</u>	:	Kugompo
<u>REQUIREMENTS</u>	:	MSc Degree or equivalent qualification in Geohydrology/Hydrogeology/Earth Science. Six (6) years of post-qualification natural sciences experience required. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Experience in groundwater exploration, monitoring, assessment and sustainable resource management. Experience in water resource management. Scientific methodologies and models. Research and development. Scientific presentation. Analysis and management of groundwater data. Business processes to ensure data flow. Professional judgement. Scientific mentoring. Strategic capability and Leadership. Financial Management. Change Management. Problem solving and analysis. Knowledge management. People Management and Empowerment. Client Orientation and Customer Focus. Excellent communication, report-writing and presentation. Conflict management. Accountability and ethical conduct. Knowledge of the National Water Act and related water-sector legislation. Experience in scientific research, project management, stakeholder engagement, technical report writing and the management of professional scientific personnel. Knowledge of GIS and groundwater-modelling tools such as MODFLOW will be an added advantage. Accountability and ethical conduct.

DUTIES : Manage and provide strategic leadership for geohydrological services. Plan, coordinate and oversee groundwater-resource monitoring, assessment and information management programmes. Provide specialist geohydrological advice to management, municipalities, water-sector institutions and other stakeholders. Oversee groundwater-quality and groundwater-level monitoring programmes. Manage groundwater data, modelling and dissemination of scientific information. Lead scientific research and promote the application of innovative groundwater management approaches. Provide input on groundwater projects, budgets and procurement processes. Manage staff performance and development. Mentor candidate scientists and facilitate scientific skills transfer. Represent the department in technical committees, stakeholder forums and intergovernmental structures. Ensure compliance with applicable legislation, policies, professional standards and scientific codes of practice. Develop and implement geohydrological methodologies, policies, strategies, procedures and technical standards. Review and approve scientific reports, groundwater studies, models and technical recommendations. Ensure the development and implementation of policies, systems, and procedures. Review and recommend/approve scientific projects; facilitate the setting of scientific standards, specifications, and service levels according to organizational objectives to ensure optimum operational service. Monitor scientific efficiencies according to organizational goals; and facilitate the compilation of innovation proposals to optimize limited resources in achieving increased levels of compliance within industry.

ENQUIRIES : Ms. B Kama Tel No: (043) 701 0376

POST 37/93 : **DEPUTY PROJECT MANAGER REF NO: 301026/06**
Branch: Water And Sanitation Services Management: NW
Cd: Provincial Operations: Northwest

SALARY : R1 101 468 per annum (Level 12), (all-inclusive salary package)
CENTRE : Mmabatho
REQUIREMENTS : A relevant NQF level 7 qualification in Civil Engineering or Project Management in an engineering environment. Five (5) years' management experience in an engineering project management environment. The disclosure of a valid unexpired driver's license. Possesses a general understanding of contract administration, business principles, and business law. Effective management and leadership skills. Effective computer skills; Microsoft Office Software, Lotus Notes, and other Company and discipline-specific software applications. Effective communication skills both verbally and in writing with management and internal and external stakeholders, including presentation, reporting and networking skills. Effective analytical and problem-solving skills. Programme and project management. Knowledge of policy development and implementation of the Division of Revenue Act (DoRA) and Public Finance Management Act (PFMA), National Water Act (NWA), Water Services Act (WSA) and related legislation. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer focus. Communication. Accountability and ethical conduct.

DUTIES : Provide support in the implementation and management of water services infrastructure grant programmes in the provincial operations. Ensure co-ordination and analysis of strategic inputs and budget planning. Prepare implementation plans and project costing. Provide technical advisory support on the integrated infrastructure planning processes. Provide support in the development of project planning by participating in the design and/or testing phases. Promote partnerships between government, public entities, private sector and civil society regarding water services infrastructure grant programmes. Support the development and evaluation of Implementation Readiness Study (IRS) reports. Ensure that water services infrastructure grant programmes are budgeted for in the medium-term expenditure framework (MTEF). Monitor and evaluate the implementation of all water services infrastructure development programmes in the provincial operations. Facilitate and oversee the transfer of grant funds to Water Services Authorities for the implementation of water services infrastructure programmes.

ENQUIRIES : Mr S Velemba Tel No: (018) 387 9549 / Cell No: (082) 952 9604

<u>NOTE</u>	:	NB: Shortlisted candidates will be subjected to perform ethical and practical tests.
<u>POST 37/94</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 301026/07</u> Branch: Office of The Director-General Cd: Corporate Planning and Organisational Performance Dir: Organisational Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 101 468 per annum (Level 12), (all-inclusive salary packages) Pretoria Head Office An NQF level 7 qualification in Management Services/Operations Management/ Production Management/ Industrial and Organizational Psychology. Five (5) years management experience in Organisational Development environment. Sound experience in job evaluation processes and relevant system. Knowledge and understanding of organizational development and design principles. Knowledge of operations management tools. Knowledge of change management. Ability to develop operations management values chain. Ability to conduct high-level feasibility studies. Knowledge of policy development and implementation. Understanding of legislative and policy frameworks governing the public sector. Good communication skills both (verbal and written). Presentations, report writing and networking skills. Understanding of programme and project management. Strategic capability and leadership. People management and empowerment. Knowledge management. Service delivery and innovation. Problem solving and analysis. Client orientation and customer focus. Accountability and ethical conduct.
<u>DUTIES</u>	:	Manage the development and review of organisational structure, job profiles and job grading. Conduct functional and establishment investigations. Manage the development of business process, SOP's and service standards. Develop guidelines on operations management tools. Manage the implementation of all planned change. Research and develop change programmes that best fit for the organisational improvements. Monitor and evaluate the implementation of organisational structure, job profiles, job grading, operations management interventions and continuous improvement. Ensure maintenance of organisational structure, job profiles, job gradings, continuously improvement of the business process, SOP's service standards and operations management policy. Management of human resources.
<u>ENQUIRIES</u>	:	Mr J Khoza Tel No: (012) 336 7405
<u>POST 37/95</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SUPPORT SERVICES REF NO: 301026/08</u> Branch: Water And Sanitation Services Management: FS Cd: Provincial Operations: Free State
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 101 468 per annum (Level 12), (all-inclusive salary package) Bloemfontein A relevant NQF level 7 qualification in Public Administration/Public Management/Human Resource Management/Industrial Psychology. Five (5) years management experience in corporate support environment at Assistant Director level. The disclosure of a valid unexpired driver's license. Competencies: Knowledge of policy development and implementation. Knowledge of Administration processes. Knowledge of human Resource Management. Knowledge of Communication and Information Technology. Knowledge of HR information. Disciplinary knowledge of HR information. 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. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good Communication skills. Accountability and ethical conduct. Knowledge of analytical procedures.
<u>DUTIES</u>	:	Oversee the corporate support services functions such as HR Management, Information Technology, Communication, Auxiliary Services, Employee Health and Wellness, Occupational Health and Safety, Safety and Security, and Labour Relations. Lead the development and implementation of Corporate Support Services Operational Plan. Compile and submit monthly, quarterly, and annual reports (finance, performance, and risk) for the component. Manage budget and procurement processes of the component. Support the

		Provincial Head on the event, information and business continuity management for the Free State. Analyse policies and recommend necessary amendments. Management of audit process for the component. Ensure implementation of policies in various disciplines within the component and compliance thereof. Ensure that Corporate Services forms business partnership with line management. Manage and supervise human resources.
<u>ENQUIRIES</u>	:	Dr T Ntuli Tel No: (051) 405 9000
<u>POST 37/96</u>	:	<u>CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 301026/09</u> Branch: Water And Sanitation Services Management: WC Cd: Provincial Operations: Western Cape
<u>SALARY</u>	:	R958 766 per annum, (all-inclusive OSD salary package)
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	A Bachelor of Technology in Engineering (BTech) or relevant qualification. Six (6) years post qualification engineering technologist experience required. Compulsory registration with Engineering council of South Africa (ECSA) as a professional engineering technologist. The disclosure of a valid unexpired driver's license. Understanding of programme and project management. Technical design and analysis knowledge. Understanding research development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing and consulting. Problem solving and analysis. Decision making, creativity and teamwork. Understanding of people financial management. Customer focus and responsiveness. Good communication skills both (verbal and written). Computer Skills. Planning and organizing. Management.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Engineers, Technologists and associates in the field, workshop and technical office 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. Provide input into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance of databases. Manage, supervise and control technical related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/Literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering related matters.
<u>ENQUIRIES</u>	:	Mr MS Mnisi Tel No: (021) 941 6144
<u>POST 37/97</u>	:	<u>CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 301026/10</u> Branch: Infrastructure Management: Eastern Operations Cd: Water Resource Infrastructure Operations and Maintenance Dir: Operations Eastern
<u>SALARY</u>	:	R958 776 per annum, (all-inclusive OSD salary package)
<u>CENTRE</u>	:	Midmar Dam
<u>REQUIREMENTS</u>	:	A Bachelor of Technology (B-Tech) in Mechanical Engineering as recognised by SAQA. Compulsory Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist. A minimum of six (6) years post qualification experience as an Engineering Technologist or Technician. The disclosure of a valid unexpired driver's licence (except for persons with disabilities). Demonstrated experience in infrastructure condition assessment, project management, design and analysis of water related infrastructure, preparation of procurement documentation and site supervision of construction works. Proven practical experience of mentoring graduate interns and facilitating training and development. Knowledge and experience of works management SAP will serve as an added advantage. Sound knowledge of contract administration and project management, with ability to interpret and review technical drawings and designs. Understanding of public sector procurement processes, financial planning and management principles. Knowledge of applicable legislation, including National Water Act, Water Services Act, environmental legislation, and Public Finance Management Act (PFMA). Knowledge of standard forms of contract used in infrastructure

projects, Problem solving and decision-making skills are essential as well as the ability to work in a multi-disciplinary team. Willingness to work outside normal working hours. Compulsory and extensive travelling throughout the KwaZulu-Natal and other provinces as and when required. Good communication skills both (verbal and written). Conflict management and negotiation skills.

