

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>	:	13 November 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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. ERRATUM: Kindly note that the posts of Assistant Director: Auxiliary Services Ref No: 301026/19 and Personal Assistant Ref No: 301026/38, advertised in Public Service Vacancy Circular 37 dated 16 October 2026, have been withdrawn.

MANAGEMENT ECHELON

<u>POST 39/145</u>	:	<u>DIRECTOR: WATER SERVICES INFRASTRUCTURE DEVELOPMENT AND REFURBISHMENT PROGRAMMES REF NO: 131126/01</u> Branch: Water and Sanitation Services Management: GP CD: Provincial Operations: Gauteng
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive salary packages)
<u>CENTRE</u>	:	Gauteng
<u>REQUIREMENTS</u>	:	A Degree in Civil Engineering or Construction Project Management at NQF level 7 qualification. Ten (10) years programme and project management in civil engineering within the water sector-built environment. Five (5) years' experience at middle/senior management level. Experience should preferably be in the water sector. Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. Working knowledge of Public Finance Management Act. Possess a general understanding of contract administration, business principles, and

business law. A valid and unexpired driver's license. A broad understanding of each engineering discipline. Working knowledge of drafting of agreements. Effective computer skills (Microsoft Office Software, Lotus Notes, and other company and discipline-specific software applications). Effective and excellent communication skills both verbally and in writing with management, colleagues, and individuals inside and outside the Department. Effective analytical and problem-solving skills. Knowledge and understanding of Human Resources Management Legislations, policies, practices, and procedures. Knowledge of Public Financial Management Act (PFMA). Framework for managing performance information. Knowledge of implementing policies of PMDS. Client orientation and customer focus. Service Delivery Innovation (SDI). Problem management and empowerment. Accountability and ethical conduct.

DUTIES

: Provide strategic direction in the implementation of policies on water services infrastructure programmes, in conjunction with provincial COGTA and municipalities, to ensure that grant-funded projects are optimally prioritised on an ongoing basis. Ensure that policies on water services infrastructure grant programme are aligned to the departmental strategic plan. Ensure that plans are available for water services infrastructure grant programmes. Facilitates and support implementation of water services infrastructure grant programmes for provincial operations. Ensure that Regional Bulk Infrastructure programme is implemented in the province. Various water sector consulted on water issues. Needs of business sectors catered for on water bulk infrastructure grant programmes. Implement water policies for regional bulk infrastructure supply of water. Promote partnership between government public entities, private sector, and civil society regarding water services infrastructure grant programmes. Ensure that water supply is available for all business sectors. Avail raw water supply for all municipalities. Ensure that all other water key stakeholders are communicated regarding water issues. budgeted for in medium term expenditure framework. Compile budget for building water services infrastructure grant programme. Monthly reporting. Early warning system management. Ensure that budgeted funds are used properly. Ensure that monitoring and evaluation for water services infrastructure grant programmes are properly conducted in provinces. Compile reports on monitoring and evaluation. Ensure projects are carried out as planned. Implement water policies for regional bulk supply of water. Compile monthly and quarterly reports.

ENQUIRIES

: Mr WJ Maluleke Tel No: (012) 392 1303

OTHER POSTS

POST 39/146

: **SCIENTIST MANAGER GRADE A REF NO: 131126/02**
Branch: Water Resource Management
Dir: Climate Change Analysis

SALARY **CENTRE** **REQUIREMENTS**

: R1 143 468 per annum, (all-inclusive OSD salary package)
: Pretoria Head Office
: A Master of Science (MSc) degree (NQF Level 9) in Climate Science / Environmental Science / Hydrology / Water Resources Management / Atmospheric Science / Environmental Management / Engineering or relevant Scientific discipline. A PhD (NQF Level 10) in Climate Science/Environmental Science, Atmospheric Science, Hydrology, Water Resources Management, Atmospheric Science, Engineering or another relevant scientific discipline will be an added advantage. Ten (10) years' appropriate experience in the relevant scientific field, climate science and/or the application of climate information to water resources management. Compulsory registration with SACNASP as a professional scientist. The disclosure of a valid unexpired driver's licence. Knowledge on and a clear understanding of integrated water resource management and/or water related sciences will be an added advantage. Knowledge of international and national climate change policies, water resources, and the water sector as a whole. Excellent interpersonal and communication skills (verbal and written). Good liaison and organizational skills. Skills in financial management, decision making, strategic capability and leadership, analytical, creativity, office administration, programme and project management, scientific methodologies and models, technical report writing. Knowledge and experience of using electronic communication platforms and

DUTIES

internet. Applicants must be able to travel nationally and internationally as required to represent the Department and the sector.

: The successful candidate will be responsible for, but not limited to, the following: Provide scientific leadership and strategic direction in climate change analysis within the Department. Coordinate and guide the analysis of historical and projected climate trends and their implications for South Africa's water resources. Identify emerging climate risks and scientific developments relevant to the Department's mandate. Coordinate climate vulnerability assessments at national, provincial, catchment, and Water Management Area (WMA) levels. Assess the implications of climate change for water availability, water quality, droughts, floods, groundwater, water infrastructure, and water services. Provide scientific evidence to support climate-resilient water resources planning and infrastructure development. Lead the generation, analysis and interpretation of climate information and climate intelligence relevant to the water and sanitation sector. Ensure alignment of the Department's climate change response with relevant national and international policy and legislative requirements. Provide scientific and technical inputs into the development, review and implementation of climate change policies, strategies, frameworks and programmes within the water and sanitation sector. Coordinate the identification of climate-resilient interventions for different Water Management Areas. Promote innovative approaches to building climate-resilient water and sanitation systems. Develop and manage strategic scientific research programmes addressing climate change and water. Identify opportunities for collaborative research, innovation, knowledge generation and technology development. Provide scientific advice to the Department's senior management and relevant stakeholders on climate change and water-related matters. Establish and maintain networks of climate change and water experts.

ENQUIRIES
NOTE

: Ms P Magubane Tel No: (012) 336 8519

: This is an affirmative action position. Preference will be given to candidates from previously disadvantaged groups, in accordance with the Department's Employment Equity Plan and applicable legislation.

POST 39/147

: **CHIEF ENGINEER GRADE A REF NO: 131126/03**

Branch: Regulations, Compliance and Enforcement

SD: Dam Safety Regulation

SALARY
CENTRE
REQUIREMENTS

: R1 317 108 – R1 504 797 per annum, (all-inclusive salary package)

: Pretoria Head Office

: An Engineering degree (B Eng/BSc (Eng) or relevant qualification in Civil Engineering. Six (6) years post qualification experience in the Water Engineering field. Compulsory registration with Engineering Council of South Africa (ECSA) as a professional Engineer. The disclosure of a valid unexpired driver's license. Extensive dam engineering experience related to design, flood hydrology, construction, management, and safety of dams. Knowledge of programme and project management, legal and operational compliance. Research and development. Computer-aided engineering applications. Creating high-performance culture. Technical consulting. Engineering and professional judgement. Strategic capability and leadership. Problem Solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Negotiation skills. Change management.

DUTIES

: Investigate, analyse, and recommend classification of dams. Evaluate and investigate engineering aspects of license applications for the construction of new dams, alteration of existing dams, first filling and operational aspects of dams. Monitor the safety evaluation and investigation reports and carry out risk assessments. Follow up on dam safety betterment work with owners of dams. Develop/maintain guidelines and policies on dams with safety risk. Liaise with regional officials, dam owners, professional engineers, and the public. Give presentations and advice on dam safety matters and legislation. People management. Manage the development, motivation and utilization of human resources for the 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. Supervise and train candidate engineers

		and technicians as required. Generate reports and statistics to measure progress with the Dam Safety Programme.
<u>ENQUIRIES</u>	:	Mr Wally Ramokopa Tel No: (012) 336 7953
<u>NOTE</u>	:	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 39/148</u>	:	<u>ENGINEER PRODUCTION GRADE A – C REF NO: 131126/04 (X3 POSTS)</u> Branch: Water Resource Management Dir: Strategic Water Resource Planning Sub-Dir: Planning Areas: (North, East and Central)
<u>SALARY</u>	:	R914 817 - R1 376 199 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A Degree (B Eng/BSc (Eng). or NQF level 7 qualification in Civil Engineering or relevant qualification. Minimum three (3) years post qualification relevant experience in Water Engineering required. Compulsory registration with Engineering Council of South Africa (ECSA) as a professional Engineer. The disclosure of a valid unexpired driver's licence. Knowledge of the National Water Act (no 36 of 1998) as well as other relevant acts and legislations such as the Water Services Act and the National Environmental Management Act (no 107 of 1998) and dam safety legislations.
<u>DUTIES</u>	:	The post reports to the Chief Engineer and entails the following: Strategic planning of water resources entailing development, review and updating of appropriate strategies to reconcile water availability with growing water requirements in relevant planning area. Developing, maintaining, and updating water reconciliation strategies for water supply systems and catchments in the country. Conducting water availability assessment studies including hydrological modelling for various catchments in the country. Development and maintenance of reconciliation strategies for towns and settlements in relevant Planning Area. Providing inputs to strategic plans and Annual Performance Plans. Strategic inputs to development and update of water related policies, guidelines, and tools. Providing inputs into water use license applications. Liaising on water resource planning matters both nationally and internationally with respect to transboundary watercourses. Providing efficient and effective management of water resources studies/ projects Engaging stakeholders in Integrated Water Resources Management. Managing Aspects such as Human, Financial and Information in National Water Resource Planning. Providing technical and administrative support.
<u>ENQUIRIES</u>	:	Ms P Magubane Tel No: (012) 336 8519
<u>NOTE</u>	:	This is an affirmative action position. Preference will be given to candidates from previously disadvantaged groups, in accordance with the Department's Employment Equity Plan and applicable legislation.
<u>POST 39/149</u>	:	<u>ENGINEER PRODUCTION GRADE A - C REF NO: 131126/05 (X4 POSTS)</u> Branch: Water Resource Management Dir: Water Resource Development Planning (North, East South and Central)
<u>SALARY</u>	:	R914 817 - R1 376 199 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A Civil Engineering degree (B Eng/BSC (Eng) qualification. Three (3) years post qualification experience in Civil Engineering required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's licence. Pertinent knowledge and experience within the field of water resource management is essential. Knowledge of the National Water Act (no 36 of 1998) as well as other relevant acts and legislations such as the Water Services Act and the national Environmental Management Act (no 107 of 1998) and dam safety legislations.
<u>DUTIES</u>	:	The Engineers will report to the Chief Engineer in one of the Northern, Central, Eastern or Southern Planning Regions and will form part of a project team that would be involved in the optimisation and planning of water resources utilisation and development in South Africa through the evaluation of various options. The incumbent will be responsible for the identification of available

