ANNEXURE O

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

CLOSING DATE : 20 November 2026

NOTE : 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.

MANAGEMENT ECHELON

POST 40/139 : **DIRECTOR: WATER RESOURCE PLANNING AND MANAGEMENT REF NO: LOCMA 25**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Water Resource Planning and Management

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary package)

CENTRE : Polokwane

REQUIREMENTS : A relevant NQF level 7 qualification in Engineering, Hydrology, Geohydrology, Natural Sciences, Environmental Sciences or a related water resource field. Five (5) years of experience at a middle/senior managerial level. Five (5) years' functional experience in catchment management strategy, programmes and planning. Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. Knowledge of the Public Finance Management Act. Knowledge of Treasury Rules and Regulations for procurement. Knowledge of financial management. Knowledge of water resource management disciplines, including water quality, water quantity, groundwater and aquatic ecosystem monitoring. Knowledge of project management. Knowledge of hydrological science.

Problem solving and analysis. Strategic capability and leadership. Understanding of programme and project management.

DUTIES : The incumbent will be responsible for developing the catchment strategy, programmes and planning. Provide strategic direction on the development of the catchment management strategy, including ensuring the development and updating of the Catchment Management Strategy, providing input into the planning documents of other relevant institutions, participating in the planning processes of LOCMA, coordinating the water allocation reform programme from a LOCMA perspective, and ensuring that specialist comments are made on biomonitoring reports and water use license applications (WULA) submitted by water users. Manage the implementation of measures for the protection and conservation of water resources within the catchment area, including developing a catchment-level water resource protection and conservation plan, conducting catchment condition and water resource risk assessments, establishing partnerships and catchment management forums, escalating serious or persistent non-compliance to the appropriate enforcement authority, and implementing pollution prevention and control measures. Manage and monitor water quality and quantity within LOCMA, including developing and implementing the Water Quality Monitoring Plan and the River Eco-status Monitoring Programme (REMP) in the water management area, ensuring the development, access and implementation of applicable information management systems, ensuring the operation of decision support systems (computer modelling) that provide information to inform river systems planning and operations, and partaking in trans-boundary water management matters to ensure the implementation of LOCMA's responsibilities in terms of treaties. Monitor the implementation of resource quality objectives, including ensuring the collection, management, archiving and dissemination of all hydrological, geohydrological, water quality and biota-related information by relevant components, reviewing reports based on the collected and collated data, participating in reserve determination studies, ensuring the assessment of compliance with resource quality objectives, the ecological reserve and international obligations, and ensuring the production and dissemination of quarterly and annual water resource quality status reports (integrating quality, quantity and aquatic biota). Provide strategic leadership and business planning, including operational, finance, supply chain and human resource planning and reporting, as well as human resource development and performance management.

ENQUIRIES : Mr MM Selepe, Cell No: (083) 273 2494

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POST 40/140 : **CHIEF FINANCIAL OFFICER REF NO: LOCMA 26**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Finance

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary package)

CENTRE : Polokwane

REQUIREMENTS : An NQF level 7 (bachelor's degree) in a relevant field. Registration as a Chartered Accountant (CA(SA) with the South African Institute of Chartered Accountants (SAICA). A minimum of five (5) years of experience at middle/senior managerial level in Finance. Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. Extensive knowledge of financial management, the Public Finance Management Act (PFMA), Treasury Regulations and Generally Recognised Accounting Practice (GRAP). Knowledge of the local government sector, and of the Public Service Act and Regulations. Strategic capability and leadership, programme and project management, financial management, change management, knowledge management and service delivery innovation (SDI) skills. Problem solving and analysis, people management and empowerment, and client orientation and customer focus skills. Attention to detail. Good verbal and written communication skills. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for strategic oversight of financial management services within LOCMA. Assume overall responsibility for general financial and management accounting activities, budget preparation and compliance, revenue collection, supply chain management, asset management, payroll and banking functions, ensuring compliance with relevant legislation, prescripts, policies and agreements. Establish, implement and enhance accounting and internal control systems, policies and procedures in compliance with GRAP, the PFMA, Treasury Regulations and other legislation. Develop and implement a cost management strategy through effective accounting controls and financial management techniques. Ensure compliance with policies, provide guidance, and assess the risks and financial viability of existing and new policies, projects and customer agreements. Direct the financial strategy of the organisation to ensure the availability of adequate financial resources. Provide strategic financial advice to executive management and the Board. Ensure timely and accurate financial reporting to all internal and external governance structures. Set parameters for cash flow management and for the operations of finance personnel. Ensure the integrity of financial data in terms of timeliness, accuracy and reliability. Oversee and provide assistance during the annual audit, respond to audit findings and implement recommendations as required. Keep abreast of new trends in accounting, financial management and budgeting. Provide strategic direction in the implementation of human resource policies, prescripts and strategies. Ensure the provision of information technology (IT) services and the effective mitigation of associated risks. Ensure the provision of office support services, including facilities management. Establish appropriate service and staffing levels, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures, and allocate resources accordingly to meet LOCMA's strategic priorities. Take responsibility for the related sections of the Annual Performance Plan (APP), Shareholder Compact and Annual Report.