DUTIES

: Work in the cluster office Technical Services sub directorate as one of the technical personnels that supports Area Offices. Manage Water Infrastructure O&M work streams with technical support from a team of Engineers, Technologist, Technicians, Artisans and maintenance personnel in the field. Ensure the promotion of safety in line with statutory and regulatory requirements. Lead work streams that involve evaluation of existing technical manuals, standard drawings, and procedures to incorporate new technology. Implement and manage projects in terms of the best practice and policy requirements. Ensure quality assurance of technical designs with specifications and authorize, make recommendations for approval by the relevant authority. Undertake condition assessment of infrastructure and update the relevant database and produce detailed reports on assessment results. Ensure that all infrastructure assets are properly maintained. Manage administrative activities, human resources related functions. Financial Management and provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Participate in cluster performance enabling committees such as OHS committee, Disposal committee, BID committees, , Management Committees as per operations need. Attend to Risk and Disaster Management matters. Research and Development through continuous professional development to keep up with new technologies and procedures. Laise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively across the KwaZulu-Natal Province and other provinces as and when required. Provide mentorship and supervision of personnel. Research / literature studies and technical engineering technology to improve expertise. This is one of the Senior Technical roles in the cluster therefore, the candidate is required to have good leadership skills and will be expected to mentor the junior technical personnel.

: Mr Tahir Jasat Tel No: (033) 239 1900

ENQUIRIES

POST 37/98

: **DEPUTY DIRECTOR: HR INFORMATION MANAGEMENT REF NO: 301026/11**
Branch: Corporate Support Services
Cd: Human Resource Management
Dir: Human Resource Administration

SALARY

CENTRE

REQUIREMENTS

: R932 292 per annum (Level 11), (all-inclusive salary packages)

: Pretoria Head Office

: A relevant NQF level 7 qualification in Human Resource Management/Public Management. Five (5) years management experience in Human Resource Information management and Human Resource Systems i.e. PERSAL. Departmental PERSAL Controllers Certificate. Proven extensive PERSAL experience. Extensive knowledge of MS Excel, Word and databases. HR analytics and reporting. HR dashboards, workforce analytics, management information trends and evidence-based decision making. The disclosure of a valid unexpired driver's license. Strategic knowledge of HR information management and HR systems. Strong understanding of government legislations (PSA, PSR, POPIA, NARSSA, Act, PFMA, MS frameworks). Understanding of data governance, analytics, and reporting. Policy development, monitoring and evaluation. Understanding of people empowerment, change management and business process improvement. Knowledge of finance, risk management and audit compliance. Strategic capacity building and leadership. Understanding of project and programme management. Understanding of people, change and financial management. Client orientation and customer focus. Ethical conduct and accountability. Good communication skills both (verbal and written). Stakeholder management, ethical conduct and accountability. Problem solving and decision making.

DUTIES

: Management of Human Resource Information system. Monitor the administration, maintenance and optimisation of HR systems e.g. PERSAL. Management of the implementation and maintenance of the approved

departmental structure on PERSAL. Post establishment. Management of the vacancy rate. Manage the provision of HR information. Human resource reporting by assessing user requirements, quality assurance and formatting HR. Oversight reports and Vulindlela. Management of HR databases. Storage and data integrity of human resources information in line with relevant legislation. Manage the provision of the PERSAL management report on a monthly basis. Management of HR information systems i.e. PERSAL, e-leave. Departmental PERSAL controller. Ensuring adherence to the departmental PERSAL policy. Management of PERSAL user access control, PERSAL training and system changes. Liaison with National Treasury. Management of human resource registry. Oversee the classification, storage, retrieval and disposal of HR records in line with legislative requirements. Manage and supervise staff performance, development and productivity. Manage the unit budget, including planning, monitoring and reporting on expenditure.

ENQUIRIES

: Ms P Naidu Tel No: (012) 336 7762

POST 37/99

: **DEPUTY DIRECTOR: OFFICE SUPPORT REF NO: 301026/12**

Branch: Water And Sanitation Services Management: GP

Cd: Provincial Operations: Gauteng

**SALARY
CENTRE**

: R932 292 per annum (Level 11), (all-inclusive salary package)

: Gauteng

REQUIREMENTS

: A relevant NQF level 7 qualification in Public / Business Administration / Management. Five (5) years management experience in Administration environment. The disclosure of a valid unexpired driver's license. Knowledge and understanding of applicable public service policies and strategies. Understanding of administration processes. Disciplinary knowledge of HR information. Understanding of government legislations. Knowledge of financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Understanding of programme and project management. Good interpersonal skills and analytical procedures. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Excellent communication skills (both verbal and written). Accountability and ethical conduct.

DUTIES

: Coordinate, consolidate and report on the planning. Coordinate and consolidate inputs for strategic and annual plans. Management of queries and correspondence within the office. Coordinating matters relating to portfolio committee issues, referrals, audit findings, parliamentary queries, risk management etc for the programme and ensure meeting timelines/deadlines of those requests. Ensure documents management. Develop and maintain system in the office that will contribute towards improving efficiency. Provide management support to the office and represent the Head Provincial Operations at meetings, workshops engagements etc. Record minutes, decisions and communicate to relevant role players, follow-up on progress made, prepare briefing notes as well as other documents to adequately prepare the Head Provincial Operations. Provide financial administrative support to the office. Determine and collate information regarding the budget needs of the office. Management of human resources of the Provincial Operations.

ENQUIRIES

: Mr PS Nevhorwa Tel No: (012) 392 1324

POST 37/100

: **DEPUTY DIRECTOR: OFFICE SUPPORT REF NO: 301026/13**

Branch: Water And Sanitation Services Management: NW

Cd: Provincial Operations Northwest

**SALARY
CENTRE**

: R932 292 per annum (Level 11), (all-inclusive salary package)

: Mmabatho

REQUIREMENTS

: A relevant NQF level 7 in qualification in Public / Business Administration / Management. Five (5) years management experience in Administration environment. The disclosure of a valid unexpired driver's license. Knowledge and understanding of applicable public service policies and strategies. Understanding of administration processes. Disciplinary knowledge of HR information. Understanding of government legislations. Knowledge of financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Understanding of programme and project management. Good interpersonal skills and analytical procedures. Problem solving and analysis. People and diversity management. Client

DUTIES

orientation and customer focus. Excellent communication skills (both verbal and written). Accountability and ethical conduct.

- : Coordinate, consolidate and report on planning matters within the office of the Provincial Head. Coordinate and consolidate inputs for strategic and annual performance plans and related reporting requirements. Manage and coordinate queries correspondence and submissions within the office. Coordinate matters relating to portfolio Committees, referrals, audit findings, parliamentary queries, risk management and other governance matters relevant to provincial operations and ensure adherence to prescribed timelines and deadlines. Ensure effective records and document management within the office. Develop, maintain and improve administrative and management support systems that contribute towards the efficiency and effectiveness of the office of the Provincial Head. Provide executive, strategic coordination and administrative management support to the Provincial Head. Represent the Provincial Head at meetings, workshops and other engagements, where appropriately delegated. Coordinate and record key decisions and resolutions, communicate these to relevant role players and monitor and follow up on progress regarding implementation. Prepare and consolidate briefing notes, reports, presentations, submissions and other management information required to adequately support and prepare the Provincial Head for meeting, oversight engagements and other executive responsibilities. Provide financial administrative support to the office, including determining and consolidating information regarding budgetary requirements and monitoring relevant expenditure matters. Coordinate and support human resource administrative matters relevant to the office and Provincial Operations, within applicable delegations and prescripts.

ENQUIRIES

- : Mr L Mditshane Tel No: (018) 387 9502

POST 37/101

- : **ENGINEER PRODUCTION GRADE A – C REF NO: 301026/14**
Branch: Water And Sanitation Services Management: NW
Cd: Provincial Operations: Northwest

SALARY

- : R914 517 – R1 376 199 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)

**CENTRE
REQUIREMENTS**

- : Mmabatho
- : An Engineering degree (B Eng/BSc (Eng) in Civil Engineering. Three (3) years' relevant post-qualification engineering experience in civil and water engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid, unexpired driver's licence is required, as site visits and travel form part of the duties. Sound knowledge and experience in municipal water services planning; Water Services Development Plans (WSDPs), water services master plans and five-year reliability plans; water demand, balances, backlogs, infrastructure capacity, performance and risk assessments; feasibility studies, business plans, project identification, prioritisation, packaging and implementation readiness. Working knowledge of the Water Services Act, National Water Act, Municipal Systems Act and applicable environmental, public-finance, supply-chain and engineering prescripts. Competence in programme, project, contract, risk and financial management; technical report-writing; stakeholder coordination; and Microsoft Office. Experience with GIS, hydraulic modelling and engineering design software will be an advantage. Strong analytical, problem-solving, planning, presentation, facilitation and communication skills. Sound professional judgement, teamwork, client orientation, accountability and ethical conduct.