		water resources and development needs through multidisciplinary basic studies, Conceptualisation of possible solutions to meet water demands and evaluation of associated social, economic and environmental impacts. Involvement in the development of water management strategies, comparative analysis, optimisation and reporting of feasibility investigation of possible water resource development. Preparation of inputs for decision-making regarding the selection, appointment, and control of professional service providers.
<u>ENQUIRIES</u>	:	Ms P Magubane Tel No: (012) 336 8519
<u>NOTE</u>	:	This is an affirmative action position. Preference will be given to candidates from previously disadvantaged groups, in accordance with the Department's Employment Equity Plan and applicable legislation.
<u>POST 39/150</u>	:	<u>ENGINEER PRODUCTION GRADE A - C REF NO: 131126/06</u> Branch: Regulations, Compliance and Enforcement Dir: Specialist Unit SD: Dam Safety Regulations
<u>SALARY</u>	:	R914 817 - R1 376 199 per annum (all-inclusive OSD salary package) (Offer will be based on years of experience)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	An Engineering degree (B Eng/ BSc Eng) in Civil Engineering. Three (3) years post qualification Civil Engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Experience in dam engineering specifically in aspect of dam safety evaluation, design and construction supervision of dams is highly recommended. Knowledge of program and project management. Knowledge of technical design and analyses of dams. Significant dam engineering experience related to design, flood hydrology, construction, management, and safety of dams with a safety risk. Willingness to travel throughout South Africa when required for operational purposes. Knowledge of the water sector and relevant legislation (including but not limited to the Chapter 4 and Chapter 12 of National Water Act (NWA, Act No. 36 of 1998) and the Dam Safety Regulations published in Government Notice R. 139 of 24 February 2012). Understanding of research and development. Computer-aided engineering applications including relevant computer software knowledge. Technical report writing, networking, and professional judgement. Problem solving and analyses, decision making, team leadership, creativity, self-management, customer focus, and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Good communication skills both (verbal and written). Planning, organising, and people management.
<u>DUTIES</u>	:	Investigate, analyse, and recommend classification of dams. Evaluate applications of Approved Professional Persons (APPs). Evaluate and investigate engineering aspects of licence applications for the construction of new dams, alteration of existing dams, first filling and operational aspects of dams. Monitor the safety evaluation and investigation reports and carry out risk assessments of dams. Follow up on dam safety betterment work with dam owners. Liaise with regional offices, dam owners, professional persons, APPs, and the public regarding dam safety matters. Conduct dam safety inspections at dams with a safety risk. Respond to emergency situations, such as dam failures, at dams and action Emergency Preparedness Plans (EPPs). Conduct site visits to illegal or unlawful constructed dams and compile technical reports for the issuance of illegal dam letters and directives. Develop and/or maintain guidelines and policies and advise on dam safety matters and legislation. Generate reports and statistics to measure progress with the Dam Safety Program. Support the Chief- and/or Specialist Engineer with all reasonable requests pertaining to dams with a safety risk. Assist with the development of Candidate Engineers, Candidate Engineering Technicians and Candidate Engineering Technologists for registration as professionals.
<u>ENQUIRIES</u>	:	Mr W Ramokopa Tel No: (012) 336 7953

<u>POST 39/151</u>	:	<u>ENGINEER PRODUCTION GRADE A - C REF NO: 131126/07</u> Branch: Infrastructure Management: Head Office CD: Engineering Services Dir: Mechanical And Electrical Engineer SD: Mechanical Engineering
<u>SALARY</u>	:	R914 817 - R1 376 199 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A B Eng or BSc Eng Engineering Degree in Mechanical Engineering. Three (3) years post qualification. Engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a professional Engineer. The disclosure of a valid unexpired driver's license. 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 of research and development. Computer-aided engineering applications. Knowledge of legal compliance, technical report writing, creating high-performance culture and professional judgement. Decision making, team leadership and analytical skills. Creativity, self-management, financial, conflict and people management. Customer focus and responsiveness. Willingness to travel country wide. Good communication skills (both verbal and written). Planning and organising. Problem solving and analysis. Change management and innovation.
<u>DUTIES</u>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; 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; Research/literature studies on engineering technology to improve expertise.
<u>ENQUIRIES</u>	:	Mr E Manhimanzi Tel No: (012) 336 8621
<u>POST 39/152</u>	:	<u>ENGINEER (PRODUCTION) GRADE A – C REF NO: 131126/08</u> Branch: Water and Sanitation Services Management: MP CD: Provincial Operations Mpumalanga Dir: Water Services Infrastructure Development and Refurbishment Programmes
<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>	:	Mbombela
<u>REQUIREMENTS</u>	:	A Civil Engineering Degree (B Eng / BSC (Eng) or relevant qualification at NQF level 7. Three (3) years post-qualification engineering experience. Compulsory registration with the Engineering council of South Africa (ECSA) as a Professional Engineer (Pr Eng). The disclosure of a valid unexpired driver's license. Understanding of programme and project management. Knowledge and understanding of government procurement for the infrastructure projects. Knowledge and understanding of government legislations relevant to the sector. engineering design and analysis knowledge. Knowledge of research and development. Technical report writing. Team leadership, planning and organising and analytical skills. Understanding of financial, conflict and people management skills. Computer literacy.
<u>DUTIES</u>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Develop cost effective solution according to standards. Evaluate existing technical manuals, standard drawing, and procedures to incorporate new technology. Analyses and advises on the

		<p>planning, design, construction and maintenance of wastewater systems and water supply systems, including collection, treatment, storage, distribution, and discharge. Development of planning / operation models or decision support systems for water resource development / management. Develop tender specifications. Development of Business Plan. Approve engineering works according to prescribed norms and 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. Supervise the engineering work and processes. Administer performance management and development. Ensure adherence to regulations and procedures for procurement and personnel administration. Manage Human Resources. Monitor and control expenditure. Report on expenditure and service delivery. Liaise with relevant.</p>
<u>ENQUIRIES</u>	:	Ms M Matiso Tel No: (013) 759 7330 / Ms F Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446
<u>POST 39/153</u>	:	<p><u>SCIENTIST PRODUCTION GRADE A REF NO: 131126/09</u> Branch: Water and Sanitation Services Management: GP CD: Provincial Operations: Gauteng Dir: Water Resource Management Support Sub Dir: Water Resource Data Management</p>
<u>SALARY</u>	:	R791 604 – R1 189 767 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)
<u>CENTRE</u>	:	Gauteng
<u>REQUIREMENTS</u>	:	A Science (BSc) (Hons) Degree or relevant qualification. Three (3) years post qualification natural scientific experience in the field of Hydrology. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Computer literate. Good understanding on the processes and mechanisms for data acquisition, processing, auditing, archiving, and dissemination including information flow processes. Knowledge and understanding on Chapter 15 of the National Water Act (Act 36 of 1998). Scientific methodologies and models. Research and development. Technical report writing. Data analysis. Presentation skills. Mentoring. Decision making. Analytical skills. Creativity. Problem solving and analysis. Innovation. Good technical, scientific report writing and interpretation skills. Ability to work productively in an environment consisting of interdisciplinary internal and external stakeholders. Sound interpersonal skills as well as willingness to work irregular hours and travel extensively in remote areas.
<u>DUTIES</u>	:	Provide technical role regarding hydrological data acquisition and data processing. Application of scientific skills in data auditing and information improvement using appropriate data and information systems (Hydstra). Ensure the application of standards and procedures in data auditing and quality improvement of historical hydrological data. Ensure good quality data with minimal gaps is archived and available for use in Hydstra. Provide inputs and technical support within the Directorate: Water Resource Management Support regarding correcting errors and spikes found in data. Ability to analyse hydrological data, identify and fill gaps to improve data quality. Disseminate data and information to intending users in appropriate forms (usable computer files of raw data). Engage to provide understanding and clarity on the hydrological data disseminated to all users. Compilation of annual statical summaries in yearbook form. Ability to Interpret and compile reports summaries of hydrological data (stream flows and levels). Give inputs in the projects relevant to the optimisation of Provincial water resource monitoring network initiated by the department. Assist with the facilitation of training and career development of staff. Supervision of staff. Assist in the development and setting of standards, policies, and systems for data collection in the water sector. Conduct field visits to evaluate and assess gauging stations across Gauteng Province.
<u>ENQUIRIES</u>	:	Dr K Mabaso Tel No: (012) 392 1401
<u>POST 39/154</u>	:	<p><u>CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: PUCMA 46</u> Branch: Pongola-Mzimkulu Catchment Management Agency Div: Water Resource Planning and Management</p>
<u>SALARY</u>	:	R636 978 per annum, (OSD)
<u>CENTRE</u>	:	Durban