ENQUIRIES : Mr MM Selepe, Cell No: (083) 273 2494

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OTHER POSTS

POST 40/141 : **DEPUTY DIRECTOR: INSTITUTIONAL AND STAKEHOLDER ENGAGEMENT (X2 POSTS)**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Institutional and Stakeholder Engagement

SALARY : R1 101 468 per annum (Level 12), (all-inclusive salary package)

CENTRE : Polokwane Ref No: LOCMA 27
Hartbeespoort Ref No: LOCMA 28

REQUIREMENTS : A relevant NQF level 6 qualification (National Diploma) in Social Sciences, Development Studies, Public Administration or a related field. Five (5) years' management experience in stakeholder engagement or stakeholder development. Relevant experience in public participation and stakeholder management. The disclosure of a valid unexpired driver's license. Understanding of the legislative and policy frameworks governing the water sector, including the National Water Act, 1998 (Act No. 36 of 1998). Understanding of the legislative and policy frameworks governing the public sector. Knowledge of policy development and implementation. Knowledge of financial management. Knowledge of programme and project management. Knowledge of conflict management tools and methodologies. Good communication, presentation, report writing and networking skills. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for ensuring that Water Management Institutions are established, that stakeholders are empowered, and that stakeholder relationships and credibility are fostered within the Water Management Area. Lead and build the implementation of integrated stakeholder engagement programmes and initiatives, including developing and ensuring the implementation of the Stakeholder Engagement Plan. Plan and

coordinate quarterly Catchment Management Forums, the annual Forum of Forums and ad hoc stakeholder engagement requests. Identify key projects, ensure that budget requests are made and Terms of Reference are developed, and oversee project implementation and overall project management. Coordinate consultation on the Catchment Management Strategy and link the CMA with water users. Establish and maintain stakeholder consultation forums and mechanisms. Coordinate stakeholder engagement processes for all projects and initiatives requiring stakeholder participation, including tariff consultations, Catchment Management Strategy (CMS) development and policy consultations by the National Department of Water and Sanitation (DWS), among others. Facilitate and support the transformation of irrigation boards into Water User Associations (WUAs). Identify, develop and implement capacity building and empowerment programmes for water management institutions and stakeholders, including traditional authorities, Historically Disadvantaged Individuals (HDIs), emerging farmers and irrigation boards. Promote knowledge generation and dissemination, and identify, develop and ensure the implementation of education and awareness programmes and campaigns for the benefit of water resources, stakeholders, the CMA, the water sector and communities. Manage cooperative governance and strategic partnership relations, including developing policies, procedures and service level agreements in line with mandates. Identify and lead initiatives to secure funding and strategic partnerships that support the CMA's mission and sustainability objectives. Mobilise and engage stakeholders who will benefit from project interventions, identify key stakeholders to be consulted during the design phase, and define partnership requirements for support and co-funding at various levels. Facilitate and support government negotiations and consultations on project-related issues, and link key personnel with relevant CMA personnel within the water sector, government departments, stakeholder organisations and communities. Collaborate and coordinate Integrated Water Resource Management (IWRM) for socio-economic and environmental development, and lead LOCMA's participation in engagements with Water Management Institutions. Define the roles and responsibilities of implementing partners and reporting arrangements and develop gender- and social-vulnerability-sensitive work plans with detailed roles, responsibilities and timelines. Develop and conduct stakeholder satisfaction surveys and manage the integrated stakeholder database and stakeholder matrix for the CMA. Define a strategic results framework and monitoring and evaluation system with quantifiable and verifiable impact indicators and elaborate a sustainability strategy to ensure that project benefits are replicated beyond project life. Manage the resources of the sub-directorate, including work allocation, discipline and performance management of employees, and the recommendation and allocation of equipment. Provide support on policies and directives.