DUTIES

- : Support Water Services Authorities to prepare, review and update WSDPs, water services master plans, five-year reliability plans and aligned Integrated Development Plan inputs. Assess current and future service needs, backlogs, demand, water balances, infrastructure capacity, condition and performance, and supply risks; evaluate planning and operational scenarios. Identify, prioritise and package projects; quality-assure scoping and feasibility studies, business plans, engineering reports, designs, cost estimates, programmes, risk registers and implementation-readiness information. Provide engineering and project-management support to MIG, WSIG, RBIG and other funding processes. Conduct site inspections and technical investigations; verify geo-referenced project and infrastructure information. Support the Comprehensive Infrastructure Plan, water conservation and water demand management, Free Basic Services, Municipal Priority Action Plan, Municipal Strategic Self-

		Assessment and sector reporting. Coordinate planning inputs with municipalities, sector departments, departmental programmes and service providers. Prepare reports and Annual Performance Plan inputs. Promote compliance, value for money, safety and environmental responsibility. Mentor Candidate Engineers, graduate interns and engineering technicians.
<u>ENQUIRIES</u>	:	Mr T. Mtshali Tel No: (018) 387 9587
<u>NOTE</u>	:	NB: Shortlisted candidates will be required to undergo technical and ethical assessments.
<u>POST 37/102</u>	:	<u>ENGINEER PRODUCTION GRADE A-C REF NO: 301026/15</u> Branch: Infrastructure Management: Eastern Operations Cd: Water Resource Infrastructure Operations and Maintenance Dir: Operations Eastern Sd: Mechanical Engineering Services
<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>	:	Midmar Dam
<u>REQUIREMENTS</u>	:	An Engineer degree (B Eng/BSc Eng) in Mechanical Engineering or relevant engineering qualification. Three (3) years post qualification engineering experience in water infrastructure maintenance. Compulsory Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Pr Eng). The disclosure of a valid unexpired driver's licence. Knowledge of project, asset management and financial management principles. Sound understanding of engineering design and analysis. Sound knowledge of integrated water resource management and water resource protection. Understanding of programme and project management. Knowledge of engineering design and analysis including but not limited to pumps and pump stations, dam outlet works mechanical structural designs and Water Resources Infrastructure Operations. Knowledge and understanding of operations and maintenance of bulk raw water infrastructure. Knowledge of Legal compliance, Occupational Health and Safety principles. Understanding of the National Water Act, Water Services Act, Government Immovable Asset Management Act, National Environmental Management Act, Public Service Regulations and Public Finance Management Act (PFMA) Computer literacy with strong technical report writing skills and the ability of exercising professional judgement within the engineering environment. Knowledge of supply chain management processes. Knowledge of contractual and legal requirements. Good communication skills both (verbal and written) and analytical skills. Professional and ethical conduct. Knowledge and understanding of computer-aided engineering applications. Creating a high-performance culture.
<u>DUTIES</u>	:	Plan, design, install, operate and maintain bulk raw water infrastructure assets. Manage and co-ordinate all aspects of bulk raw water infrastructure maintenance projects. Develop and implement the short term and long-term infrastructure maintenance plan/program. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Development, interpretation and customization of functional and technical norms and standards from an engineering perspective. Review and compile operations and maintenance manuals/plans for the bulk raw water infrastructure within the Cluster Compile briefing documentation and tender specifications from a technical engineering perspective. Inspect and test mechanical engineering installations and equipment and prepare reports. Undertake and implement corrective measures to ensure operational efficiency and compliance. Oversee implementation and commissioning of mechanical engineering installations on bulk raw water infrastructure. Manage resources and Budget Planning. Develop cost effective solutions according to Standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Office administration and budget planning. Innovative techniques and inputs to water resource development/ operational planning and management. Compulsory and extensive official travelling within the KZN Province and other provinces as and when required.
<u>ENQUIRIES</u>	:	Mr Tahir Jasat Tel No: (033) 239 1204

<u>POST 37/103</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 301026/16</u> Branch: Water And Sanitation Services Management: MP Provincial Operations: Mpumalanga Sd: Water Services Infrastructure Development and Refurbishment Programmes
<u>SALARY</u>	:	R573 552 per annum, (OSD)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A National Diploma in Mechanical/Chemical Engineering. Six (6) years post qualification technical engineering supervisory experience in water or sanitation related infrastructure. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of water legislation and related policies. Proficient in computer programs, preferably MS Office Software (Word, Excel and PowerPoint) Good Planning and organizing skills. Problem-solving skills. Good communication skills, both (verbal and written). Conflict resolution skills. Interpersonal relations, programme and project management.
<u>DUTIES</u>	:	Management of the water supply and sanitation services infrastructure grants and programmes. Management of Infrastructure development projects funded through infrastructure grants-RBIG and WSIG. The provision of project implementation support services to the Water Services Authorities (WSAs). The provision of technical engineering support services. Provide and consolidate inputs to the technical/engineering operation plan. Ensure the development, implementation and maintenance database. Manage, supervise and control technical related personnel and assets. Liaise with relevant bodies/councils on engineering related matters.
<u>ENQUIRIES</u>	:	Ms M Matiso Tel No: (013) 759 7330 / Ms FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr E Pinga Tel No: (013) 759 7575
<u>POST 37/104</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE COMMUNICATION REF NO: 301026/17</u> Branch: Water And Sanitation Services Management: GP Cd: Provincial Operations: Gauteng Dir: Support Services Sd: Corporate Support Services
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Gauteng
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 (National Diploma) in Communications/Public Relations or relevant qualification. Five (5) years managerial experience in Communication. The disclosure of a valid unexpired driver's licence. Disciplinary knowledge in communication and media studies, political science and policy, public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Understanding of water sector 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. Good communication skills both (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Implementation of communication plans. Implement media production, issue publications, organise press conference and media coverage to the Department. Implement or improve concepts, theories and operational methods. Disseminate knowledge related of information on work organisation. Organise and implement publicity projects and events. Establish and maintains stakeholder relations with communities and media.
<u>ENQUIRIES</u>	:	Mr PS Nevhorwa Tel No: (012) 392 1324

<u>POST 37/105</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 301026/18</u> Branch: Water And Sanitation Services Management: GP Cd: Provincial Operations: Gauteng Dir: Support Services Sd: Corporate Support Services
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Gauteng
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification (National Diploma) in Human Resource Management/Human Resource Development/Training and Development qualification at NQF level 6. Five (5) years' experience in Human Resource Management/Human Resource Development (focusing on Human Resource Development, Performance Management System (PMDS), Skills Development, Workplace Skills Plans (WSP), Training Programmes). PERSAL Certificates. The disclosure of a valid unexpired driver's license. Technical knowledge and behavioural competencies: Knowledge of policy development and implementation. Knowledge of human resource development. Disciplinary knowledge in HRD. Understanding of government legislation (Skills Development Act 1998 (Act No 97 of 1998), South African Qualifications Authority Act, 1995 (Act No 58 of 1995), financial management and 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. Good communication skills both (verbal and written). Accountability and ethical conduct. Knowledge of analytical procedures.
<u>DUTIES</u>	:	Implementation of performance management systems: coordinate the performance management development system (PMDS) awareness and education workshops, coordinate the development of performance agreements, liaise with line on PMDS compliance, draft/compile PMDS status reports, coordinate PMDS reviews for non-SMS employees. Implementation of Human resources development (HRD) strategy: coordinate skills development committees, coordinate inputs for review of HRD strategy, implementation of HRD strategy, monitoring of HRD strategy outcomes. Implementation of Workplace Skills Plans (WSP): liaise with Skills Development Committees for work skills plan inputs, development of Work Skills Development (WSD), implementation of Workplace Skills Plan (WSP) awareness workshops, prepare monthly/quarterly/annual WSP/training reports. Implementation of training programmes for the department: presentation of induction/orientation sessions, facilitation of Adult Basic Education and Training programs, conduct training sessions, administration of departmental bursary scheme. Management of Human resource: plan, lead and coordinate the activities of the unit, manage the performance and development of employees, allocating tasks and monitoring progress, ensuring compliance with HR prescripts, delegations and regulatory frameworks, facilitating communication and coordination within the unit and with other directorates, manage the unit's operational plans, budget and resources.
<u>ENQUIRIES</u>	:	Mr S Nevhorwa Tel No: (012) 392 1324
<u>POST 37/106</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 301026/19</u> Branch: Water And Sanitation Services Management: WC Cd: Provincial Operations: Western Cape
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification in Social Sciences/Administration/Public Administration/Public Management or relevant qualification. Five (5) years' experience in administrative environment. The disclosure of a valid unexpired driver's license. Knowledge of Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of administrative and clerical procedures and systems. Knowledge of departmental policies and procedures. Knowledge of governmental financial systems. Knowledge of techniques and procedures for the planning and execution of operations. Understanding of programme and project management. Knowledge of relationship management. Understanding of contract management. Committed to high level quality control. Knowledge of implementing policies of PMDS. Organizational skills. Problem solving and