<u>REQUIREMENTS</u>	:	A 4-year Degree or relevant qualification in Natural or Environmental Sciences Six (6) years post-qualification experience. The disclosure of a valid unexpired driver's license. Knowledge of the National Water Act and all water related and relevant Environmental Management legislation and policies. Sound knowledge of all aspects and processes related to Resource Directed Measures and Integrated Water Resource Management. Knowledge and experience on River Health Monitoring and indices. Knowledge and understanding of the tools developed for Reserve determination. Proven ability and experience to write and interpret technical and scientific reports and documents and assist with the management of projects. Proven management and negotiation skills. Ability to work productively in an environment consisting of multidisciplinary internal and external PUCMA staff and stakeholders. Computer literacy. Good written and verbal communication, presentation, and report writing skills. Able to provide technical and scientific support to other PUCMA functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups.
<u>DUTIES</u>	:	Implementation of the National Water Act 36 of 1998 with the focus on Resource Directed Measures (RDM). The implementation of the Reserve in the WMA. Implementation and co-ordination of the Adopt-a-River Initiative (ARI). River Health Monitoring in the Pongola-Mtamvuna Water Management Area, Conduct low confidence reserves, including running hydrology and other relevant models where necessary. Organize field trips and assist with the preparation of the required supportive technical information as well as the writing of technical and other reports. Liaise with the Department Water and Sanitation on Adopt-a-River initiatives, reserve determination and implementation, River Health Programme, and other programmes. Liaise with internal and external stakeholders regarding RDM initiatives, especially ARI. Integrate reserve determinations with other PUCMA functions such as water use license applications and provide general technical and scientific support and comments. Develop ToR's and manage PSPs. Participate in capacity building programmes and mentorship programmes for junior staff. Prepare monthly reports and quarterly reports. Ensure adherence to deadlines on submissions as per the Standard Operating Procedures. Manage and ensure effective financial planning for water resource management. Supervise staff in accordance with PUCMA policies and procedures.
<u>ENQUIRIES NOTE</u>	:	Dr B.L Mdluli Tel No: (031) 336 2894 / Cell No: (082) 887 8762
	:	The Pongola-Mzimkulu Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.
<u>POST 39/155</u>	:	<u>ASSISTANT DIRECTOR: CAPACITY BUILDING REF NO: 131126/10</u> Branch: Water and Sanitation Services Management: WC CD: Provincial Operations: Western Cape
<u>SALARY CENTRE REQUIREMENTS</u>	:	R605 742 per annum (Level 10)
	:	Bellville
	:	A National Diploma in Social Science at NQF level 6 or relevant qualification. Five (5) years' experience in water services environment. The disclosure of a valid unexpired driver's license. Knowledge of strategic and operational plan management. Ability to implement policies. Knowledge of monitoring and evaluation principles.
<u>DUTIES</u>	:	Provide support in the implementation of water services policy and strategy by the water services sectors. Provide support in the implementation of Basic household water service policy. Facilitate workshops to create awareness on policies and guidelines. Implement water services strategy through WSDPs and ensure compliance with the Basic household water service policy and guidelines. Facilitation of best practice learning in the country as well as in the SADC region. Assist in the development of appropriate maintenance procedures through best practices. Provide support to water services sector in business planning, appraisal and monitoring. The provision of support to the water services authority through the development of capacity in operations and maintenance of water services infrastructure. The empowerment and building

capacity of newly elected councillors on water services business. The provision of skills development to unemployed youth in order to create job opportunities. Provide support with water services capacity building, skills training and job creation through EPWP. Promote water advocacy programmes. Assist with the promotion of health and hygiene awareness through the implementation of WASH programmes to minimise water-borne diseases. Manage mainstreaming of Health and Hygiene in water and sanitation programmes. The management of Human Resources within the section. To participate in the recruitment and selection of staff. To manage the development of individuals in the section. Ensure that HRD policies are applied to all staff members within the section.

ENQUIRIES

: Mr M Rayi Tel No: (021) 941 6110

POST 39/156

: **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 131126/11 (X2 POSTS)**

Branch: Regulations, Compliance and Enforcement

Dir: Specialist Unit

SD: Dam Safety Regulations

SALARY
CENTRE
REQUIREMENTS

: R573 552 per annum, (OSD)

: Pretoria Head Office

: A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of program- and project management. Knowledge of technical design and analyses of dams. Significant dam engineering experience related to design, flood hydrology, construction, management, and safety of dams. Knowledge of the water sector and relevant legislation (including but not limited to the Chapter 4 and Chapter 12 of National Water Act (NWA, Act No. 36 of 1998) and the Dam Safety Regulations published in Government Notice R. 139 of 24 February 2012). Understanding of research and development. Computer aided engineering applications including relevant computer software knowledge. Technical report writing, networking, and professional judgement. Problem solving and analyses, decision making, team leadership, creativity, self-management, customer focus, and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organising, and people management. Willingness to travel throughout South Africa when required for operational purposes.

DUTIES

: Investigate, analyses and recommend classification of dams. Evaluate applications of Approved Professional Persons (APPs). Evaluate and investigate engineering aspects of license applications for the construction of new dams, alteration of existing dams, first filling and operational aspects of dams. Monitor the safety evaluation and investigation reports and carry out risk assessments of dams. Follow up on dam safety betterment work with dam owners. Liaise with regional offices, dam owners, professional persons, APPs and the public regarding dam safety matters. Conduct dam safety inspections at dams with a safety risk. Respond to emergency situations, such as dam failures, at dams and action Emergency Preparedness Plans (EPPs). Conduct site visits to illegal or unlawful constructed dams and compile technical reports for the issuance of illegal dam letters and directives. Develop, maintain guidelines and policies. Advise on dam safety matters and legislation. Generate reports and statistics to measure progress with the Dam Safety Program. Support the Chief Engineer with all reasonable requests pertaining to dams with a safety risk. Manage Candidate and Production Engineering Technicians, Candidate and Production Engineering Technologists and Candidate Engineers reporting to him/her. Assist with the development of Candidate Engineering Technicians for registration as professionals. Assist and manage the Dam Safety Regulation database (Microsoft Access Database). Assist with compiling the Annual Report and Annual Performance Plan. Assist the Director with technical inputs, data, statistics, and other reasonable requests.

ENQUIRIES

: Mr W Ramokopa Tel No: (012) 336 7953

<u>POST 39/157</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 131126/12</u> Branch: Water And Sanitation Services Management: FS CD: Provincial Operations Free State Dir: Water Resources Management Support SD: Hydrological Services
<u>SALARY</u>	:	R573 552 per annum, (OSD)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A National Diploma in Civil Engineering. Six (6) years post qualification technical experience in hydrological services. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Program and project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge and understanding of hydrological processes are essential. Demonstration of good understanding and competence in all aspects of hydrometry. Computer literacy. Problem solving and analysis. Innovative and creative thinking. Planning and organizing. Decision making. Teamwork and leadership. Good written and verbal communication skills. Knowledge of legal compliance. Technical report writing. Technical consulting. Data analysis. Customer focus and responsiveness. People management skills and financial management. Willing to travel and work away from home whenever required. Must be prepared to undergo extensive in-house training at various locations.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Engineers, Technologists, and associate professionals in the field and technical office activities. Ensure the adherence and promotion of safety standards 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 authorise/make recommendations for approval by the relevant authority. Provide inputs into the budgeting process and the demand management plan. 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 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. To liaise with relevant bodies/councils on hydrological-related matters. Hydrological equipment review and procurement of new equipment. Research new technology relevant to hydrological services. Manage hydrometry tasks in a sub-region of the Free State operational area. Calibration of gauging weirs and calibration report writing. Surveying of gauging weirs and gauge plates. Data collection from various electronic data loggers. Data analysis, processing and archiving on HYDSTRA database. Data management and dissemination. Maintenance and calibration on near real-time dataloggers. Flow measurements using Acoustic Current Doppler Profilers, in particular during the high flow season. Develop and customize operational procedures. Mentor, train and develop candidate technicians and others to promote skills/knowledge transfer. Manage the performance management and development of staff.
<u>ENQUIRIES</u>	:	Mr CGF Lloyd Tel No: (051) 405 9000 / Cell No: (082) 827 5287
<u>POST 39/158</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE COMMUNICATIONS REF NO: 131126/13</u> Branch: Corporate Support Services CD: Communication Services Dir: Corporate Communications
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification in photography/ videography as recognised by SAQA. Five years' experience in practicing photography/ videography. Disciplinary knowledge in photography/videography, marketing and advertising guidelines and protocol. Disciplinary knowledge in public administration. Knowledge of design principles, techniques, and tools. Knowledge of the writing process reviewing and proofreading. Understanding of water sector

		legislation, principles, and procedures. Knowledge and understanding of financial management and Public Finance Management Act (PFMA). Disciplinary knowledge in policy. Knowledge of techniques and procedures for the planning and excursion of operations. Understanding of 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. Proven experience in running a photographic studio.
<u>DUTIES</u>	:	Manage the design studio and all equipment. Develop infographics. Implement internal communication programmes and information dissemination through visual media. Shoot high-quality photographs and videos for marketing campaigns, internal newsletters, and social media. Implement multimedia production and visual content services. Implement branding, marketing, and promotional activities through design concepts. Provide live streaming services. Manage human resources.
<u>ENQUIRIES</u>	:	Mr BP Mlangeni Tel No: (012) 336 7957
<u>POST 39/159</u>	:	<u>ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: 131126/14</u> Branch: Corporate Support Services CD: Communication Services Dir: Media Liaison
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification in Communication / Journalism / Public Relations field as recognised by SAQA. Five (5) years' relevant experience in government or editorial content production or digital media environment/newsroom. The disclosure of a valid unexpired driver's license. Disciplinary knowledge in communication and media studies. Knowledge of media principles, techniques, and tools. knowledge of the writing process, copy writing, and proofreading. Knowledge of managing human capital. Understanding of water sector legislation, policies, and procedures. An understanding of and commitment to government objectives, policies, and programmes. Understanding of financial management and knowledge of Public Finance Management Act (PFMA). Knowledge of 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. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Implement media plans in line with the media strategies, communication strategy, and policies of the department. Develop media products to profile work of the department. Plan and organise press conferences, briefings, tours, and media events for coverage of the department. Coordinate media house visits to create and maintain good relations with the media. Manage departmental social media platforms and campaigns. Supervise human resources.
<u>ENQUIRIES</u>	:	Ms W Mavasa Tel No: (012) 336 8264
<u>POST 39/160</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 131126/15</u> Branch: Infrastructure Management: Central Operation CD: Water Resource Infrastructure Operations and Maintenance Dir: Operations Central Div: General Administration
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant NQF Level 6 Qualification in Administration / Public Management / Public Administration. Five (5) years' experience in administrative environment with three (3) years serving as a supervisor. The disclosure of a valid unexpired driver's license. Computer literacy (MS Office Software package). Sound knowledge, interpretation and application of public service legislations/Acts, Regulations, directives, processes, and procedures relevant to the post. Good communication, interpersonal skills and ability to interact with people at all levels. Ability to work independently, without close supervision and ability to

DUTIES

lead a team. Good planning, organising, and execution skills. Be able to prioritize and produce quality work. Accountability, ability to multitask, work under pressure and meet tight deadlines. Excellent report writing skills. Problem-solving, creativity, and initiative skills. Analytical thinking with ability to pay attention to details and handle confidential information.

: Management of key administrative areas within the Directorate including its Area Offices. Manage corporate travel arrangements. Manage, facilities and support services. Ensure safety and security compliance. Manage records and documents. Manage human resource and performance. Monitor and ensure compliance to national and departmental legislations/acts, regulations, directives regarding corporate travel, transport management, Facilities management, records management, telecommunications, safety, and security. Ensure proper management of service provider contracts, payment of services, accounts, debt recovery, queries, reconciliation of accounts and expenditure reporting. Ensure quarterly reporting on contract performance. Ensure efficient maintenance of information and accurate databases. Provide inputs to the monthly and annual spending plans aligned to business plan. Provide inputs on the development/review of budget and business plans with clear roles and responsibilities assigned with the resource's requirements identified. Develop, maintain, and implement standard operating procedures for efficient utilisation and compliance to corporate travel, transport management, facilities management, records management, telecommunications, safety, and security. Advise management and officials on administrative key activities` policies, directives, processes, and procedures. Compile submissions for implementation of administration activities and provision of management reports. Compile submissions, memoranda and submitting of monthly operational reports. Manage administration support personnel including co-ordination of key administrative and operational activities within the Directorate.