ENQUIRIES : Mr S Shibambu Tel No: (013) 759 7326
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POST 40/142 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: LOCMA 29**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Corporate Support Services: Legal Services

SALARY : R610 434 per annum (MR-6)
CENTRE : Polokwane
REQUIREMENTS : An LLB degree or equivalent qualification. At least eight (8) years' appropriate post-qualification legal experience. Knowledge of policy development and implementation. Knowledge of government legal processes, legislation and contracts. Knowledge of the Promotion of Access to Information Act, 2000 (PAIA), the Promotion of Administrative Justice Act, 2000 (PAJA), the Constitution and all relevant legislation, including the Treasury Regulations. Knowledge of the Public Finance Management Act (PFMA). Ability to negotiate and draft contracts and international instruments. Ability to interpret specific environmental legislation and issues affecting the environment, as well as

general environmental law. Legal research and interpretation. Analytical and report-writing skills. Programme and project management. Computer literacy. Good planning and decision-making skills. Language proficiency. Confidentiality. Excellent communication skills (written and verbal). Strategic capability and leadership skills. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for providing legal advisory services to LOCMA and its functionaries. Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand, including providing legal support to ensure compliance with relevant legislation, collecting and analysing data and information for planning, decision-making and management reporting, analysing current policies and strategic objectives, developing standard operating procedures, and compiling research memoranda. Draft legal documents and advise and mentor juniors on legal drafting, including drafting legal documents, memoranda, reports and submissions, drafting, vetting and reviewing contracts on behalf of LOCMA, drafting legal opinions and documents to support criminal prosecutions for contraventions of the National Water Act, negotiating and drafting multilateral and bilateral agreements, ensuring compliance with the Constitution and domestic and international legal obligations, rendering legal support in all litigation matters, and obtaining outstanding information and initiating the recovery process, including issuing letters of demand. Present on and advise and mentor juniors on proposals on how specific cases should be approached, including receiving, recording and assessing new matters, advising clients on possible courses of action during consultation, and drafting legal opinions on behalf of LOCMA. Conduct interviews to determine clients' goals and objectives, including handling litigation matters and appeals, including National Water Tribunal appeals, on behalf of LOCMA, monitoring court cases from inception to final stage, liaising with the Office of the State Attorney on litigation matters, and keeping the litigation register updated. Document interviews and all legal advice given during legal consultation in writing, including monitoring the implementation of PAIA and PAJA, ensuring compliance and handling PAIA and PAJA matters on behalf of LOCMA, and submitting recommendations, queries and comments to clients. Develop and coach others and constructively review their work in order to improve and advance the skills, knowledge and performance levels of those who report to them, including providing advice and guidance to lower-level production employees on advanced interview techniques to address sensitive or complicated issues, providing sound legal advice that serves the interests of LOCMA, monitoring performance and service delivery targets, and measuring and improving work methods, procedures and systems.

ENQUIRIES : Mr AA. Lessing Tel No: (013) 591 8900

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POST 40/143 : **ASSISTANT DIRECTOR: AUXILIARY SERVICES (X3 POSTS)**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Corporate Support Service: Auxiliary Services

SALARY : R487 197 per annum (Level 09)

CENTRE : Polokwane Ref No: LOCMA 30
Bronkhorstspruit Ref No: LOCMA 31
Hartbeespoort Ref No: LOCMA 32

REQUIREMENTS : A relevant NQF level 6 qualification. Five (5) years' experience in an administrative environment. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of administrative and clerical procedures and systems. Knowledge of departmental policies and procedures. Knowledge of government financial systems. Commitment to a high level of quality control. Knowledge of implementing Performance Management and Development System (PMDS) policies. Organisational skills. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Communication. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for managing administrative support services to ensure efficient operations, compliance with policies and a well-functioning work environment. Manage corporate travel arrangements, including arranging travel bookings (flights, accommodation and transport), ensuring that travel policies and procedures are followed, working with travel agencies and service providers, processing travel claims and reimbursements, and monitoring and reporting on travel expenses. Manage facilities and support services, including overseeing office maintenance, furniture and equipment, ensuring that cleaning and general office support services run smoothly, managing contracts with service providers, ensuring that the workplace is safe, clean and well maintained, and managing the procurement process for office stationery. Ensure safety and security compliance, including implementing and monitoring workplace safety and security policies, ensuring that security measures such as access control and surveillance are in place, and responding to security and safety incidents. Manage records and documents, including ensuring the proper filing, storage and retrieval of records, implementing rules for the handling and disposal of records, maintaining digital and physical records securely, ensuring compliance with data protection regulations, and conducting regular records audits and updates. Manage human resources and performance, including supervising and supporting administrative staff, setting work goals and monitoring progress, organising training and career development, ensuring compliance with HR policies and labour laws, and managing staff leave, attendance and performance appraisals.