	analysis skills. People and diversity management skills. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	: Render administration on logistical matters of the component. Assist with the development and implementation of strategic plan. Analyse current policies. Analyse departmental strategic objectives. Implement administration policies and various disciplines. Recommend policy amendments. Hold road shows advising department on key policy issues. Brief managers on policy requirements. Provide expert advice on contract management. Ensure that strategic objectives are implemented accordingly. Monitor policy implementation. Ensure that Board Rooms are always clean for holding the meetings. Ensure that offices and patches are clean. Ensure that parking space is available for senior managers. Ensure that offices, entrances and surroundings of the buildings are clean. Prepare visuals equipment. Ensure that water and other refreshments are available during meetings. Ensure that courier parcels are opened and distributed to relevant officials. Modify existing programmes where applicable. Analyse skills development gaps. Ensure that registry office is well kept and files are distributed to various officials who need them. Monitor the correspondences that are distributed to various officials. Implementation of policies. Analyse human development trends. Provide input on policy amendments. Monitor the expenditure of the component. Do early warning systems. Give input of the budget for the component. Do monthly reports.
<u>ENQUIRIES</u>	: NM Bila-Mupariwa Tel No: (021) 941 6004
<u>POST 37/107</u>	: <u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 301026/20</u> Branch: Water And Sanitation Services Management: NW Cd: Provincial Operations: Northwest
<u>SALARY</u>	: R487 197 per annum (Level 09)
<u>CENTRE</u>	: Mmabatho
<u>REQUIREMENTS</u>	: An NQF Level 6 qualification in Social Sciences/Administration/Public Administration/Public Management or relevant qualification. Five (5) years' experience in administrative environment. The disclosure of a valid unexpired driver's licence. Knowledge of the following: policy development and implementation, Knowledge of Administration processes. Knowledge of Occupational Health and Safety (OHS). Knowledge of transport policy in the public service. Understanding of the MISS Act. Disciplinary knowledge of Human Resource Management information. 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. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills both (verbal and written). Accountability and Ethical conduct. Knowledge and analytical procedures.
<u>DUTIES</u>	: Provide administrative support functions in the Sub-Directorate: Corporate Services. Manage Transport functions in the Provincial Operations: Northwest, including fleet contract management, subsidized vehicle management, and travel and management. Assist with development, implementation and monitoring of Transport Management policy. Manage facilities inclusive of physical security access control, managing building lease agreements, management of accommodation requests and contract management of key accounts. Assist with development and implementing Housing policy. Provision of records management by ensuring effective and efficient registry duties, ensuring incoming and outgoing mail is dealt with efficiently, ensuring the effective Provincial Operations: Northwest filing system is maintained. Provision of office services by ensuring that reception and switchboard services are provided, ensure security services are provided, ensure procurement of goods and services, ensure cell phone administration is done. Supervision of staff and overseeing the work of subordinates, training and development, disciplinary management.
<u>ENQUIRIES</u>	: Mr T. Tshethane Tel No: (018) 011 3714 / Cell No: (082) 895 4942
<u>NOTE</u>	: NB: Shortlisted candidates will be subjected to perform ethical and practical tests.

<u>POST 37/108</u>	:	<u>SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: 301026/21</u> Branch: Infrastructure Management: Northern Operations Cd: Water Resource Infrastructure Operations and Maintenance Dir: Operations Northern
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Hartbeespoort Cluster office
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification in Occupational Health and Safety. Minimum Three (3) to four (4) years' experience in Occupational Health and Safety environment. The disclosure of valid unexpired driver's license (Annotate such details on the CV). Knowledge of strategic and operational plan in Occupational Health and Safety Management. OHS Policy implementation. Monitoring and evaluation principles. Knowledge of research procedures and techniques. knowledge in Occupational Health and Safety and its application within the Operations and Maintenance (O&M) environment. Disciplinary knowledge in public administration. Knowledge of health and safety management systems design, techniques and tools. Ability to write, review and proof-read OHS reports. Understanding of Government legislation. Knowledge of OHS Act and Regulations (Act 85 of 1993). Knowledge of the risk management theory and practical auditor's assessment. Computer literacy skills. Good written and verbal communication skills. Have experience related to Safety management within the Operations and Maintenance environment. Having any professional registration associated with Occupational Health and Safety will be an added advantage. Willing to travel extensively and work irregular hours.
<u>DUTIES</u>	:	To be based at the Technical Services Sub-Directorate at the Northern Operations Cluster Office, reporting directly to the sub-directorate Head: Technical Services, and provide Occupational Health and Safety (OHS) support, coordination, monitoring and assurance to the Hartbeespoort, Groblersdal and Tzaneen Area Offices. Coordinate and support the implementation of the Occupational Health and Safety Act, Regulations and applicable DWS OHS policies, procedures and standards. Develop and maintain SHE/OHS management systems, procedures and programmes. Coordinate the implementation of Hazard Identification and Risk Assessments and monitor the effectiveness of risk-control measures. Conduct regular OHS inspections and compliance assessments at DWS operational facilities, including dams, pump stations, canals, workshops, construction sites and other workplaces. Investigate OHS incidents, accidents and near misses, conduct root-cause analysis and monitor the implementation and closure of corrective and preventative actions. Coordinate statutory reporting of reportable incidents and manage COIDA-related processes. Interpret and coordinate the implementation of recommendations arising from internal and external audits, inspections and compliance assessments. Monitor OHS compliance of contractors and service providers and provide technical advice to managers, supervisors, employees and OHS representatives. Compile monthly, quarterly and annual OHS performance reports, including incidents, injuries, fatalities, near misses, risks, trends and corrective actions in accordance with the approved reporting matrix. Coordinate emergency preparedness, fire safety programmes, emergency procedures and drills, and liaise with relevant emergency services and regulatory bodies. Develop and facilitate OHS awareness, training, workshops and safety promotion programmes. Provide OHS input into maintenance procedures, safe systems of work and operational practices to promote the application of best practices. Assist with the planning and management of the OHS budget and resources. Maintain appropriate OHS records, registers and compliance documentation. Promote a positive safety culture, employee participation, innovation and continuous improvement, including initiatives for reporting hazards, near misses and safety improvement suggestions. Provide specialist OHS advice and regular performance feedback to the Head: Technical Services and relevant management structures and provide technical input into the strategic and operational planning of the OHS function.
<u>ENQUIRIES</u>	:	Mr IR Mmutloane Tel No: (012) 200 9000

<u>POST 37/109</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 301026/22</u> Branch: Water And Sanitation Services Management: GP Cd: Provincial Operations: Gauteng Dir: Support Services Sd: Corporate Support Services
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Gauteng
<u>REQUIREMENTS</u>	:	A relevant NQF level qualification (National Diploma) in Human Resource Management qualification at NQF level 6. Three (3) years' experience in the field of Human Resource Management. One (1) to two (2) years of supervisory experience in Human Resource Management will serve as an added advantage. The disclosure of a valid unexpired driver's license. Extensive knowledge and understanding of public service, collective agreement and other related legislation. Applicants must be in possession of PERSAL certificates and working experience on the PERSAL system. Excellent verbal and written communication skills. Knowledge and experience of recruitment, selection and appointments. Experience of OSD appointment procedures, pension administration as well as conditions of service matters, i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), upgrades, appointment and other allowances. Extensive exposure to OSD. Work under pressure. Computer literacy.
<u>DUTIES</u>	:	The supervision of the pension administration unit, implementation of GEPP regulations and processes, verify pension cases on PCM system. Maintenance of database regarding condition of service-related matters. Maintain applicable databases related to Human Resource. Facilitate the implementation of HR Policies, strategies, procedures and practices relating to Human Resource Management. Provide advisory services to all regional staff, line and senior management. Liaison with National Treasury and Compensation Commissioner, Monitoring and evaluation of all HR Transaction processes, supervision, training and motivation of staff. Facilitate Recruitment and Selection processes. Prepare detailed schedules (long list), score sheets and applications from the Z83 application system. Supply statistics regarding employment equity. Facilitate the shortlisting and interview processes. Draft appointment submissions and route for approval. Capture and approve HR transactions on PERSAL System.
<u>ENQUIRIES</u>	:	Mr D Masoga Tel No: (012) 392 1477
<u>POST 37/110</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: 301026/23</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 (National Diploma) in Financial Management or any related qualification in the field. Three (3) to four (4) years' experience in finance. The disclosure of a valid unexpired driver's license. Knowledge of SAP and PERSAL system. Knowledge and understanding of financial legislation, policies, practices, and procedures. Knowledge and understanding of financial prescripts such as the PFMA, Treasury Regulations, and the Division of Revenue Act (DORA). Knowledge of application of International Financial Reporting Standards applicable to expenditure management, generally recognized accounting practice, public service anti-corruption, Strategy, fraud, and prevention. Knowledge of equal opportunities and affirmative action guidelines, and laws. Knowledge of administrative, clerical procedures, and systems. Knowledge and understanding of departmental policies and procedures. Provide a framework for managing performance information. Knowledge of implementing policies of 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. Be able to work independently.
<u>DUTIES</u>	:	Ensure compliance with management of invoices. Manage creditors by ensuring major accounts are reconciled with suppliers. Ensure payments are paid within 30 Days in compliance with 30-day payments. Administer Payroll Management. Authorize on SAP and PERSAL payments including 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 including payables and accruals, 30-day reports, creditor reconciliation reports, petty cash reconciliation and suspense account reconciliation. Attend internal and external audit queries. Provide assistance to internal and external clients regarding general budgeting and financial reporting requirements. Supervise and evaluate personnel.
<u>ENQUIRIES</u>	:	Ms. Z Tototo Tel No: (041) 508 9734
<u>POST 37/111</u>	:	<u>INFORMATION TECHNOLOGY TECHNICIAN REF NO: 301026/24</u> Branch: Water And Sanitation Services Management: MP Provincial Operations: Mpumalanga
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification in Information Technology. Three (3) years appropriate experience in Information Technology. The disclosure of a valid unexpired driver's license. Certification in the following Certified Microsoft Engineer, Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE). A+ and Network+ certification is required. Knowledge of Windows 7; Windows 8; Window 10; MS Office 2010, 2013 and Office 365; Symantec Ant-virus; Microsoft MS; Transversal systems (PERSAL, SAP and LOGIS) and ITIL will serve as an advantage. Willingness to travel to various remote sites and offices Competences: An in-depth knowledge of client server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word, Excel and PowerPoint). Ability to work under pressure. Good communication skills both verbal and written. Exposure to different business application platforms.
<u>DUTIES</u>	:	Manage calls logged on the call management systems. Provision of end-user support with regards to hardware, software and network connectivity. Ensure that all IT policies, norms and standards are enforced. Perform quality control for the Local Area Network (LAN). Perform installation, maintenance and upgrading of computer hardware and software as second fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up to date. Initiate and co-ordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine back-ups for all the available servers. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary.
<u>ENQUIRIES</u>	:	Mr BZ Vilane Tel No: (013) 759 7496 / Ms FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr E Pinga Tel No: (013) 759 7575
<u>POST 37/112</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A – C (X2 POSTS)</u> Branch: Water And Sanitation Services Management: WC Cd: Provincial Operations: Western Cape
<u>SALARY</u>	:	R407 337 – R610 131 per annum, (OSD)
<u>CENTRE</u>	:	Worcester 2 Ref No: 301026/25 George 2 Ref No: 301026/26
<u>REQUIREMENTS</u>	:	A National Diploma in (Civil) Engineering or relevant qualification. Three (3) 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. Understanding of programme and project management. Technical design and analysis knowledge. Understanding research development. Computer-aided engineering applications. Knowledge of legal compliance, technical report writing and technical consulting. Problem solving and analysis. Decision making, teamwork, Customer focus and responsiveness. Good communication skills both (verbal and written). Computer Skills. People management. Planning and organizing skills. Creativity and Change Management. Ability to work in a team. Must be punctual, productive, and loyal. Must be able to work in or near rivers, dams, and canals.
<u>DUTIES</u>	:	Collection of primary and secondary data within the applicable water management Areas. Evaluation and processing of secondary data.