ENQUIRIES

: Mr TG Dilima Tel No: (012) 741 7344

NOTE

: Candidates may be subjected to a skills and knowledge test. Please be advised that the office will transition to an SANWRIA agency.

POST 39/161

: **ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 131126/16**
(Re-advertisement, applicants who have previously applied must re-apply)
Branch: Water And Sanitation Services Management: WC
CD: Provincial Operations: Western Cape

SALARY

: R487 197 per annum (Level 09)

CENTRE

: Bellville

REQUIREMENTS

: A relevant NQF level 6 qualification in Social Sciences, Public Administration/Management or relevant qualifications. Five (5) years' experience in administration. The disclosure of a valid unexpired driver's license. Knowledge of Public Finance Management Act (PFMA) and Treasury regulations, Occupational Health and Safety Act (OHSA), Government Immovable Asset Management Act (GIAMA). Knowledge of Minimum Information Security Standard (MISS) and Minimum Physical Security Standard (MPSS) 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. Programme and Project Management. Knowledge of relationship management. Understanding of Contract Management. Committed to high level quality control. Knowledge of implementing policies of PMDS. organisational skills. Problem solving and analysis skills. People and Diversity Management skills. Client Orientation and Customer Focus. Communication skills. Accountability and Ethical conduct.

DUTIES

: 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. Conduct security assessments and reporting, coordination security for Provincial and Ministerial events. Investigation of security breaches. Monitor policy implementation. Manage records and registry services, travel and fleet services, facilities management, and contracts. Monitor the cleaning services of the departmental Provincial Offices Western Cape. Manage and monitor parking lots and parking

		allocations. Inspect buildings for regulatory compliance. Manage departmental assets and equipment under the unit. Manage and monitor courier services. Modify existing programmes where applicable. Manage human resources in the unit. Manage financial resources and compliance prescripts in the unit. Manage and monitor reception and messenger services. Implementation of policies. Analyse, manage performance and human resource development trends in the unit. 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. Respond to audit queries
<u>ENQUIRIES</u>	:	Ms NM Bila-Mupariwa Tel No: (021) 941 6004
<u>POST 39/162</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDITOR REF NO: LOCMA 24</u> Branch: Limpopo-Olifants Catchment Management Agency Div: Internal Audit
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An NQF level 7 (Bachelor's Degree or Advanced Diploma) in Internal Auditing or a relevant tertiary qualification. Three (3) to five (5) years' experience in General Internal Auditing, Compliance Auditing, Performance Auditing, Forensic Investigations, Quality Assurance Auditing or General Control Review and Applications Control, or completion of the Internal Audit Technician (IAT) learnership (three (3) years) from the Institute of Internal Auditors (IIA) plus two (2) years' internal audit experience. The disclosure of a valid unexpired driver's licence. Knowledge and understanding of the International Standards for the Professional Practice of Internal Auditing (IIA Standards) and of governance, risk management, and control processes. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, and guidelines. Knowledge of the Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge and understanding of Human Resource Management legislation, policies, practices, and procedures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems, institutional policies and procedures, and governmental financial systems. Knowledge of the principles and practice of financial accounting. Knowledge of the framework for managing performance information. Business strategy translation and alignment, problem solving and analysis, people and diversity management, and client orientation and customer focus skills. Good verbal and written communication skills. Accountability and ethical conduct.
<u>DUTIES</u>	:	The incumbent will be responsible for supervising and executing internal audit, compliance audit, performance audit, forensic investigation, quality assurance audit, general control review, and applications control engagements, as well as consultancy engagements, to support the implementation of the approved Internal Audit Operational Plan. Supervise and participate in the development of the three-year strategic and annual risk-based internal audit plans, including identifying key risk areas emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the coordination with other internal and external assurance providers to ensure proper coverage and minimise duplication of effort. Develop proposals to determine the scope of allocated internal audits, develop engagement work programmes, and supervise and execute allocated audits in accordance with the IIA Standards and the legislative framework. Collect, analyse, and interpret data, develop findings and recommendations for the enhancement of controls and processes, and compile and review audit reports for each engagement. Monitor progress on the implementation of agreed-upon action plans. Review, collect information and compile progress, quarterly and annual reports to the Accounting Officer and the Audit Committee. Keep up to date with new developments in the internal audit environment by studying professional journals and publications, monitoring relevant industry, legislative, standards, and policy framework changes, and engaging in continuous professional development. Supervise employees, allocate duties, and perform quality control on work delivered by supervisees, and ensure that supervisees are trained and developed to deliver work of the required standard efficiently and effectively. Manage the performance, conduct and discipline of supervisees (PMDS). Provide inputs for the enhancement of audit methodologies and technologies.
<u>ENQUIRIES</u>	:	Mr MM Selepe at 083 273 2494

<u>NOTE</u>	:	The Limpopo-Olifants Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.
<u>POST 39/163</u>	:	<u>ENGINEERING TECHNOLOGIST PRODUCTION GRADE A - C REF NO: 131126/17</u> Branch: Water and Sanitation Services Management: GP CD: Provincial Operations Gauteng
<u>SALARY</u>	:	R471 720 – R717 846 per annum, (OSD)
<u>CENTRE</u>	:	Gauteng
<u>REQUIREMENTS</u>	:	A Bachelor of Technology in Civil Engineering (BTech) qualification. Three (3) years post qualification engineering technologist experience is 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>	:	Conduct structural integrity assessments of Water Treatment Works (WTWs) and Wastewater Treatment Works (WWTWs) to evaluate infrastructure conditions, identify defects and risks, and recommend appropriate remedial measures as part of regulatory process. Evaluate and assess WCWDM strategies and monitor implementations. Participate in the Blue Drop, No drop and Green Drop certification programmes by providing engineering and technical support to the relevant teams, including the Very Rough Order of Measurement (VROOM) initiative. Serve as Water Services Regulation representative at the committees mandated to provide engineering expertise and technical inputs to the evaluation of water services projects including Water Demand and Water conservation management (WCWDM) projects. Conduct research and recommend as part of regulatory process, innovative and emerging technologies aimed at improving the planning, design, operation, maintenance, rehabilitation, and sustainability of water and wastewater infrastructure. Develop and manage knowledge of current and emerging technologies and optimise technical interventions through the application of sound engineering principles and best practices. Provide input into the budgeting process. Compile and submit reports as required. Provide Engineering inputs in the enhancement of databases such as (IRIS). Manage, supervise, and control technical related personnel and assets.
<u>ENQUIRIES</u>	:	Ms ND Mabe Tel No: (012) 392 1399
<u>POST 39/164</u>	:	<u>SENIOR INTERNAL AUDIT REF NO: 131126/18</u> Branch: Director-General Dir: Internal Audit
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	An NQF level 6 in Accounting / Auditing. An NQF Level 7 and above in Accounting / Auditing will serve as an added advantage. Two (2) years' working experience in an auditing environment. Experience in water sector and/or local government. The disclosure of a valid unexpired driver's license. Ability to drive both manual and automatic vehicles. Knowledge and understanding on internal audit standards, audit process, and risk management principles. Knowledge and understanding of king code on corporate governance. Knowledge and understanding of the Public Finance Management Act, Treasury Regulations and Public Service Act. Knowledge of government financial systems such as BAS, LOGIS and PERSAL. Communicate to stakeholders. Compile Monthly Time Sheets. Supervise Interns. Provide secretariat services during the audits.

<u>DUTIES</u>	:	Performing the planning, execution, and reporting phases of an audit in accordance with the Institute of Internal Auditors (IIA) standards. Communicate to stakeholders. Compile Monthly Time Sheets. Supervise Interns. Provide secretariat services during the audits.
<u>ENQUIRIES</u>	:	Ms. Tshepora Makwela Tel No: (012) 336 7943
<u>POST 39/165</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: 131126/19</u> Branch: Finance WTE CD: Financial Management Services Dir: Financial Accounting SD: Accounts Payable
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A National Diploma in Financial Management or related field. Three (3) to four (4) years' experience in Accruals and Accounts Payable. At least two (2) years' experience as a State Accountant or similar. Knowledge and understanding on financial legislation, policies, practise, and procedures. Knowledge and understanding of financial prescripts such as PFMA, Treasury Regulations and other post relevant Government regulations and policies including GRAP. Knowledge, experience as well as interpretation of accruals accounting including the application of government and other financial systems, i.e. SAP, BAS. Knowledge of administrative and clerical procedures and systems. Department policies and procedures. Knowledge of learning and teaching procedures and techniques. Computer literacy (MS Excel, MS Word and MS PowerPoint and outlook). Framework for managing performance information. Knowledge and understanding of the Value-added Tax Act No.89 of 1991, as amended. Proactive and creative problem-solving skills and ability to work under pressure.
<u>DUTIES</u>	:	Perform the vendor reconciliations for the key accounts and the top 150 vendors. Follow up long outstanding invoices on the vendor statement. Perform the VAT reconciliation and the submission of monthly VAT returns to SARS. Reconciliations and clearing of advances and other suspense general ledger accounts applicable to Accounts Payable. Monitoring and reporting of the 30 days payments of the suppliers. Maintain the Trade and Sundry vendor invoice register. Authorise the trade vendor purchase order and sundry payment transactions. Authorize the trade vendor purchase order and sundry payment transactions. Authorise sundry vendors created on the sundry vendor master account group relating to expenditure management. Monthly reporting of the trade payables and provide inputs for the Interim Financial Statement and Annual Financial Statement. Ensure that all audit requests are dealt with and respond to timeously. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system. Supervising and managing the performance of employees in accordance with the Department policies
<u>ENQUIRIES</u>	:	Ms V Ramudingana Tel No: (012) 336 7429
<u>POST 39/166</u>	:	<u>SENIOR EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: 131126/20</u> Branch: Water and Sanitation Service Management: NC CD: Provincial Operations: Northern Cape
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification as recognised by SAQA in Social Work/Industrial Psychology/ Psychology. Three (3) year experience in Employee Health and Wellness environment. The disclosure of a valid unexpired driver's license. Knowledge and understanding of policy implementation, monitoring, and evaluation principles. Good communication skills both (verbal and written). Problem solving and analysis. Creativity and cultural awareness. Knowledge of programme coordination and facilitation. Good initiative skills. Computer skills. Understanding of employee wellness programme design. Knowledge of principles and practices for designing and implementing workplace wellness initiatives. Understanding of health and wellness policies, including regulatory compliance e.g. OHSA, EHWP guidelines). Knowledge of Public Health and Occupational Health principles. Understanding of key health issues e.g. mental health, chronic illness,