ENQUIRIES : Mr AA. Lessing Tel No: (013) 591 8900

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POST 40/144 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: LOCMA 33**
(Re-advertisement, applicants who have previously applied must re-apply)
Branch: Limpopo-Olifants Catchment Management Agency
Division: Risk Management in The Office of the CEO

SALARY : R487 197 per annum (Level 09), (plus benefits)

CENTRE : Polokwane

REQUIREMENTS : An NQF level 7 (bachelor's degree or Advanced Diploma) in Risk Management or a relevant tertiary qualification. Three (3) years' relevant experience at supervisory level. The disclosure of a valid unexpired driver's license. Knowledge and understanding of Human Resource Management legislation, policies, practices and procedures. 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 of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Knowledge of institutional policies and procedures. Knowledge of 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 communication skills. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for supervising and undertaking activities to develop and implement the risk management framework. Supervise and implement the risk management framework in the organisation, including participating in the development of the risk management framework and implementing the risk management plan. Support the establishment of the risk management philosophy and culture in the organisation by advocating and promoting risk management through awareness activities, reviewing risk maturity through data gathering and quality review, building capacity through training and development, and developing and maintaining stakeholder and client relationships. Continuously monitor the risk environment by collecting statistical information on indicators of risks and detecting changes in the

internal and external risk environment. Supervise the capturing of data and the maintenance of databases on risk management information. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisational context and analyse risk mitigation plans. Supervise, facilitate and advise on the risk management assessment process, including facilitating the identification, analysis and evaluation of risks and risk responses, compiling and maintaining the risk profile (risk register), and compiling risk management assessment reports as required. Monitor and review identified risk response activities by monitoring the progress of the implementation of activities to address risks as agreed and revising risk response activities. Supervise employees, allocate duties and perform quality control on work delivered by supervisors, advise and lead supervisors with regard to all aspects of the work, and ensure that supervisors are trained and developed to deliver work of the required standard efficiently and effectively. Manage the performance, conduct and discipline of supervisees.

ENQUIRIES : Mr MM Selepe, Cell No: (083) 273 2494

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POST 40/145 : **ASSISTANT DIRECTOR: CORPORATE COMMUNICATION REF NO: LOCMA 34**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Office of the CEO

SALARY : R487 197 per annum (Level 09)

CENTRE : Polokwane

REQUIREMENTS : An NQF level 6 (National Diploma) in Communication, Journalism, Public Relations or a relevant tertiary qualification. Five (5) years' experience in a communications environment. Relevant experience in stakeholder engagement. The disclosure of a valid unexpired driver's license. Understanding of the legislative and policy frameworks governing the sector and the public sector. Knowledge of financial management. Knowledge of programme and project management. Knowledge of policy development and implementation. Knowledge of conflict management tools and methodologies. Good communication, presentation, report writing and networking skills. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for managing the provision of communication services. Develop and Implement communication plans and strategies in support of communication campaigns, analyse LOCMA's strategic objectives, and develop communication and publication policies, procedures and guidelines for interactive media and multimedia content. Develop action plans for media coverage and ensure compliance with government communication guidelines and regulations. Implement media production, issue publications, organise press conferences and secure media coverage for LOCMA. Develop implementation plans for communication, plan exhibitions and implement the media strategy. Ensure that written and visual communication materials are timeous and accurate, and create content for the website, social media, newsletters and other platforms. Maintain the LOCMA website, ensuring that all materials and reports are uploaded and that the website is kept up to date. Manage web design and the corporate identity of LOCMA, including logos, letterheads and other branding material. Liaise with the media, including arranging and conducting radio, print and television interviews. Disseminate information to managers and stakeholders, track media coverage, analyse feedback and adjust communication strategies accordingly. Provide production of content for publication, including coordinating the design, layout and style of publications, implementing or improving concepts, theories and operational methods, and conducting research in aid of content development. Establish and maintain stakeholder relations with communities and the media, disseminate knowledge relating to LOCMA, and support public participation initiatives such as Imbizo, including feedback and follow-up on the recommended communication interventions.

Manage resources, including work allocation, discipline and performance management of staff, and the recommendation and allocation of equipment.