Management of primary data collection and data bases. Management of real-time data and processed data. Management of maintenance/constructions teams for hydrological gauging infrastructure. Management of human resources and administration activities. Management, set-up and installation of Hydrological measuring equipment. Survey and calibration of gauging weirs. Inspection and Supervise maintenance of flow gauging stations. Hydrological Data editing and processing. Management of hydrological data bank. Procurement of maintenance material / equipment. Travel extensively as and when required. Assist Engineers, Technologists and associates in field, workshop and technical office activities, promote safety in line with statutory and regulatory requirements; project implementation support services to full project life cycle and Risk mitigation; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Produce and evaluate technical designs with specifications and submit for evaluation and approval by the relevant authority. Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the operational plan and Annual Performance Plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise; and to liaise with relevant bodies/councils on engineering-related matters. Effective coordination and management of Infrastructure development projects. The provision of project implementation support services to the Water Services Authorities (WSAs) and the provision of technical engineering support services.

ENQUIRIES

: Mr L Davids, Tel No: (021) 941 6144

POST 37/113

: **ENVIRONMENTAL OFFICER PRODUCTION REF NO: 301026/27**
Branch: Water And Sanitation Services Management: EC
Cd: Provincial Operations: Eastern Cape
Div: Water Services Regulation

SALARY
CENTRE
REQUIREMENTS

: R357 597 – R610 131 per annum, (OSD)
: Kugompo
: A National Diploma equivalent) in Natural Sciences or equivalent. Practical experience in water sector and previous involvement in the Water Services Management/Regulation or Water Use Efficiency will serve as an added advantage. The disclosure of a valid unexpired driver's license. Understanding of WMS operating system will serve an advantage. Effective advanced computer skills: Microsoft Office Software (MS Word, Excel and PowerPoint), and other software applications. Effective communication skills both verbally and in writing with management, colleagues, and individuals outside of the organization. Effective analytical and problem-solving skills. Good planning and organizing skills. Technical report writing and professional judgement skills. Data analysis and presentation skills. Knowledge of policy development and analysis. Financial Management Skills. Understanding of Public Finance Management Act (PFMA), National Water Act (NWA), Water Services Act (WSA) and related legislation. Good computer literacy and writing skills. Good communication skills (both verbal and written). Knowledge and understanding of the National Water Act 1998, the Water Services Act 1997, and related environmental legislation. Willingness to travel extensive hours.

DUTIES

: Monitor Compliance to Water Use Efficiency standards and compilation of the relevant reports with recommendations. Monitor the development and implementation of Water Conservation and Water Demand Management (WC/WDM) programmes, strategies, business plans and relevant projects by Water Management Institutions including Water Services Authorities. Ensure the roll out of WC/WDM improvement systems, measures, and procedures is compliant with sectoral determined benchmarks and water use efficiency practices. Monitoring the development and submission of the standard International Water Association (IWA) Water balances by Water Services Authorities. Assessment and monitoring of Water losses and non-revenue water using the IWA water balance information, to regulate the municipal sector. Preparations, and conducting of assessments relating to No Drop regulatory programme. Coordinating submission and monitoring implementation of submitted corrective action plans for the No Drop programme. Monitoring the loading of water use efficiency data by Water Services Institutions in the Integrated Regulatory Information System (IRIS).

		Compilation of presentations for catchment management forums and DWS management. Provide regulatory findings to be used for the development and facilitation of the provision of appropriate training, training manuals and courses to relevant stakeholders within the Local Government sector. Provide inputs to the Operational Plan of the Directorate. Assist with compilation and submission of monthly, quarterly and annual reports (performance and risk).
<u>ENQUIRIES</u>	:	Ms Z Maqwazima Tel No: (043) 701 2373
<u>POST 37/114</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C REF NO: 301026/28</u> Branch: Water And Sanitation Services Management: FS Cd: Provincial Operations: Free State Sd: Sanitation Services Regulation
<u>SALARY</u>	:	R357 597 – R610 131 per annum, (OSD)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A National Diploma in Environmental Management/Natural Sciences. Experience in water services management or regulation will serve as an added advantage. The disclosure of a valid unexpired driver's license. Computer skills (MS Office). Data analysis, good presentation and communication skills. Technical report writing and professional judgement skills. Understanding of the National Water Act, Water Services Act and related legislation. An understanding of the National Green Drop Program. Willingness to travel and drive long distances.
<u>DUTIES</u>	:	Conducting inspections on wastewater systems infrastructure and compilation of detailed inspection reports with recommendations. Monitoring compliance to wastewater effluent quality standards and compilation of relevant reports with recommendations. Issuing letters of non-compliance to wastewater effluent quality standards and monitoring remedial actions. Monitoring the loading of wastewater services data by Water Services Institutions in the Integrated Regulatory Information System (IRIS). Compilation of presentations for catchment management forums and DWS management. Preparations, and conducting of assessments relating to regulatory Green Drop regulatory programme. Coordinating submission and monitoring implementation of submitted corrective action plans for the Green Drop programme. Coordinating with Catchment Management Agencies on the investigations and reporting on sewer spillages and pollution incidents. Monitoring compliance of onsite sanitation to relevant guidelines and regulations. Evaluate and provide comments on Environmental Impact Assessment, Basic Assessment Reports, and Environmental Management Plans relating to infrastructure developments projects (e.g. housing developments, shopping centres, etc.).
<u>ENQUIRIES</u>	:	Mr N Musekene Tel No: (051) 405 9000
<u>POST 37/115</u>	:	<u>HUMAN RESOURCE PRACTITIONER REF NO: 301026/29</u> Branch: Water And Sanitation Services Management: MP Provincial Operations: Mpumalanga
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification (National Diploma) in Human Resource Management or relevant qualification. A minimum of one (1) year experience in Human Resources Administration. Practical, extensive knowledge and experience of PERSAL system. The disclosure of a valid unexpired driver's license. Knowledge of the HR legislative prescripts. Knowledge and understanding of human resources policies and circulars. Knowledge, understanding and interpretation of DPSA Circulars, resolutions and guidelines. Knowledge and understanding of Occupational Specific Dispensation. Computer literacy. Basic knowledge of financial management and of PFMA. Problem Solving, creativity, interpersonal and analytical skills. Good communication skills both (verbal and written). Ability to maintain confidentiality, loyalty and be a team player. Ability to travel and work extra hours.
<u>DUTIES</u>	:	Administration of conditions of service matters i.e. Leave, Housing, Medical, Service Terminations, Policy on Incapacity Leave and Ill Health Retirement (PILIR), Appointments, acting appointment, Injury on Duty (IOD, Long Service recognition, Overtime, Pension including S-Cases, Allowances or etc. Approve transactions on PERSAL. Implement pay progressions, performance bonuses,

		grade progressions etc. Render a professional advisory and liaison service to line functionaries. Administer the Recruitment and Selection process. Administer pensions including S-cases. Handling of documents and maintaining confidentiality.
<u>ENQUIRIES</u>	:	Ms FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr E Pinga Tel No: (013) 759 7575
<u>POST 37/116</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO: 301026/30</u> Branch: Water And Sanitation Services Management: WC Cd: Provincial Operations: Western Cape
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	George
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or relevant qualification. Three (3) to (5) five years' experience in administration. A Certificate/National Diploma in Office Administration or relevant qualification will serve as an added advantage. The disclosure of a valid unexpired driver's license. Knowledge of administrative procedures. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding social and economic development issues. Basic financial Management and knowledge of PFMA. Knowledge of financial operating systems (PERSAL, BAS, LOGIS, etc). Knowledge and insight of human resources prescripts. Knowledge management. 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>	:	Provide administrative support to all personnel in the component. Compile and manages budget. Controls expenditure, Analyse procurement trends. Implement policies. Engage supplier regarding purchased materials. Develop action plan for the section. Administrative functions. Assist with the execution of financial administration. Receives, checks, compiles payment advises and VA2's and forward them to procurement office for Payment. Compile monthly reports. Do early warning systems. Implement financial transactions. Provide procurement services to the component. Handle procurement administration for the component. Process payment of goods and services acquired by component. Check Professional Services Providers claims in terms of rates charged and annual professional fees, provide records on goods and services procured, Goods and services procured. Maintain register of the component up to date. Allocate tasks to staff and manage progress thereof. Keep register up to date. Implement approved resolutions. Maintenance of register. Prepare submissions for the component. Allocate tasks to staff and manage progress thereof, Do submissions on behalf of the component Compile monthly reports. Implement approved resolutions. Keep and maintain the filing system. Keep and maintain the attendance register, personnel records and leave register. Assist in compiling Human Resource Management documentation. Supervise and provide financial administration support e.g. Capture and update expenditure. Check correctness of subsistence and travel claims and submit to manager for approval.
<u>ENQUIRIES</u>	:	Mr JF Kriel Tel No: (044) 802 2733
<u>POST 37/117</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO: 301026/31</u> Branch: Water And Sanitation Services Management: GP Cd: Provincial Operations: Gauteng Dir: Water Resources Management Sd: Hydrological Services
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Boskop Hydrological Services Office
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or relevant qualification. Three (3) to five (5) years' experience in office administration. A Certificate/National Diploma in Office Administration or relevant qualification will serve as an added advantage. Knowledge of clerical functions, basic financial practices as well as the ability to capture data and collate administrative statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of financial operating systems (PERSAL, BAS, LOGIS). Knowledge and insight of human resources prescripts. Must be able to work in a team and be flexible. Good computer literacy, planning, organising, execution, reliability, and administrative skills. Excellent verbal and written