		substance abuse) in the workplace. Planning and organising skills. Understands and responds to employee needs, providing accessible and effective wellness services.
<u>DUTIES</u>	:	Implement employee wellness programmes, policies, and strategies. Support the implementation of chronic diseases programmes. Coordinating health and wellness awareness activities. Coordinate sports and recreational programme. Execute administrative duties related to the wellness programme.
<u>ENQUIRIES</u>	:	Mr MJ Moletsane Tel No: (053) 830 8800
<u>POST 39/167</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A – C REF NO: 131126/21</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>	:	Bellville
<u>REQUIREMENTS</u>	:	A National Diploma in 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, Research development, Computer-aided engineering applications, Knowledge of legal compliance, technical report writing and technical consulting. Problem solving and analysis, Decision making, creativity and teamwork, Customer focus and responsiveness, Engineering and professional judgement. Maintenance skills and knowledge. Good communication skills both (verbal and written). Computer Skills. People, change management, Planning and organising skills.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr S Mashicila Tel No: (021) 941 6223
<u>POST 39/168</u>	:	<u>ARTISAN FOREMAN GRADE A (ELECTRICAL) REF NO: 131126/22</u> Branch: Infrastructure Management: Central Operations CD: Water Resource Infrastructure Operations and Maintenance Dir: Operations Central
<u>SALARY</u>	:	R397 329 per annum, (OSD)
<u>CENTRE</u>	:	Jericho Dam (Usutu River)
<u>REQUIREMENTS</u>	:	An appropriate Electrical Trade Test Certificate. Five (5) years post qualification experience as an Artisan. The disclosure of a valid unexpired driver's license. Knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production, process knowledge, and skills. Problem solving and analytical decision making, teamwork and analytical skills. Creativity, self-management, customer focus, and responsiveness. Communication skills both (verbal and written) and computer literacy. Planning and organising skills. Conflict management. Ability to work independently and under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Drawing skills and ability to read drawings.
<u>DUTIES</u>	:	Maintenance of bulk raw water infrastructure (dams, reservoirs, departmental houses, pump stations, and pipelines) and machinery. Electrical maintenance and inspections of cathodic protection (TRUs). Inspect equipment for technical

		faults and repair according to standards. Service equipment according to schedule. Fault diagnosis on SCADA/PLC and telemetry systems. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements, and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures. Ability to work independently as well as in a team and ability to work long hours and perform well under pressure.
<u>ENQUIRIES</u>	:	Mr. J Silowa Tel No: (017) 846 6106
<u>NOTE</u>	:	Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to an SANWRI agency.
<u>POST 39/169</u>	:	<u>ARTISAN FOREMAN GRADE A REF NO: 131126/23</u> Branch: Infrastructure Management: Southern Operations CD: Water Resource Infrastructure Operations and Maintenance Dir: Operations Southern SD: Civil Maintenance
<u>SALARY</u>	:	R397 329 per annum, (OSD)
<u>CENTRE</u>	:	Breede/Gouritz (Western Cape - Worcester)
<u>REQUIREMENTS</u>	:	An appropriate Civil Trade Test Certificate in one of the following civil-related trades: carpentry, bricklaying, plumbing, or general construction. Five (5) years' post-trade-test experience as a qualified Artisan. The A valid unexpired driver's licence (minimum Code B; a Code C1 or higher is required for the travel requirements of the post). Knowledge of legal compliance. Knowledge of technical analysis. Knowledge of the PFMA and the OHSA. Strong leadership and management ability. Ability to communicate effectively at operational level. Must be computer literate. Knowledge of technical report writing. Decision making and problem-solving ability. Ability to work independently and in a team. Analytical and creativity skills. Communication and interpersonal skills. Planning, organising, and execution. Willingness to travel throughout South Africa when required for operational purposes.
<u>DUTIES</u>	:	Supervise and construct civil technical services and structures according to specifications and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Supervise the maintenance of civil technical services. Repair civil structures and facilities according to standards and specifications. Service civil structures and facilities according to schedule. Perform administrative and related functions. Update register on maintained and repaired faults. Compile and submit reports as required. Provide inputs to the civil maintenance plan. Ensure adherence to safety standards, requirements, and regulations. Plan resources available and schedule maintenance work. Repairs of faults. Identify training needs for your team, Leave management and personnel performance management. Supervise and mentor staff. Ensure compliance with the Occupational Health and Safety Act, 1993 and Building Regulations. Responsible for construction works and general maintenance on the canals, weirs, dams, and all departmental infrastructures. The incumbent must be willing to work away from the office and home and will be required to perform duties at all schemes throughout the Western Cape.
<u>ENQUIRIES</u>	:	Mr. Bertram Ross Tel No: (021) 941 6077
<u>NOTE</u>	:	Preference will be given to candidates from the geographical area.
<u>POST 39/170</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A – C REF NO: 131126/24</u> Branch: Water and Sanitation Services Management: WC CD: Provincial Operations: Western Cape
<u>SALARY</u>	:	R357 597 – R610 131 per annum, (OSD)
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	A National Diploma in Environmental Management or Natural Sciences. One (1) year experience in the relevant field of Water Resources Management including internship or experiential learning will serve as an added advantage. The disclosure of valid unexpired driver's license. Research and development. Knowledge and experience in project and programme management. Understanding social and economic development issues. Technical report writing. Professional judgement. Data analysis. Policy development and analysis. Presentation skills, creativity, mentoring, team leadership and

		analytical skills. Decision making. Understanding of conflict, people and financial management. Good communication skills both (verbal and written). Problem solving and analysis. Computer literacy. Planning and organizing.
<u>DUTIES</u>	:	Implementation and enforcement of the National Water Act, 1998 (Act No. 36 of 1998), Water Services Act, 1997 (Act No. 108 of 1997), relevant policies, compulsory national water and sanitation norms and standards, protocols, standard operating procedures, strategies, and Regulation 3630 in relation to wastewater management and treatment. Perform inspections of wastewater collection and treatment systems, including public and private wastewater treatment facilities. Compilation of detailed wastewater treatment works inspection reports, feedback letters, and non-compliance letters. Implementation of the Water Services Regulation Operational Plan in relation to wastewater services. Monitor and verify wastewater monitoring data submitted by Water Services Institutions on the Departmental Integrated Regulatory Information System (IRIS). Provide guidance and support to Water Services Institutions, including reviewing Wastewater Risk Abatement Plans (W2RAPs) and monitoring the implementation thereof. Respond to wastewater-related complaints, pollution incidents, and reported failures of wastewater treatment systems. Conduct investigative and audit wastewater sampling for laboratory analysis, interpretation of analytical reports and compilation of wastewater quality status reports. Participate in the implementation of the National Green Drop Programme within Water Services Institutions. Monitor compliance and progress of corrective action plans for the National Green Drop Programme. Monitor the operational and process performance of wastewater treatment works, including effluent quality, flow monitoring, process control, sludge management, and maintenance. Represent the Department in various standing intergovernmental committees and stakeholder forums.
<u>ENQUIRIES</u>	:	Ms. S Maart Tel No: (021) 941 6010
<u>POST 39/171</u>	:	<u>ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: 131126/25</u> Branch: Water and Sanitation Services Management: MP CD: Provincial Operations Mpumalanga
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A National Diploma in Public Management/ Public Administration/ Administration/ Office Management/ Fleet Management. A minimum of One (1) – two (2) years' experience in Fleet and Travel Management. Knowledge of administration procedures. Knowledge and understanding of administrative, corporate travel, and facilities support services. Basic financial management and knowledge of PFMA. Knowledge Management. Communication, problem solving and analysing skills. People and Diversity Management. Client orientation and Customer Focus. Accountability and ethical conduct.
<u>DUTIES</u>	:	Provide coordination support in pool vehicle usage. Provide administrative assistance with travel logistics. Assist in administration of the subsidised vehicle scheme. Liaise with various service providers regarding fleet and travel related matters. Provide effective office administration and facilities coordination. Provide procurement support services. Monitor the usage of vehicles. Serve as a secretary for the Provincial Transport Advisory Committee.
<u>ENQUIRIES</u>	:	Mr S.E 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>NOTE</u>	:	Employment Equity Target: Preference will be given to White females and males, Indian females and males, and African females and males, in accordance with the Department's approved Employment Equity Plan and applicable legislation.
<u>POST 39/172</u>	:	<u>ADMINISTRATION OFFICER: FACILITIES MANAGEMENT REF NO: 131126/26</u> Branch: Infrastructure Management: Central Operation CD: Water Resource Infrastructure Operations and Maintenance Dir: Operations Central
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification in Public Management / Administration / Facility Management field. One (1) relevant experience in facilities management. The disclosure of a valid unexpired driver's license. Computer Literacy (Microsoft package). Batho Pele Principles, Regulations (e.g. PFMA, Treasury Regulations), Building Environment, Occupational Health and Safety, Government operations regarding facilities management. Good communication skills both verbal and written. Report writing skills. Problem solving and analysis. Problem solving and decision making.
<u>DUTIES</u>	:	Implement building maintenance services plan within the Department of Water and Sanitation. Provide support in monitoring deliverables of the appointed service provider in terms of the Service Level Agreements (SLA). Supervise human resources/staff. Provides office accommodation. Facilitate office accommodation/ equipment. Facilitate maintenance services. Facilitate cleaning services. Monitor Occupational Health and Safety (OHS) standards and regulations. Ensure proper management of mobile services. Monitor proper management of leased equipment. Monitor proper administration of afterhours bookings. Monitor proper administration of travel and accommodation requests. Manage building parking's.
<u>ENQUIRIES</u>	:	Mr. SM Muelwa Tel No: (012) 741 7349
<u>NOTE</u>	:	Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to an SANWRI agency.
<u>POST 39/173</u>	:	<u>HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: 131126/27</u> Branch: Water and Sanitation Service Management: NC CD: Provincial Operations: Northern Cape
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A National Diploma (NQF level 6) in Human Resource Management or relevant qualification as recognized by SAQA. One (1) years' functional experience in HRD and Performance Management environment. The disclosure of a valid unexpired driver's license will serve as an added advantage. Knowledge of the Skills Development Act and related prescripts. Knowledge of Public Service Regulations and relevant HR prescripts. Knowledge of Record management and administrative skills. Computer literacy (MS Word, Excel, Outlook). Knowledge and experience of PERSAL systems. Knowledge of registry duties and practices. Planning and organising skills. People and Diversity Management skills. Be client Orientation and Customer Focus. Good verbal and written communication skills. Accountability and Ethical Conduct. Flexibility and teamwork. Basic knowledge of problem solving and analysis. Attention to details and willingness to travel.
<u>DUTIES</u>	:	Interpret and implement PMDS policies, procedures, guidelines, and directives. Coordinate and facilitate the implementation of PMDS within the region. Administer mid-year and annual performance assessments for non-SMS employees. Conduct quality assurance on Performance Agreements, Mid-Term Reviews and Annual Assessments. Capture and maintain PMDS records on the PERSAL system. Maintain accurate records and ensure the safekeeping of confidential employee information. Distribute PMDS templates, guidelines and circulars to managers and employees within prescribed timeframes. Compile and provide PMDS statistics and reports as required. Provide advice and support on PMDS-related enquiries. Facilitating departmental training needs assessments and identify skills development gaps. Coordinate and implement the Workplace Skills Plan (WSP) in accordance with delegated authority. Conduct Workplace Skills Plan workshops and provide guidance to managers and employees. Assist in the development, coordination and implementation of training and development programmes. Facilitate the allocation and administration of bursaries within the region. Coordinate and implement induction programmes for newly appointed employees. Compile monthly training and development reports. Assist with the implementation and administration of the Internship Programme. Support the implementation and monitoring of the Mentor-Mentee Programme within the region. Provide administrative and developmental support to employee capacity-building initiatives. Maintain effective filing systems for correspondence, training records, certificates, and related documentation. Retrieve records and information for reporting, auditing, and compliance purposes. Assist with the maintenance of service records on PERSAL upon