ENQUIRIES : Mr MM Selepe at (083) 273 2494

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POST 40/146 : **OFFICE MANAGER REF NO: LOCMA 35**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Office of The Chief Executive Officer

SALARY : R487 197 per annum (Level 09)

CENTRE : Polokwane

REQUIREMENTS : An NQF level 6 (National Diploma) in Office Management, Public Administration or a relevant tertiary qualification. Five (5) years' experience in a general administration or office management environment. The disclosure of a valid unexpired driver's license. Extensive knowledge and understanding of public service policies and administrative procedures. Basic financial management and knowledge of the Public Finance Management Act (PFMA). Knowledge of administrative procedures and secretarial duties. Knowledge of the dispute resolution process. Knowledge of project management and administration. Knowledge of monitoring and evaluation and the framework for managing programme performance information. Understanding social and economic development issues. Understanding of the legislative and policy frameworks governing the sector. Computer literacy. Sound organisational skills, good people skills and a high level of reliability. Good communication, presentation and report writing skills. Ability to act with tact and discretion. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for managing the office administration to improve the efficiency of the CEO. Manage and coordinate the flow of information within the office, including scrutinising all incoming correspondence (emails, letters, reports and telephone messages), drafting abbreviated notes highlighting key details, and appending preliminary advice or recommendations on the CEO's actions. Implement and maintain a records management system. Render administrative support services, including researching, developing and preparing presentations for the Manager's final approval. Coordinate and consolidate inputs on progress, monthly and management reports. Coordinate monitoring and evaluation, including the submission of quarterly and annual performance reports from the various directorates and the development of the Annual Performance Plan (APP). Liaise with DWS Corporate Planning and Institutional Establishment on planning, performance reporting and organisational establishment matters. Quality assures documentation and remains up to date with the prescripts, policies and procedures applicable to the work terrain to ensure efficient support to the office. Arrange and organise workshops and meetings, including determining delegates, facilitation, secretarial services, venues, subsistence and travel arrangements and claims, compiling agendas and programmes, and making financial arrangements. Prioritise and schedule meetings and workshops. Represent the CEO at meetings and workshops, deliver presentations on the CEO's behalf, take notes and provide detailed feedback reports to the CEO. Manage queries by monitoring deadlines to ensure prompt responses and coordinate and monitor projects. Manage the budget, including compiling the budget in line with the MTEF and PFMA, authorising payments, controlling expenditure in line with the budget, monitoring spending trends in accordance with early warning systems, and advising on and facilitating budget projections with project managers. Establish processes for routine information collection, consolidate information into abbreviated reports, make recommendations where applicable and develop statistics as required by the CEO. Manage and supervise human resources, including performance evaluation, leave and relief arrangements, on-the-job training and identification of areas for further career development. Manage the procurement of stationery, including determining overall stock levels and managing the ordering and issuing of stationery.

ENQUIRIES : Mr MM Selepe, Cell No: (083) 273 2494
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POST 40/147 : **LEGAL ADMINISTRATION OFFICER (MR-5) REF NO: LOCMA 36**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Corporate Support Services: Legal Services

SALARY : R483 219 per annum (MR-5)
CENTRE : Polokwane
REQUIREMENTS : An LLB degree or equivalent qualification. At least eight (8) years' appropriate post-qualification legal experience. Knowledge of policy development and implementation. Knowledge of government legal processes, legislation and contracts. Knowledge of the Promotion of Access to Information Act, 2000 (PAIA), the Promotion of Administrative Justice Act, 2000 (PAJA), the Constitution and all relevant legislation, including the Treasury Regulations. Knowledge of the Public Finance Management Act (PFMA). Ability to negotiate and draft contracts and international instruments. Ability to interpret specific environmental legislation and issues affecting the environment, as well as general environmental law. Legal research and interpretation. Analytical and report-writing skills. Programme and project management. Computer literacy. Good planning and decision-making skills. Language proficiency. Confidentiality. Excellent communication skills (written and verbal). Strategic capability and leadership skills. Accountability and ethical conduct.
DUTIES : The incumbent will be responsible for providing legal advisory services to LOCMA and its functionaries. Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand, including providing legal support to ensure compliance with relevant legislation, collecting and analysing data and information for planning, decision-making and management reporting, analysing current policies and strategic objectives, developing standard operating procedures, and compiling research memoranda. Draft legal documents and advise and mentor juniors on legal drafting, including drafting legal documents, memoranda, reports and submissions, drafting, vetting and reviewing contracts on behalf of LOCMA, drafting legal opinions and documents to support criminal prosecutions for contraventions of the National Water Act, negotiating and drafting multilateral and bilateral agreements, ensuring compliance with the Constitution and domestic and international legal obligations, rendering legal support in all litigation matters, and obtaining outstanding information and initiating the recovery process, including issuing letters of demand. Present on and advise and mentor juniors on proposals on how specific cases should be approached, including receiving, recording and assessing new matters, advising clients on possible courses of action during consultation, and drafting legal opinions on behalf of LOCMA. Conduct interviews to determine clients' goals and objectives, including handling litigation matters and appeals, including National Water Tribunal appeals, on behalf of LOCMA, monitoring court cases from inception to final stage, liaising with the Office of the State Attorney on litigation matters, and keeping the litigation register updated. Document interviews and all legal advice given during legal consultation in writing, including monitoring the implementation of PAIA and PAJA, ensuring compliance and handling PAIA and PAJA matters on behalf of LOCMA, and submitting recommendations, queries and comments to clients. Provide advice and guidance to lower-level production employees on advanced interview techniques to address sensitive or complicated issues, and guide employees on the advice to be rendered to clients, including monitoring performance and service delivery targets, measuring and improving work methods, procedures and systems, and researching new methodologies and best practices.
ENQUIRIES : Mr AA. Lessing Tel No: (013) 591 8900
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POST 40/148 : **SENIOR ADMINISTRATIVE OFFICER (CORPORATE SUPPORT SERVICES) (X3 POSTS)**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Corporate Support Services: Auxiliary Services