		communication skills. Problem-solving, creativity and initiative skills. Accountability and ethical conduct. Good interpretation skills with ability to pay attention to details and handle confidential information. Ability to multitask and work under pressure. Client orientation and customer focus.
<u>DUTIES</u>	:	Provide and manage the administrative support of the Sub Directorate. Hydrological Services. Supervise and render general clerical support services by typing, checking and verifying submissions, minutes and letters. Arrange meetings and file approved minutes. Manage the correspondence register. Maintain the filing system. Handle support services queries and routine enquiries. Manage photocopy machines and any other administrative related functions for the Sub-Directorate. Supervise and provide supply chain and asset management clerical support services in accordance with the SCM and Asset Management processes within the Sub-Directorate by maintaining office stock control, asset register and storeroom management. Supervise and provide personnel administration clerical support services within the Sub-Directorate by maintaining leave register, attendance register, personnel records, retirement forms, leave records, and making travelling arrangements. Supervise and provide financial administration support services within the Sub-Directorate by ensuring that the budget information and expenditure is captured accurately, processing official claims and monitoring telephone/cell phone accounts. Supervise and Provide mentorship to Subordinates by allocating and ensuring quality of work, personnel development, assessing subordinates' performance and applying discipline.
<u>ENQUIRIES</u>	:	Mr. KV Moganedi Tel No: (018) 298 9009
<u>POST 37/118</u>	:	<u>REGISTRY CLERK SUPERVISOR REF NO: 301026/32</u> Branch: Water And Sanitation Services Management: MP Provincial Operations: Mpumalanga Sd: Auxiliary Services
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 Certificate or relevant qualification. A Certificate or Diploma in Records Management; Information Services will serve as an added advantage. A minimum of Three (3) to (5) five years registry experience. Computer literacy (Microsoft packages). 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 and understanding of the legislative framework governing the public service. Knowledge of registry duties, practices and procedures. Knowledge of storage and retrieval procedures in terms of the working environment. Good communication skills both (verbal and written). Client orientation and customer focus. Ability to work under pressure.
<u>DUTIES</u>	:	Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filling and record management services. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and disposal. Supervise human resources/staff.
<u>ENQUIRIES</u>	:	Mr SE Senyolo Tel No: (013) 759 7383 / Ms FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Ms E Pinga Tel No: (013) 759 7575
<u>POST 37/119</u>	:	<u>CHIEF ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 301026/33</u> Branch: Water Resources Management Div: National Hydrological Services Sd: Geohydrological Assessment and Monitoring
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	An NQF level 4 (Senior/Grade) 12 certificate with Mathematics/Mathematics Literacy/Physical Science. Six (6) to (10) ten years' experience in surface or groundwater technical environment i.e. collecting and processing of water related data. The disclosure of a valid Code 10 unexpired driver's license and PDP. Six (6) to (10) ten years' experience in the groundwater technical environmental in collecting and processing of water-related data. Good verbal

		and written communication skills. Computer literate. Willingness to travel extensively. Knowledge in handling laboratory and monitoring equipment. Knowledge of OHS. High knowledge of geohydrological processes and systems.
<u>DUTIES</u>	:	Provide support in geohydrological assessments, the collection of groundwater quality samples and groundwater level data. Support Technicians and Scientists in the execution of their tasks including quality control. Provide On-job training in scientific data collection processes including contributing to training material for data collection and data processing - provide internal and external training in relevant fields of expertise; aid and guide data collectors in applying the correct data collections; provide assistance in processes (fault correction – equipment calibration etc); provide inputs for the training materials in data processing; provide monthly feedback on the training interventions and its successes or failures. The official will hold a supervisory role, supervising subordinates involved in data collection and processing activities. The official will travel extensively and remain in the field for extended periods, working away from the office.
<u>ENQUIRIES</u>	:	Ms Ndlangisa Babalwa Tel No: (012) 336 8254
<u>POST 37/120</u>	:	<u>CHIEF ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 301026/34</u> Branch: Water And Sanitation Services Management: GP Cd: Provincial Operations: Gauteng Dir: Water Resources Management Sd: Hydrological Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Boskop Hydrological Services Office An NQF level 4 (Senior/Grade) 12 certificate with Mathematics/Mathematics Literacy/Physical Science. Six (6) to (10) ten years' experience in surface or groundwater technical environment i.e. collecting and processing of water related data. The disclosure of a valid unexpired driver's license. High level in computer literacy in Microsoft Excel and Word. Ability to use data management system (HYDSTRA). Knowledge of surface water monitoring instruments and data processing and administration. Knowledge and understanding of hydrological, geo-hydrological processes and the relevant database systems. Knowledge of relevant equipment's and OHS. Understanding of tendering processes, purchasing of instruments and materials. Problem solving and analysis. Good interpersonal relations, organizational skills, technical report writing skills and understanding of relevant software. Good communication skills both (verbal and written). Willingness to travel.
<u>DUTIES</u>	:	Assist in the collection, processing and archiving of hydrological data (stream flow data / surface water levels data, evaporation and rainfall data etc). Ensure that data and field forms for surface water hydrological data are received, registered and processed Use data and information systems (HYDSTRA) to perform duties (data processing data archiving and data quality control). Ensure that processed hydrological data is archived according to departmental standards. Ensure that recommendations from field visits are reported to supervisor. Convert binary (raw logger) data to suitable data format in preparation for import to relevant systems. Assist with dissemination of hydrological data and information to various stakeholders within DWS. Support Technicians, Assistant Technical Officers and Scientists in the execution of their tasks including quality control. Provide inputs for the training materials in data processing. Provide On-the-job training in the field of expertise.
<u>ENQUIRIES</u>	:	Mr KV Moganedi Tel No: (018) 298 9009
<u>POST 37/121</u>	:	<u>PROJECT ADMINISTRATOR REF NO: 301026/35</u> Branch: Water And Sanitation Services Management: GP Provincial Operations: Gauteng Dir: Infrastructure Development and Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Leve 07) Gauteng A relevant NQF level 6 qualification in Social Science/Public Management/Public Administration or relevant qualification. One (1) to (2) two years' experience in Water and Sanitation Infrastructure projects administration environment. Infrastructure grant funding administration will add advantage.

Certificate in Project Management will also add advantage. Understanding of legislative and policy frameworks governing the sector. Understanding of programme, project and financial management. Knowledge of policy development and implementation. Understanding of legislative and policy frameworks governing the public sector. Good communication skills both (verbal and written). Knowledge of presentation and report writing. Accountability and ethical conduct.

DUTIES : Render administrative and coordination support in the implementation of water services infrastructure development grant programmes. Coordinate project reporting, site visits, and verification of water infrastructure development projects. Provide project financial administration support, including monitoring expenditure and assisting with grant-related financial documentation. Monitor and evaluate project activities to ensure that implementation aligns with approved plans, targets, and deliverables. Maintain and manage proper filing systems for all project-related documentation and correspondence with Municipalities and Implementing Agents to ensure accurate record keeping and easy retrieval of information. Compile and maintain a database of resource-poor farmers as beneficiaries of rainwater harvesting programmes.

ENQUIRIES : Mr D Masoga Tel No: (012) 392 1477

POST 37/122 : **CHIEF SECURITY OFFICER REF NO: 301026/36**
Branch: Water And Sanitation Services Management: GP
Provincial Operations: Gauteng
Dir: Support Services

SALARY : R338 106 per annum (Level 07)
CENTRE : Gauteng
REQUIREMENTS : A relevant NQF level 4 (Senior/Grade) 12 Certificate. A valid Security Grade A PSIRA Certificate. National Diploma in Security Management will serve as an added advantage. A valid SAPS Firearm Competency for Rifle, Shotgun and Pistol. Three (3) years' supervisory experience in the security environment. The disclosure of a valid unexpired driver's license. Computer literacy and skills in MS Office Software package. Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge and experience of emergency procedures. Knowledge of Occupational Health and Safety. Sound knowledge in interpretation and application of security code of conduct, security legislations and directives. Good listening, communication, and interpersonal skills. Ability to interact with people at all levels and work in a team environment. Analytical thinking. Problem-solving and analysis. Ability to handle conflicts and excellent report writing skills. Work under pressure, willingness to travel throughout the Area Office and work extended hours.

DUTIES : Implement security polices in line with relevant acts and national directives as determined. Monitor threats and risk analysis Ensure firearm regulation is implemented accordingly. Manage deployment and the functioning of security operations. Implement emergency contingency and procedures. Conduct site inspections on offices. Safeguard Departmental assets. Conducts investigations of security incidents and breaches. Liaise with National Intelligence Agency (NIA), South African Police Services (SAPS), other security agencies and DWS National Security Manager, Coordinate security awareness and training. Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS/MPSS. Supervision of human resources. Manage and evaluate staff performance on an on-going basis. Manage private security service provider's contracts. Provide operational and administrative assistance regarding security activities, forums, training, vetting, risk assessments and security reports. Conduct investigations where necessary.