		request from the supervisor. Ensure compliance with records management and confidentiality requirements. Compile and submit monthly and quarterly PMDS and Human Resource Development activities. Provide administrative support on human resource development and performance management matters. Assist with the implementation and monitoring of approved resolutions and action plans. Supervise, guide, and monitor the performance of staff within the sub-directorate. Ensure the effective utilisation and management of allocated resources. Promote compliance with departmental policies, procedures, and service delivery standards.
<u>ENQUIRIES</u>	:	Mr MJ Moletsane Tel No: (053) 830 8800
<u>POST 39/174</u>	:	<u>SUPPLY CHAIN PRACTITIONER REF NO: 131126/28</u> Branch: Finance Main Account CD: Supply Chain Management Dir: Acquisition Management
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A three (3) year National Diploma in Supply Chain Management/ Purchasing Management/ Public Administration / Public Management/ Procurement/ Financial Management and Logistics Management at NQF 6 as recognized by SAQA. One (1) year experience in Supply Chain Acquisition Management. The disclosure of a valid unexpired driver's license. Knowledge of tender and procurement administration procedure. Knowledge of financial legislation. Knowledge of PFMA, PPPFA and BBEE policy. Knowledge of procurement policies and legislation. Disciplinary knowledge of labour law. Knowledge of treasury regulations. Knowledge of dispute resolution policies. Understanding social and economic development issues. Basic financial management. Knowledge management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Communication (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Facilitate the procurement of goods and services through formal tender process. Provide a Secretarial support function to Bid-Committees. Provide administrative duties during the tender/bid briefing sessions. Assist with the tender compilation of bid documents and confirm if it is in line with applicable SCM prescripts and processes. Provide assistance in the review of the scope of the Terms of Reference (TOR). Assist with the monitoring of validity period of closed tenders. Assist in the co-ordination and execution of the bidding process:- Arrange and attend bid Evaluation committee meeting. Prepare register for bidders. Check the compliance with SCM prescripts and processes. Respond to specific queries during the tender/bid briefing sessions. Open bid documents and check the responsiveness and non-responsiveness of documents. Prepare scoring model/tender recommendation and evaluation reports. Preparation/ screening of recommendation for Adjudication. Render administrative support to SCM (Acquisition Management).
<u>ENQUIRIES</u>	:	Ms N Mokoni Tel No: (012) 336 6829
<u>POST 39/175</u>	:	<u>PERSONAL ASSISTANT REF NO: 131126/29</u> (Re-advertisement, applicants who have previously applied must re-apply) 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>	:	Secretarial Diploma or equivalent qualification. Three (3) to five (5) years' experience in rendering support to Senior Management. Knowledge of administrative procedures. Knowledge of secretarial duties. Excellent Computer literacy skills. Advanced proficiency in Microsoft Office suit. Sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Knowledge of dispute resolution process. Understanding of Social and Economic development issues. Basic Financial Management and knowledge of PFMA. Knowledge Management. People and Diversity management. Problem solving People and Diversity Management. Client Orientation and Customer Focus. Remain up to date regarding the prescripts, policies and procedures applicable to his / her

<u>DUTIES</u>	:	work terrain to ensure efficient support to the manager. Excellent communication skills (verbal and written). Accountability and Ethical Conduct. 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 the Supply Chain Management regarding purchased materials. Ensure that financial procedures are observed in the section. Liaise with travelling agencies to make travelling arrangements for the 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. Taking of basic minutes of the meetings of manager where required. Administer matters like leave registers and telephone accounts and proper filling of document. Prepare all relevant documents to enable the manager to prepare for meeting. 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 39/176</u>	:	<u>PERSONAL ASSISTANT (OFFICE OF THE CHIEF EXECUTIVE) REF NO: PUCMA 47</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Div: Office of The Chief Executive
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years' experience in rendering support services to senior management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills (document tracking, storage, and retrieval system). Sound organizational 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 and knowledge of relevant legislations skills. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Excellent communication skills (verbal and written). Good accountability and ethical conduct. A valid driver's license.
<u>DUTIES</u>	:	Provide personal assistance, including a secretarial support service, to the Office of the Chief Executive. Rendering administrative support services. Providing support to the Chief Executive Officer regarding meetings. Supporting the Chief Executive Officer with the administration of the budget of the office. Operates and ensures that office equipment, e.g. computer systems and photocopiers are in good working order. Perform advanced typing work. Utilise discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the manager regarding engagements. Compiles realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates reports, e.g. progress reports, monthly reports, and management reports. Scrutinize routine submissions / reports and make notes and / or recommendations for the manager. Draft documents as required. Do filing of documents for the manager and the unit where required. Collects, analyses, and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Priorities issues in the office of the manager. Manages the leave register and the telephone accounts for the unit. Handle the procurement of standard items like stationery, refreshments etc. Scrutinize documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform the manager on the contents. Record minutes / decisions and communicates to relevant role players, follow up on the progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings required. Collect and coordinate all documents that relate to the manager's budget. Keep record of expenditure commitments, monitor expenditure and alert managers of possible over and under spending. Acquaintance with the relevant Public Services and departmental prescripts or

		<p>policies and other documents. Remain up to date with regard to the prescripts / policies and procedures applicable to the manager to ensure efficient and effective support.</p>
<u>ENQUIRIES</u>	:	Zakhele Buthelezi, Cell No: (079) 694 6787
<u>NOTE</u>	:	The Pongola-Mzimkulu Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.
<u>POST 39/177</u>	:	<p><u>CHIEF ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 131126/30</u></p> <p>Branch: Water Resources Management</p> <p>SD: Resource Quality Information</p>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria Roodeplaat Dam
<u>REQUIREMENTS</u>	:	A Senior/ Grade 12 certificate with Mathematics/Mathematics Literacy/Physical Science. Six (6) to ten (10) years' experience in water-related data collection, processing, and/or laboratory environment. Knowledge of data administration and water quality processes and systems. Knowledge of laboratory and monitoring equipment. Computer literacy. Valid driver's licence. Problem solving skills.
<u>DUTIES</u>	:	To provide accurate and efficient data extraction and coordination services from the Water Management System (WMS) in support of internal and external stakeholders. Extract and compile data from the Water Management System (WMS) by applying sound business knowledge and system expertise. Interpret data requests and ensure accurate retrieval aligned with monitoring requirements. Coordinate and conduct data searches related to monitoring points, variables, datasets, and associated information in consultation with relevant colleagues. Liaise with internal and external clients to troubleshoot, clarify unclear, incomplete, or ambiguous data requests. Ensure the accuracy, completeness, and integrity of all data supplied. Maintain proper records of data requests and outputs to ensure traceability and accountability.
<u>ENQUIRIES</u>	:	Ms E Vermaak Tel No: (012) 808 9625
<u>POST 39/178</u>	:	<p><u>WATER PLANT SUPERINTENDENT (TEAM LEADER) REF NO: 131126/31</u></p> <p>Branch: Infrastructure Management: Southern Operations</p> <p>CD: Water Resource Infrastructure Operations and Maintenance</p> <p>Dir: Operations Southern</p>
<u>SALARY</u>	:	R280 278 per annum (Level 06)
<u>CENTRE</u>	:	Berg River Dam
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 at NQF level 4 qualification. Five (5) years' experience in operations and infrastructure operations. The disclosure of a valid, unexpired driver's licence (minimum Code B; a Code C1 or higher). Knowledge in controlling and managing the water distribution for all government waterworks within the Area Offices jurisdiction. Understanding of policy implementation. Monitoring and evaluation principles. Knowledge in managing human resources management. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in public administration. Knowledge in supporting water utilisation and water resource strategy. Knowledge of flood controlling. Understanding of government legislations. Good communication skills both (verbal and written).
<u>DUTIES</u>	:	Coordinate shift operations of pump stations, dam and dam walls, pipelines and weirs, reservoirs, and residential and office infrastructure. Coordination of maintenance at pump stations, dam and dam walls pipelines and weirs, reservoirs, and residential and office infrastructure. Implementation of OHS and legal compliance. Management of human resources.
<u>ENQUIRIES</u>	:	Mr A Mgidi Tel No: (021) 876 9900
<u>NOTE</u>	:	Preference will be given to candidates from the Geographical Area.