SALARY : R413 001 per annum (Level 08)
CENTRE : Polokwane Ref No: LOCMA 37
Bronkhorstspruit Ref No: LOCMA 38
Hartbeespoort Ref No: LOCMA 39

REQUIREMENTS : A relevant NQF level 6 qualification as recognised by SAQA. Three (3) years' experience in administration. Knowledge of administrative procedures. Disciplinary knowledge of labour law. Knowledge of the dispute resolution process. Knowledge of labour relations policies. Understanding of social and economic development issues. Basic financial management and knowledge of the PFMA. Knowledge management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Communication, accountability and ethical conduct.

DUTIES : The incumbent will be responsible for providing effective administrative, corporate travel and facilities support services for LOCMA operations. Coordinate pool vehicle usage, including processing trip authorisations and allocating vehicles to officials, conducting pre- and post-trip inspections of pool vehicles, monitoring vehicle servicing and ensuring that maintenance follows the service schedule, assigning drivers to support officials when needed, updating and maintaining an accurate pool vehicle register, and coordinating Transport Advisory Committee meetings and serving as secretariat. Coordinate corporate travel and short-term vehicle rentals, including arranging official travel bookings with the travel agency in line with policy, following departmental cost containment guidelines when processing bookings, obtaining and distributing monthly invoices to officials for trip acknowledgement, compiling and submitting monthly travel expenditure reports to Finance, verifying travel claims and processing reimbursements, processing requests for short-term vehicle rentals for official travel, and managing trip authorisation forms and handling emergency and after-hours bookings. Administer the subsidised vehicle scheme, including overseeing the administration of subsidised vehicles (Scheme A and B) in the region, processing travel claims and facilitating reimbursements, conducting quarterly inspections before and after trips, organising Advisory Committee meetings for the schemes, keeping updated records and spreadsheets for subsidised vehicles, conducting spot checks to ensure compliance with scheme guidelines, and monitoring Scheme A mileage and ensuring correct entry into Mela. Perform facilities and office services operations, including coordinating maintenance for offices and state houses, providing effective cleaning and general support services to facilitate smooth and efficient operations, facilitating corporate and auxiliary service meetings, supervising daily reception operations, ensuring that the work environment is safe, clean and well maintained, performing monthly inspections of office buildings and state houses, managing office space allocation and booking in the region, and scheduling and preparing boardrooms for meetings. Process telephone and data services requests, including administering the ordering, delivery and payment of telephone and data accounts in line with policy, distributing PIN codes for outgoing calls and ensuring that Wi-Fi is operational, responding to public and stakeholder complaints regarding telecommunication services, distributing and processing monthly phone accounts for payment, and managing departmental mobile phones within the region. Provide procurement support, including managing procurement processes within the component, processing and tracking payments for goods and services acquired, reviewing invoices and claims from service providers to ensure alignment with contractual terms, and keeping accurate procurement records and ensuring proper filing.

ENQUIRIES : Mr AA. Lessing Tel No: (013) 591 8900

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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.