ENQUIRIES : Mr PS Nevhorwa Tel No: (012) 392 1324
NOTE : Candidates may be required to complete a practical and theoretical test.

POST 37/123 : **COMMUNICATION OFFICER REF NO: 301026/37**
Branch: Water And Sanitation Services Management: WC
Cd: Provincial Operations: Western Cape
Div: Corporate Services Support

SALARY : R338 106 per annum (Level 07)
CENTRE : Bellville

<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification as recognized by SAQA in Communication. One (1) year relevant experience in communication environment. The disclosure of a valid unexpired driver's license. knowledge in communication and media studies. Disciplinary knowledge in political science and policies. Disciplinary knowledge in public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Knowledge and understanding of water sector legislations, financial management and PFMA. Knowledge, techniques and procedures for the planning and execution of operations. Understanding of programme and project management. Knowledge of relationship management. Problem solving and analysis. People and diversity management. Good communication skills both (verbal and written). Conflict management, creative and cultural awareness. Professional development. Client orientation and customer focus. Instability and ethical conduct.
<u>DUTIES</u>	:	Coordination of departmental events. Develop and implement communication plans in support of campaigns. Analyse departmental strategic objectives and align communication efforts accordingly. Recommend amendments to existing policies to improve communication effectiveness. Engage with key role players to ensure alignment and collaboration. Create actionable plans for securing media coverage of events and initiatives. Ensure timely and accurate dissemination of written and visual communication materials to stakeholders. Draft and send written invitations to stakeholders for departmental events. Act as a key participant in the Water Sector strategic plan. Assist in crafting the strategic plan and budget management for the communication section, Foster and maintain positive stakeholder relations. Secure appropriate venues for departmental events. Inform employees and stakeholders about event locations and details. Publish and distribute information related to the events.: Assist in compiling and maintaining departmental guest lists, Forward invitations to relevant stakeholders promptly. Maintain an updated guest list in the department's database. Keep departmental calendars current and align with planned activities. Write and compile articles for the departmental internal newsletter. Provide logistical support for the communication component. Ensure publicity projects and events meet set objectives and expectations. Liaise with stakeholders to coordinate contributions to the newsletter. Establish and nurture strong stakeholder relations to support internal communications.
<u>ENQUIRIES</u>	:	Mr S Mawela Tel No: (021) 941 6091
<u>POST 37/124</u>	:	<u>PERSONAL ASSISTANT REF NO: 301026/38</u> Branch: Water And Sanitation Services Management: WC Cd: Provincial Operations: Western Cape
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years 'experience in rendering a support service to Senior Management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good office management skills and knowledge of administrative procedures. Sound organisational skills. Good people skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management. People and Diversity management. Problem solving and Analysis. The successful candidate must be highly reliable, self-motivated, flexible, creative, client and customer focused. Remains up to date regarding the prescripts, policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. Excellent communication skills (verbal and written). Good accountability and ethical conduct.
<u>DUTIES</u>	:	Provide a secretarial / receptionist support service to the manager. Implement administrative procedures for the component. Receive telephone calls and visitors on behalf of the manager. Implement policies and procedures. Engage supplier regarding purchased materials. Develop implementation plan. Ensure that financial procedures are observed in the section. Compile monthly reports and present to the managers. Do early warning systems. Liaise with travel agencies to make travel arrangements for the DDG office. Arrange meetings and events for the manager and staff in the unit. Process all invoices that emanate from the activities of the work of the manager including the travel and subsistence claims for the unit. Draft routine correspondence and reports

		including records of basic minutes of the meetings of the manager where required. Administer matters like leave registers and telephone accounts and proper filing of documents. Receive, record and distribute all incoming and outgoing documents. Collect all relevant documents to enable the manager to prepare for meetings. Provide feedback on identified administrative gaps. Provide records on goods and services procured and handle all the procurement items for the office.
<u>ENQUIRIES</u>	:	Ms NM Bila-Mupariwa Tel No: (021) 941 6004
<u>POST 37/125</u>	:	<u>ASSISTANT TECHNICAL OFFICER: REF NO: 301026/39</u> Branch: Water Resource Management Dir: National Hydrological Services Sd: Hydrological Information
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A relevant NQF Level 4 qualification (with mathematics/Mathematics Literacy/Physical Science). The disclosure of a valid unexpired driver's license. Knowledge of the Occupational Health and Safety Act. (OHS). Computer Literacy. Basic Problem Solving. The disclosure of a valid unexpired driver's license. Basic Problem Solving. Good communication skills, Good interpersonal skills. Willingness to acquire new skills.
<u>DUTIES</u>	:	Assist with basic hydrological data processing, including the collection, capturing, processing, verification, and dissemination of hydrological data to clients. Perform field observations at hydrological gauging stations including the capturing of gauge plate readings for data processing purposes. Completion of site inspection forms and drafting of progress reports.
<u>ENQUIRIES</u>	:	Ms. P Nemaxwi Tel No: (012) 336 8332
<u>POST 37/126</u>	:	<u>ASSISTANT TECHNICAL OFFICER REF NO: 301026/40</u> Branch: Water And Sanitation Services Management: EC Cd: Provincial Operations: Eastern Cape Sd: Water Resources Management Support
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Cradock
<u>REQUIREMENTS</u>	:	An NQF level 4 qualification (with Mathematics/ Mathematics Literacy/ Physical Science). The disclosure of a valid unexpired driver's license. Basic Knowledge in handling laboratory equipment. Computer literacy. Good organising skills. Good interpersonal skills. Good organising skills. Good communication skills. Basic problem-solving skills. Willingness to acquire new skills. Travel extensively as and when required.
<u>DUTIES</u>	:	Collection of data from data points. Route planning for data points. Light maintenance of gauging weir / data monitoring site. Clearing of vegetation, cleaning of gauge plate, cleaning of cabinet and clear weir of obstructions. Collect water samples. Take gauge plate and groundwater level reading. Download data from data logger. Collect water quality field readings. Maintenance of boats and outboard motors. Data processing. Capturing field readings. Perform laboratory sample logging and preparation. Receive samples with specific test requests. Preparation of laboratory samples and materials. Capturing of sample information on the data system. Render administrative support. Managing maintenance supplies and equipment. Provide progress reports. Conduct stock taking on laboratory consumables. Record data and information according to quality management systems.
<u>ENQUIRIES</u>	:	Mr PDP Erasmus Tel No: (048) 801 1300
<u>POST 37/127</u>	:	<u>ASSISTANT TECHNICAL OFFICER REF NO: 301026/41</u> Branch: Water And Sanitation Services Management: WC Cd: Provincial Operations: Western Cape
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Worcester 2 and George 2
<u>REQUIREMENTS</u>	:	A relevant NQF level 4 (Senior/Grade 12 certificate) with Mathematics/Mathematics Literacy/Physical Science. The disclosure of a valid unexpired driver's License. Computer Literacy. Basic Knowledge in handling laboratory equipment. Basic Problem-Solving skills. Good communication

		skills. Good interpersonal relations. Good organising skills. Willingness to acquire new skills.
<u>DUTIES</u>	:	Route planning for data points. Light maintenance of gauging weir/data monitoring site. Clearing of vegetation, cleaning of gauge plate, cleaning of cabinet, clear weir of obstructions. Collect water samples. Complete site inspection form. Take gauge plate and groundwater level reading. Download data from data logger. Collect evaporations data from observers. Perform field observations during high flow conditions. Collection of water quality field readings. Operations and maintenance of Water Quality measuring instruments. Maintenance of boats and outboard motors (operation of boats) Download field data. Record gauging plate reading for data validation purposes. Editing of data -verifying of flow in relation to adjacent data points and gauge plate reading. Delete records that have invalid data. Adjust data curve to gauge plate reading. Capturing of field readings. Receive samples with specific test requests. Preparation of laboratory samples and materials (sampling bottles, tags and filter papers). Verification and cleaning of laboratory glassware. Capturing sample information on the data system. Managing maintenance supplies and equipment. Provide progress reports. Conduct stock taking on laboratory consumables. Record data and information according to quality management systems (forms). Capture Hydrological (Surface water) data on the relevant databases and systems. Maintain (editing) surface water databases. Manage (filing) documents related to surface water data and systems. Maintaining the technical surface water library, archive and documented systems. Disseminate surface water data on request to managers and clients. Assist with capturing calibration information and the processing of such data.
<u>ENQUIRIES</u>	:	Mr JF Kriel Tel No: (044) 802 2733 / Mr W Adonis Tel No: (023) 342 2671
<u>POST 37/128</u>	:	<u>HUMAN RESOURCE CLERK PRODUCTION REF NO: 301026/42</u> Branch: Water And Sanitation Services Management: WC Cd: Provincial Operations: Western Cape
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Bellville A Senior/Grade 12 certificate or relevant qualification. One (1) to two (2) years Human Resources Administration experience will be an added advantage. Knowledge of PERSAL system will serve as an added advantage. Knowledge of human resources functions. practices as well as the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge and insight of human resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Knowledge of registry duties and practices. 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 and teamwork. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Computer literacy, planning and organizing skills.
<u>DUTIES</u>	:	Facilitate recruitment and selection (advertisements, appointments. transfer, verification of qualifications, secretariat functions at interviews, probationary periods e.g.). Implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.). Performance management. Liaise with internal and external stakeholders in relation to recruitment and selection. Implement termination of services. Implement appointments on PERSAL. Keep filing records up to date. Keep and maintain the asset register of the component.
<u>ENQUIRIES</u>	:	Ms M Stoffberg Tel No: (021) 941 6310
<u>POST 37/129</u>	:	<u>HUMAN RESOURCE CLERK PRODUCTION: HUMAN RESOURCE ADMINISTRATION REF NO: 301026/43</u> Branch: Water And Sanitation Services Management: MP Provincial Operations: Mpumalanga
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) Mbombela