<u>POST 39/179</u>	:	<u>ARTISAN PRODUCTION GRADE A – C (ELECTRICAL) REF NO: 131126/32 (X3 POSTS)</u> Branch: Infrastructure Management: Central Operations CD: Water Resource Infrastructure Operations and Maintenance Dir: Operations Central
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (OSD)
<u>CENTRE</u>	:	Jericho Dam (Usutu River)
<u>REQUIREMENTS</u>	:	An appropriate Electrical Trade Test Certificate. Experience in electrical maintenance will serve as an added advantage. The disclosure of a valid unexpired driver's license. Ability to work in a team. Knowledge of project management. Understanding technical design and analysis. Knowledge of computer-aided technical applications. Knowledge of legal compliance. Knowledge of technical reports report writing. Decision making, teamwork, creativity, analytical skills, self-management, customer service and responsiveness, planning and organizing. Good communication skills both (verbal and written. Knowledge of computer skills. Problem-solving skills.
<u>DUTIES</u>	:	Maintenance of electrical installations in various dams, reservoirs, departmental houses, pump stations, machinery, repeater stations, dam walls, and pipelines. Electrical maintenance and inspections of cathodic protection/ transformer rectifying units. Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements, and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Individual / personal development to keep up with new technologies. Compile and submits technical reports. Keep and maintain job records/ register and supervise and mentor staff.
<u>ENQUIRIES</u>	:	Mr. J Silowa Tel No: (017) 846 6106
<u>NOTE</u>	:	Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to an SANWRI agency.
<u>POST 39/180</u>	:	<u>ADMINISTRATION CLERK PRODUCTION (SUPPLY CHAIN MANAGEMENT) REF NO: 131126/33</u> Branch: Water and Sanitation Services Management: GP CD: Provincial Operations: Gauteng Dir: Water Resources Management SD: Hydrological Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Boskop Hydrological Services Office
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or relevant qualification. Relevant experience in Supply chain Management will serve as an added advantage. Knowledge in general clerical support services. Knowledge of office administration and data capturing. Computer literacy. Sound knowledge of word processing and spreadsheet applications. Good verbal and written communication skills. Practical experience in client orientation and customer focus, letter, and report writing. Accountability and ethical conduct. Planning and organising. Experience in the national water use registration process. Knowledge of the National Water Act, (Act 36 of 1998) and other relevant legislations. Ability to work under pressure.
<u>DUTIES</u>	:	Facilitation of fleet co-ordination and rendering services to regional and area offices (pool). Ensure that all available fleet vehicles are recorded, optimally utilised, and thoroughly maintained. Ensure that the correct procedures are followed on the issuing of vehicles. Conduct pre- and post-inspection of vehicles on a daily basis for every trip. Arrange regular vehicle servicing and vehicle maintenance with the respective service providers. Manage accounts between the Directorate: Water Resource Management Support and the service provider. Reconcile the fleet account with agreed tariffs with the service provider. Reconcile the BAS and SAP reports against the statement of account. Process the application for requisition of short-term rental. Liaise with the service provider in case of accident for provision of relief vehicle. Control and manage the transport unit. Procurement of vehicles for the provincial office. Provide a monthly status report on all fleet account. Ensure effective provisioning of transport reservation. Ensure effective and efficient control of fleet. Render administrative on maintenance, fuel remuneration and financial payments to service provider. Coordinate travel arrangement. Liaise with travel

		agency with the arranged bookings. Monitor travel needs of the directorate for compliance and alignment of budget. Verify payments and reconciliation of account with travel agency. Provide cost containment in terms with car hire, accommodation, and flight. Align the travel policy and monitor the adherence pertaining to the application on specified types of car hire. Compile report to management on cost savings, deviations, and exceptions.
<u>ENQUIRIES</u>	:	Mr K Moganedi Tel No: (018) 289 9009
<u>POST 39/181</u>	:	<u>ADMINISTRATION CLERK PRODUCTION (TRANSPORT) REF NO: 131126/34</u> Branch: Water And Sanitation Services Management: GP CD: Provincial Operations: Gauteng Dir: Water Resources Management SD: Hydrological Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Boskop Hydrological Services Office A Senior/Grade 12 certificate or relevant qualification. Relevant experience in Transport services will serve as an added advantage. Knowledge in general clerical support services. Knowledge of office administration and data capturing. Computer literacy. Sound knowledge of word processing and spreadsheet applications. Good verbal and written communication skills. Practical experience in client orientation and customer focus, letter, and report writing. Accountability and ethical conduct. Planning and organising. Experience in the national water use registration process. Knowledge of the National Water Act, (Act 36 of 1998) and other relevant legislations. Ability to work under pressure.
<u>DUTIES</u>	:	Facilitation of fleet co-ordination and rendering services to regional and area offices (pool). Ensure that all available fleet vehicles are recorded, optimally utilised, and thoroughly maintained. Ensure that the correct procedures are followed on the issuing of vehicles. Conduct pre- and post-inspection of vehicles on a daily basis for every trip. Arrange regular vehicle servicing and vehicle maintenance with the respective service providers. Manage accounts between the Directorate: Water Resource Management Support and the service provider. Reconcile the fleet account with agreed tariffs with the service provider. Reconcile the BAS and SAP reports against the statement of account. Process the application for requisition of short-term rental. Liaise with the service provider in case of accident for provision of relief vehicle. Control and manage the transport unit. Procurement of vehicles for the provincial office. Provide a monthly status report on all fleet account. Ensure effective provisioning of transport reservation. Ensure effective and efficient control of fleet. Render administrative on maintenance, fuel remuneration and financial payments to service provider. Coordinate travel arrangement. Liaise with travel agency with the arranged bookings. Monitor travel needs of the directorate for compliance and alignment of budget. Verify payments and reconciliation of account with travel agency. Provide cost containment in terms with car hire, accommodation, and flight. Align the travel policy and monitor the adherence pertaining to the application on specified types of car hire. Compile report to management on cost savings, deviations, and exceptions.
<u>ENQUIRIES</u>	:	Dr. Mabaso Tel No: (012) 392 1401
<u>POST 39/182</u>	:	<u>SECURITY OFFICER SUPERVISOR (X4 POSTS)</u> Branch: Infrastructure Management: Central Operations CD: Water Resource Infrastructure Operations and Maintenance Dir: Operations Central
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) Boshkop Pump Ref No: 131126/35 Tutuka Pump Ref No: 131126/36 Rietfontein Pump Ref No: 131126/37 (X2 Posts)
<u>REQUIREMENTS</u>	:	An NQF Level 4 (Senior/Grade) 12 certificate or relevant qualification. Three (3) years working experience in security environment. Grade B PSIRA certificate. The disclosure of a valid unexpired driver's license. SAPS Firearm competency certificate handgun. Self-loading rifle and Shotgun will serve as an added advantage. Knowledge of access control procedures. Knowledge of measures for the control movement of equipment in and out of the premises. Knowledge of prescribed security procedures (e.g., OHS Act, Access Control

		Act, MISS, MPSS, Protection of Information Act, and the authority of security officers under these Documents. Good listening skills and interpersonal skills. Good verbal and written communication skills.
<u>DUTIES</u>	:	Supervise the security functions performed by contracted security (PSSP) and in house security on level 4, ensuring adherence to Department security policies. Administrative and Related functions, provide security-related support and administer all control room operations to safeguard the department assets, conducts preliminary investigation. perform unannounced visits or inspections.
<u>ENQUIRIES</u>	:	JC Smit, Cell No: (079) 400 4563 Ms Thabethe, Cell No: (079) 402 9984
<u>NOTE</u>	:	Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to an SANWRI agency.
<u>POST 39/183</u>	:	<u>SECURITY OFFICER NATIONAL KEY POINT (X19)</u> Branch: Infrastructure Management: Central Operations CD: Water Resource Infrastructure Operations and Maintenance Dir: Operations Central
<u>SALARY CENTRE</u>	:	R201 093 per annum (Level 04) Boschkop Pump Ref No: 131126/38 (X4 Posts) Naauwpoort Pump Ref No: 131126/39 (X3 Posts) Zaaihoek Pump Ref No: 131126/40 (X4 Posts) Grootfontein Pump Ref No: 131126/41 Grootdraai Pump Ref No: 131126/42 (X3 Posts) Rietfontein Pump Ref No: 131126/43 (X4 Posts)
<u>REQUIREMENTS</u>	:	An NQF Level 4 (Senior/Grade) 12 Certificate or relevant qualification. Two (2) years working experience in security environment will serve as an added advantage. Grade C PSIRA certificate. The disclosure of a valid unexpired driver's license. SAPS Firearm competency certificate handgun/Training. Self-loading rifle and Shotgun will serve as an added advantage. Knowledge of access control procedures. Knowledge of measures for the control movement of equipment in and out of the premises. Knowledge of prescribed security procedures (e.g., OHS Act, Access Control Act, MISS, MPSS, Protection of Information Act, and the authority of security officers under these documents. Good listening and interpersonal skills. Good communication skills both (verbal and written).
<u>DUTIES</u>	:	Control the movement of people, vehicle, and goods into and out of NKP, and permit or deny entry as required. Security incident response including arrest unauthorised individuals were necessary. Surveillance and monitoring premises of security perimeter of the National Key Point. Ensure that equipment, documents and stores do not leave or enter the building premises unauthorized. Administer compliance records all incidents in the occurrence books/registers.
<u>ENQUIRIES</u>	:	Mr. JC Smit, Cell No: (079) 400 4563 Mr. Thabethe, Cell No: (079) 402 9984
<u>NOTE</u>	:	Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to an SANWRI agency.
<u>POST 39/184</u>	:	<u>GENERAL FOREMAN REF NO: 131126/44</u> Branch: Infrastructure Management: Southern Operations CD: Water Resource Infrastructure Operations and Maintenance Dir: Operations Southern
<u>SALARY CENTRE</u>	:	R201 093 annum (Level 04) Voelvlei Scheme Gouda (Western Cape)
<u>REQUIREMENTS</u>	:	Grade 8 or relevant qualification. Higher qualification will serve as an added advantage. One (1) to Two (2) years working experience. Added years of experience in performing manual work will be an added advantage. The disclosure of a valid unexpired code 10 driver's licence. The following knowledge and competencies are required: Basic Knowledge in controlling and managing bulk water supply maintenance on equipment. Knowledge of working on various general work and handling of equipment and appliances. Knowledge of daily maintenance procedures for efficient machine/equipment performance. Knowledge of gardening and power tools. Basic Knowledge in Policy Implementation. Basic Knowledge in routine Inspection of equipment. Knowledge of Occupational Health and Safety Procedures. Basic Disciplinary Knowledge in Public Administration. Basic Knowledge in supporting water

utilisation and water resource strategy. Basic understanding of Government legislation. Good supervision, communication skills and ability to work in a team environment. Must be able to work near rivers, dams, canals and in confined spaces. Must be able and willing to assist other schemes and maintenance teams and when needed around Western Cape. Valid Driver's Licence required.