POST 40/149 : **OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: LOCMA 40**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Corporate Support Service: Auxiliary Services

SALARY : R338 106 per annum (Level 07)
CENTRE : Polokwane
REQUIREMENTS : A relevant NQF level 6 qualification in Occupational Health and Safety. One (1) to two (2) years' experience in an occupational health and safety environment. Disciplinary knowledge of occupational health and safety. Knowledge of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993). Disciplinary knowledge of public administration. Knowledge of design principles, techniques and tools. Understanding of government legislation. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Knowledge of departmental policies and procedures. Knowledge of government financial systems. Knowledge of learning and teaching procedures and techniques. Knowledge of the framework for managing performance information. Problem solving and analysis. Organising and planning skills. People and diversity management. Client orientation and customer focus. Communication. Accountability and ethical conduct.
DUTIES : The incumbent will be responsible for implementing occupational health and safety (OHS) policies, programmes and procedures. Support the conducting of occupational health and safety inspections, including participating in scheduled workplace safety inspections, recording and reporting identified hazards to the Senior Occupational Health and Safety Officer, confirming that inspection checklists and documentation are completed accurately, and following up on basic corrective actions. Support the coordination of emergency drills, including communicating the plan and scheduling emergency drills, helping to communicate evacuation procedures to employees, distributing emergency materials, and collecting the attendance register and feedback during drills. Provide administrative support for occupational health and safety training activities, including helping to schedule training sessions for managers and OHS representatives, maintaining attendance registers and training records, distributing training materials and certificates, and following up on incomplete or missed training sessions. Support incident reporting and investigation processes, including recording incidents in the incident register, assisting in gathering basic incident details, filing and maintaining investigation reports and related documents, and tracking progress on recommended corrective actions. Maintain occupational health and safety documentation and records, including keeping files for inspections, incidents, training and risk assessments up to date, checking that OHS posters and notices are current and visible in the workplace, compiling statistics for internal reporting, and maintaining the inventory of first aid kits and safety equipment. Ensure the procurement and maintenance of personal protective equipment (PPE), including identifying the PPE requirements of field workers and other qualifying officials such as cleaners, facilitating the timely procurement and issuing of PPE, maintaining a register of PPE issued, and monitoring the condition of PPE and arranging for its repair or replacement when required.
ENQUIRIES : Mr A.A. Lessing Tel No: (013) 591-8900
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POST 40/150 : **COMMUNICATION OFFICER REF NO: LOCMA 41**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Office of the CEO

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

REQUIREMENTS : A relevant NQF level 6 (National Diploma) qualification in Communication, Media Studies, Public Relations or a related field as recognised by SAQA. One (1) year's relevant experience. The disclosure of a valid unexpired driver's license. Disciplinary knowledge in communication and media studies, political science and policy, and public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process, reviewing and proofreading. Understanding of water sector legislation. Financial management and knowledge of the Public Finance Management Act (PFMA). Knowledge of techniques and procedures for the planning and execution of operations. Knowledge of programme and project management. Knowledge of relationship management. Problem solving and analysis, people and diversity management, communication, conflict management, creativity and awareness, professional development, and client orientation and customer focus skills. Cultural awareness. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for assisting with the implementation of coordinated events, communication campaigns and strategic plans aimed at fostering understanding, building awareness and creating a favourable perception of LOCMA among internal and external stakeholders. Coordinate LOCMA events, including developing and implementing communication plans in support of campaigns, analysing strategic objectives and aligning communication efforts accordingly, and recommending amendments to existing policies to improve communication effectiveness. Engage with key role players to ensure alignment and collaboration and create actionable plans for securing media coverage of events and initiatives. Ensure the timely and accurate dissemination of written and visual communication materials to stakeholders. Draft and send written invitations to stakeholders for LOCMA events. Act as a key participant in the Water Sector strategic plan, assist in crafting the strategic plan and budget management for the communication section, and foster and maintain positive stakeholder relations. Handle event logistics and venue management, including securing appropriate venues, informing employees and stakeholders about event locations and details, and publishing and distributing information related to events. Assist in compiling and maintaining guest lists, forward invitations to relevant stakeholders promptly, maintain an updated guest list database, and keep calendars current and aligned with planned activities. Compile internal communication and draft the internal newsletter, including writing and compiling articles, providing logistical support for the communication component, ensuring that publicity projects and events meet set objectives and expectations, liaising with stakeholders to coordinate contributions to the newsletter, and establishing strong stakeholder relations to support internal communications.