<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or relevant qualification. One (1) to two (2) years Human Resources Administration experience will be an added advantage. Knowledge of PERSAL system will serve as an added advantage. Knowledge of human resources functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basis knowledge and understanding of HR legislative prescripts. Basis knowledge and insight of Human Resources policies. Good verbal and written communication skills. Ability to work under pressure. People and diversity management. Client orientation and customer focus.
<u>DUTIES</u>	:	The successful candidate will be responsible for rendering Human Resource clerical services. Provide administrative support for recruitment and selection, appointments, probation, and service terminations. Administer processes related to conditions of service (leave, housing, medical aid, injury on duty, long service recognition, overtime, relocation, pension, Policy on Incapacity Leave and Ill health Retirement (PILIR), allowances, acting appointment, etc.). Capture and update transactions on the PERSAL system. Address HR administration enquiries from internal and external stakeholders. Provide general HR administrative support.
<u>ENQUIRIES</u>	:	Ms FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr E Pinga Tel No: (013) 759 7575
<u>NOTE</u>	:	EE target- Priority will be given to Coloured - Male/Female, Indian Male/Female and White - Male/Female.
<u>POST 37/130</u>	:	<u>ADMINISTRATION CLERK PRODUCTION REF NO: 301026/44</u> Branch: Infrastructure Management: Southern Operations Cd: Water Resource Infrastructure Operations and Maintenance Dir: Operations
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Gqeberha/Port Elizabeth
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or relevant qualification. Knowledge of clerical functions, practices as well as the ability to capture data and collate administrative statistics. Computer literacy. Knowledge of basic financial operating systems (SAP). Knowledge of working procedures in terms of the working environment. Basic knowledge of problem solving and analysis. Good communication skills. Client orientation and customer focus. Ability to work in a team and have good interpersonal relations.
<u>DUTIES</u>	:	Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and /or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain management support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms. P Adonis Tel No: (041) 508 9778
<u>NOTE</u>	:	Preference will be given to candidates from the Nelson Mandela District
<u>POST 37/131</u>	:	<u>ADMINISTRATION CLERK PRODUCTION REF NO: 301026/45</u> Branch: Water And Sanitation Services Management: NW Cd: Provincial Operations: Northwest
<u>SALARY</u>	:	R237 453 per annum. (Level 05)
<u>CENTRE</u>	:	Mmabatho
<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. Basic knowledge and insight of human resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility.

Teamwork. Basic knowledge of problem solving and analysis. People and Diversity Management. Client Orientation and Customer focus. Communication. Accountability and Ethical Conduct. Computer literacy. Planning and organizing. Language. Good verbal and written communication skills.

DUTIES : Provides secretarial, receptionist and administrative support service to the Sub-Directorate. Receive telephone calls and messages for the Provincial Office and channel calls to relevant role players if needs be. Coordinate and arrange meetings all meetings and events of the office of the Corporate Support Services Sub-Directorate. Compilation and coordination of documents for the Sub-Directorete. Operate office equipment like photocopy machines. Laise with external and internal stakeholder. Render general clerical support services. Coordinate and arrange all meetings and events for the office of Sub-Directorate: Corporate Support Services. Collects all relevant information to enable Deputy Director: Corporate Support Services to prepare for the meetings. Record minutes for the management of the Sub- Directorate as and when required. Process and manage all travel management arrangements for the Sub-Directorate. Process all travel and subsistence claims and all invoices that emanates from the activities of the work of the Sub-Directorate. Receive and, record and distribute Provide supply chain management support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Mr T Tshethane Tel No: (018) 011 3714 / Cell No: (082) 895 4942
NOTE : NB: Shortlisted candidates will be subjected to perform ethical and practical tests.

POST 37/132 : **GENERAL FOREMAN (X2 POSTS)**
 Branch: Water And Sanitation Services Management: WC
 Cd: Provincial Operations: Western Cape

SALARY : R201 093 per annum (Level 04)
CENTRE : Worcester Ref No: 301026/46
 George Ref No: 301026/47

REQUIREMENTS : A Grade 8 certificate. One (1) to two (2) years relevant experience in general work of Civil maintenance. The disclosure of a valid unexpired drivers license. Knowledge and experience in building and construction. Good communication skills, Computer literacy. Knowledge in controlling and managing bulk water supply maintenance on equipment. Knowledge in policy implementation. Knowledge of supervising personnel & equipment. Disciplinary knowledge of Occupational Health and Safety. Disciplinary knowledge of public administration. Knowledge of supporting water utilization & water resource strategy. Understanding of government legislation. Ability to work in a team. Must be punctual, productive, and loyal. Must be able to work in or near rivers, dams, and canals. The incumbent will work away from the office for extended periods of time. He must be willing to travel in the execution of his duties.

DUTIES : Supervise and mentor subordinates. Transport subordinates to and from sites to Implement planned routine maintenance activities (painting, weed control, etc.) at gauging stations (river, canals, dams, evaporation stations, estuaries.). Implement planned structural maintenance activities (replacements of steel components, etc.) at gauging stations (river, canals, dams, evaporation stations, estuaries.). Implement refurbishment projects at gauging stations (rivers, canals). Conduct inspections according to set standards. Construction of gauging weirs and infrastructure. Assist with technical and special tasks (Instrument installations and flood monitoring) as and when requested. Implement general maintenance and housekeeping of camping facilities. Ensure that machinery, equipment, tools and goods are maintained and looked after. Clear and maintain access roads to gauging points. Dever damaged equipment to supervisor. Perform general maintenance. Keep job cards up to date. Perform basic risk assessments at gauging stations before work commences. Comply with Occupational Health and Safety Act and all related safety regulations. Report faults, defects, and safety hazards to supervisor promptly.

ENQUIRIES : Mr W Adonis, (Worcester) Tel No: (023) 342 2671
 Mr JF Kriel, (George) Tel No: (044) 802 2733

<u>POST 37/133</u>	:	<u>MAINTENANCE VEHICLE OPERATOR REF NO: 301026/48</u> Branch: Water And Sanitation Services Management: WC Cd: Provincial Operations: Western Cape
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Worcester
<u>REQUIREMENTS</u>	:	An NQF level 4 (Senior/Grade 12 certificate. The disclosure of a valid unexpired driver's license Code EC1 or relevant to driver's license with PDP. Certified competency/operating certificate for relevant heavy plant/machinery. At least five (5) years' experience in driving HMY's and operating heavy equipment. Knowledge of driving services. Knowledge of operating services. Knowledge of organisational policies and procedures. Knowledge in process flow. Basic knowledge of technical services. Knowledge of organizational and government structures. Knowledge of procedures and processes. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Delegation authority. Financial management and knowledge of PFMA. Client Orientation and customer focus. Communication skills. Accountability and ethical conduct. Knowledge of analytical procedures. Knowledge of library science.
<u>DUTIES</u>	:	Operation of light and heavy motor vehicles and construction machinery during maintenance at hydrological infrastructure. Keep record of logbooks, implement best practices of driving services, analyses logistics operations, delivery and collection of passengers, packages, documents and small volume supplies and construction material, maintenance of register regarding deliveries and pickups. General maintenance of light/ heavy motor vehicles. Check records of vehicles to be serviced every month, formulate procedures on issuing vehicles, function in accordance with applicable transport policy requirements, routine maintenance of vehicles, routine inspection for visible defects around the exterior of the vehicle. Maintenance of light/heavy motor vehicles/construction machinery. Recording of fuel and fluid levels and operations of vehicles. Storage of light/heavy motor vehicles/construction machinery. Ensure vehicles are kept safe, ensure hazards are cleared where vehicles are parked, ensure that vehicles are parked and issued according to government legislation.
<u>ENQUIRIES</u>	:	Mr W Adonis Tel No: (023) 342 2671
<u>POST 37/134</u>	:	<u>GENERAL WORKER (X2 POSTS)</u> Branch: Water And Sanitation Services Management: WC Cd: Provincial Operations: Western Cape
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Worcester 3 Ref No: 301026/49 George 3 Ref No: 301026/50
<u>REQUIREMENTS</u>	:	An ABET certificate. One (1) to two (2) years relevant experience will serve as an added advantage. Knowledge of gardening equipment and appliances. Knowledge of lawn care process. Knowledge of the 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 utilization and water resource strategy. Knowledge of health and safety procedures. Knowledge of garden maintenance and planting practices. Communication skills and ability to work in a team. Must be punctual, productive, and loyal. Must be able to work in or near rivers, dams, and canals. Must be willing to travel in the execution of his duties on a continuous basis.
<u>DUTIES</u>	:	Carry out routine maintenance activities (painting, weed control, etc.) at gauging stations (river, canals, dams, evaporation stations, estuaries.) using hand and power tools to departmental standards. Perform structural maintenance activities (replacements of steel components, etc.) at gauging stations (river, canals, dams, evaporation stations, estuaries.) using hand and power tools. Perform maintenance activities on the premises when required to do so. Maintenance of embankments at gauging structures by stabilizing and clearing of vegetation. Clear and maintain access roads, refurbishment of gauging stations (rivers, canals) using hand and power tools. Construction of gauging weirs and infrastructure. Assist with technical and special tasks (Instrument installations and flood monitoring) as and when requested. General maintenance and housekeeping of camping facilities. Maintain and take care of machinery, equipment, tools and goods. Load and offload

equipment and materials. Comply with Occupational Health and Safety Act and all related safety regulations. Report faults, defects, and safety hazards to supervisor promptly. The incumbent will work away from the office (in the field) for extended periods of time. Must be able to work in or near rivers, dams, and canals.

ENQUIRIES

: Mr W Adonis, (Worcester) Tel No: (023) 342 2671
Mr JF Kriel, (George) Tel No: (044) 802 2733