- DUTIES** :
- Undertake routine maintenance on canals, sluices, measuring structures. Keep structures and their surroundings clean. Keep Gauge plates clean. Keep embankment in good condition. Clean and maintain grounds, repair tools and structures such as buildings, fences using hand and power tools. Drive truck at stationed scheme as well as to other sites within the Western Cape region. Cut trees and grass on at toe level on the embankment. Remove debris inlets-outlets structure. Holes in embankment must be reported. Stagnant water on the embankment and canals must be reported. Cleaning of Grids on the canal. Look for cracks in measuring structures and report defects. Inspect and repair fences. Report damaged equipment to other services providers for repair. Keep records of repaired equipment. Supervises subordinates and ensures that daily duties are completed effectively. Assist with housekeeping at DWS offices and infrastructure (i.e. grass cutting/cutting down trees/fire breaks).
- ENQUIRIES** :
- NOTE** :
- Ms L Magalie Tel No: (023) 232 0426
- Preference will be given to candidates from the geographical area.

- POST 39/185** :
- WATER CONTROL AID REF NO: 131126/45**
 Branch: Infrastructure Management: Southern Operations
 CD: Water Resource Infrastructure Operations and Maintenance
 Dir: Operations Southern

- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- R201 093 per annum (Level 04)
 - Voelvlei Scheme Gouda (Western Cape)
 - A relevant NQF level 2 or relevant qualification. One (1) year work experience in water related functions will serve as an added advantage. The disclosure a valid unexpired Code B driver's licence. Good verbal, writing, reading, and communication skills. Basic Knowledge in controlling and managing the Water distribution for all government water works. Ability to read measuring gauges and record water level. Ability to read water meters, record measurements, and complete logbook sheets accurately. Basic understanding in Occupational Health and Safety. Basic knowledge of flood control. Basic understanding of record keeping.

- DUTIES** :
- Opening and closing of sluices according to scheme regulations, collection of hydrological data. Handling the Water distribution sheet according to scheme regulation. Perform minor maintenance of structures, fencing, and sluices. Assist with opening blocked pipes and canals. Remove of algae and water grass in canals regularly. Conduct daily routine inspection on section. Holes in embankment must be reported to Water Control Officer. Look for cracks in measuring structures and report defects. Stagnant water on embankment must be reported. Clean the area around the post boxes. Keep canal grids, sand traps, and outlet structures clean. Keep gauge plates clean. Keep structure clean and their surroundings. Keep embankment in good condition. Clean intake towers, weirs, and meter houses. Safe keeping equipment and property. Must be able to assist other schemes and maintenance team around Western Cape. Assist with housekeeping at DWS offices and infrastructure (i.e. grass cutting/cutting down trees/fire breaks).

- ENQUIRIES** :
- NOTE** :
- Ms. L Magalie, Cell No: (071) 861 7686
- Preference will be given to candidates from the geographical area.

- POST 39/186** :
- GENERAL STORES ASSISTANT REF NO: 131126/46**
 Branch: Infrastructure Management: Central Operations
 CD: Water Resource Infrastructure Operations and Maintenance
 Dir: Operations Central
 Sub Div: Maintenance

- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- R170 226 per annum (Level 03)
 - Usutu Vaal Area Office (Standerton)
 - A relevant NQF Level 1. One year experience in a store's / warehouse environment. The disclosure of a valid unexpired driver's license will serve as an added advantage. Knowledge of health and safety procedures. Knowledge of stores maintenance, receiving and issuing practices. Basic understanding of

		Government legislation. Good communication skills both (written and verbal). Ability to work under supervision. Independently, in a team and under pressure.
<u>DUTIES</u>	:	Receive and distribute stock and materials. Manage stock issuing and control. Maintain accurate documentation and reporting. Ensure safe and organised storage. Coordinate stock logistics and support operations.
<u>ENQUIRIES</u>	:	Ms BE Radebe Tel No: (017) 712 9400
<u>NOTE</u>	:	Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to an SANWRI agency.
<u>POST 39/187</u>	:	<u>TRADESMAN AID (ELECTRICAL) REF NO: 131126/47 (X4 POSTS)</u> Branch: Infrastructure Management: Central Operations CD: Water Resource Infrastructure Operations and Maintenance Dir: Operations Central
<u>SALARY</u>	:	R170 226 per annum (Level 03)
<u>CENTRE</u>	:	Jericho Dam (Usutu River)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an NQF level 3 qualification (Grade 10 or relevant qualification). Six (6) months trade-related experience in electrical maintenance. Knowledge of machinery repairs, service, and maintenance. Knowledge of hand tools and power tools. Basic knowledge in maintenance of infrastructure and managing the water distribution for government water scheme. Basic knowledge in policy implementation. Good technical problem-solving abilities. Basic knowledge of Government policies. Basic knowledge in Occupational Health and Safety Act (OHS Act). Basic knowledge in understanding of Government procurement systems. Good interpersonal relations.
<u>DUTIES</u>	:	Provide assistance in maintenance of facilities, vehicles and equipment The successful candidate will be required to assist electrical artisans in execution of maintenance duties, repairs, clean service and safe keeping of equipment and tools according to standards of the machinery and electrical installations in various dams, reservoirs, pump stations and pipelines. Assist and support the Artisan and other technical personnel in performing mechanical/electrical services which include the following: maintenance and repairs on equipment and perform inspections on tools and equipment after returning from tasks. Carry tools and equipment and keep them in a good condition. Ability to carry out manual duties and receive instructions from supervisor. Willingness to perform other related duties. Loading and off-loading. Adhere to Occupational Health and Safety Act.
<u>ENQUIRIES</u>	:	Mr. J Silowa Tel No: (017) 846 6106
<u>NOTE</u>	:	Preference will be given to candidates from the geographical area, and candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to an SANWRI agency.
<u>POST 39/188</u>	:	<u>GROUNDSMAN REF NO: 131126/48</u> Branch: Corporate Support Services CD: Auxiliary Services Dir: Facilities Management
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Roodeplaat Training Centre (Pretoria)
<u>REQUIREMENTS</u>	:	An ABET certificate or relevant qualification. Certificate of working at heights will serve as an added advantage. Zero (0) to One (1) year relevant working experience. Knowledge of gardening equipment and appliances. Knowledge of lawn care process. Knowledge of the pruning and trimming process and techniques. Knowledge of daily/weekly maintenance of garden equipment procedures for efficient machine / equipment performance. Basic knowledge in supporting water utilization and water resource. Knowledge of health and safety procedures. Knowledge of garden maintenance and planting practices. Knowledge of paving, painting, and tiling. Must be physically fit to stand/walk long hours. Basic understanding of government legislations.
<u>DUTIES</u>	:	Able to work with chemicals for gardening purposes and gardening equipment, (running blades and gardening utensils). Maintain flower beds by fertilising, irrigating, weeding, and pruning. Landscape maintenance, cutting of lawn areas with lawnmower / ride-on-tractor, trim with hand cutter or brush cutter. Cleaning and maintain grounds and repair tools and structure such as buildings, benches. Provide proper upkeep of sidewalks, driveways and parking lots and other related ground features. Repair minor equipment's and other

		related asset. Assist with maintenance duties from time to time. Adhere to all OHS Act.
<u>ENQUIRIES</u>	:	Mr L Skosana Tel No: (012) 943 3303
<u>POST 39/189</u>	:	<u>GROUNDSMAN REF NO: 131126/49 (X2 POSTS)</u> Branch: Infrastructure Management: Southern Operations CD: Water Resource Infrastructure Operations and Maintenance Dir: Operations Southern
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Voelvlei Scheme (Western Cape)
<u>REQUIREMENTS</u>	:	An ABET certificate or relevant qualification. Zero (0) to one (1) year working experience. The disclosure of a valid unexpired code B drivers' licence. Added years of experience in performing manual work will be an added advantage. The following knowledge and competencies are required: Knowledge of working on various general work and handling equipment and appliances. Knowledge of gardening equipment including lawn care process and competencies are required (pruning and trimming process and techniques). Knowledge of chemical use (dilution/mix) and chemical product knowledge. Knowledge of daily maintenance procedures for efficient machine/equipment performance. Basic knowledge in supporting water utilisation and water resource strategy. Knowledge of health and safety procedures. Knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Good communication skills and the ability to work in a team. Must be able to work in or near rivers, dams, and canals, and in confined spaces. Must be able and willing to assist other schemes and maintenance teams when needed. Must be punctual, productive, and loyal. Good communication and interpersonal relations.
<u>DUTIES</u>	:	Clean and maintain grounds and repair tools and structures such as buildings, fences, and using hand tools. Cut vegetation and apply herbicide. Cut trees & grass at toe level on embankments. clear weeds and sand at bridges, channels, and suppers. Clear sand traps and long weirs. Remove debris inlets-outlets structure. Inspect and repair fences. Clear canal culverts. Fill & compact potholes on access road. Fill and compact holes on embankments. Remove debris deposits inside canal. Clean equipment. Report on broken machines and equipment.
<u>ENQUIRIES</u>	:	Ms LCB Magalie Tel No: (023) 232 0426
<u>NOTE</u>	:	Preference will be given to candidates from the geographical area.
<u>POST 39/190</u>	:	<u>GENERAL WORKER REF NO: 131126/50</u> (Re-advertisement, applicants who have previously applied must re-apply) Branch: Infrastructure Management: Southern Operations CD: Water Resource Infrastructure Operations and Maintenance Dir: Operations Southern
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	De Mist Kraal Dam
<u>REQUIREMENTS</u>	:	An ABET Certificate. Higher qualifications will serve as an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of pruning, trimming process and techniques. Basic knowledge of chemical use (dilution / mix) chemical product. Basic knowledge of daily maintenance procedures for efficient machine / equipment performance. Basic knowledge in supporting water utilisation and water resource strategy. Basic knowledge of health and safety procedures. Basic understanding of Government legislation.
<u>DUTIES</u>	:	Perform general assistant work. Load and off load furniture, equipment, and any other goods to relevant destination. Clean government vehicles. Clean relevant workstations. Cutting of grass and cleaning pavements. Cutting and stockpiling of trees.
<u>ENQUIRIES</u>	:	Mr S Cannon, Tel No: (063) 500 6215
<u>NOTE</u>	:	Preference will be given to candidates from the geographical area.