ENQUIRIES : Mr MM Selepe, Cell No: (083) 273 2494

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POST 40/151 : **COMMUNITY DEVELOPMENT OFFICER (X6 POSTS)**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Institutional And Stakeholder Engagement

SALARY : R338 106 per annum (Level 07)

CENTRE : Polokwane Ref No: LOCMA 42
Hartbeespoort Ref No: LOCMA 43 (X2 Posts)
Bronkhorstspruit Ref No: LOCMA 44 (X3 Posts)

REQUIREMENTS : An NQF level 6 (National Diploma or N Diploma) in Social Sciences. One (1) to two (2) years' experience in a community development environment. The disclosure of a valid unexpired driver's license. Knowledge of community development work, skills, attitudes and values of communities. Knowledge and understanding of human behaviour and social systems, and of legislation, to assist with interventions at the points where people interact with their environments in order to promote self-empowerment. Knowledge and understanding of basic financial management. The ability and competence to coordinate community development structures and to manage projects. The ability to influence individuals and groups to participate in their own self-

empowerment ventures. Understanding of the social dynamics of communities Presentation, problem solving, computer, facilitation and research skills. Good verbal and written communication skills.

DUTIES : The incumbent will be responsible for facilitating the identification, planning and implementation of integrated and transformative social development programmes in partnership with key stakeholders, for the effective empowerment of human and social capital through a community development approach towards sustainable livelihoods. Identify and facilitate the implementation of integrated community development interventions in partnership with communities and other relevant stakeholders, including establishing social relationships and scoping communities to understand current community services, service delivery blockages, resources and needs. Compile community profiles and facilitate planning and prioritisation by formulating goals and objectives, assessing available resources, setting time frames and compiling budgets. Facilitate the implementation of integrated development activities, monitor and evaluate implementation, and give feedback to communities and other relevant stakeholders. Liaise and coordinate with all relevant role players and internal and external stakeholders to facilitate collaboration and establish partnerships that ensure the sustainability of development actions within communities. Create structures and platforms that entrench sector collaboration and promote coherent and integrated planning and promote and strengthen intergovernmental relations. Support communities and perform administrative support on community development and related activities, including providing input into policy development and maintaining relevant records. Monitor and evaluate projects and other community development ventures and report on progress. Facilitate the registration of emerging local structures, such as Non-Profit Organisations (NPOs), and monitor their compliance with the Nonprofit Organisations Act and the PFMA. Facilitate, coordinate and participate in awareness campaigns and public appearances aimed at educating communities and other stakeholders on self-empowerment. Develop, maintain and update databases, and ensure that financial measures are adhered to by beneficiary organisations. Keep up to date with new developments in the community development field to enhance service delivery. Provide institutional support and social facilitation for infrastructure development, including participating in conceptualisation, design, implementation and commissioning of water and sanitation bulk projects to ensure that social and human aspects are catered for. Ensure capacity building, training and knowledge resource facilitation for project steering committees, and contribute towards a culture of accountability and compliance with prescripts through social facilitation.

ENQUIRIES : Mr S Shibambu Tel No: (013) 759 7326

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POST 40/152 : **ADMINISTRATION CLERK (PRODUCTION) (X6 POSTS)**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Corporate Support Services: Auxiliary Services

SALARY : R237 453 per annum (Level 05)

CENTRE : Polokwane Ref No: LOCMA 45 (X2 Posts)
Bronkhorstspruit Ref No: LOCMA 46 (X2 Posts)
Hartbeespoort Ref No: LOCMA 47 (X2 Posts)

REQUIREMENTS : A Senior/Grade 12 certificate or relevant qualification. Knowledge of clerical functions and practices, as well as the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc.). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations, flexibility and teamwork. Basic knowledge of problem solving and analysis. People and diversity management, client orientation and customer focus. Computer

literacy, planning and organising, and language skills. Good verbal and written communication skills. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for rendering administrative support services. Render general clerical support services, including recording, organising, storing, capturing and retrieving correspondence and data, updating registers and statistics, and handling routine enquiries. Make photocopies, receive and send facsimiles, distribute documents and packages to various stakeholders as required, and keep and maintain the filing system and the incoming and outgoing document register of the component. Type letters and other correspondence when required. Provide supply chain management support services, including liaising with internal and external stakeholders on the procurement of goods and services, obtaining quotations and completing procurement forms for the purchasing of standard office items. Exercise stock control of office stationery and keep and maintain the asset register of the component. Provide personnel administration clerical support services, including maintaining the leave register, personnel records and attendance register of the component, and arranging travelling and accommodation. Provide financial administration support services, including capturing and updating expenditure, checking the correctness of subsistence and travel claims of officials and submitting them to the manager for approval, and handling telephone accounts and petty cash for the component.

ENQUIRIES : Mr AA. Lessing Tel No: (013) 591 8900

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