ANNEXURE L

DEPARTMENT OF WATER AND SANITATION

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

CLOSING DATE : 27 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 interviews. 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 41/143 : **CHIEF DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: 271126/01**
Branch: Finance Main Account
Cd: Supply Chain and Asset Management

SALARY : R1 554 696 per annum (Level 14), (all-inclusive salary packages)

CENTRE : Pretoria Head Office

REQUIREMENTS : An undergraduate NQF level 7 qualification as recognised by SAQA in Financial Management / Accounting / Supply Chain Management. Five (5) years of experience at a senior managerial level. Eight (8) to ten (10) years' experience in supply chain management or finance environment. A relevant post-graduate qualification will serve as an added advantage Successful completion of the Pre-entry Certificate for SMS as endorsed by the National School of Government. Sound knowledge of BAS and Logistics financial management systems. People management and empowerment. Client orientation and customer focus. Excellent communication skills both (verbal and written). Service delivery and analysis. Problem solving and analysis.

DUTIES : Manage Supply Chain Management throughout the Department. Formulate and advice on chain management policy. Administer the procurement

Legislation and Regulations. Monitor the performance of Supply Chain Management Units. Promote Communication and Liaison between different Supply Chain Management Units. Provide support and advice to the department with respect to contract administration processes. Ensure that asset management, loss control, risk management and fleet management are managed and controlled efficiently and effectively. Apply the Preferential Procurement Policy Framework Act, Act of 2000 and policy on Supply Chain Management. Provide an appropriate procurement and provisioning system and policies in line with the PPPFA. Develop and implement a system for evaluating all major CAPEX projects. Align the Supply Chain Management annual plans with the line managers operational plans to procure goods timely.

ENQUIRIES : Mr F Moatshe Tel No: (012) 336 7647

POST 41/144 : **DIRECTOR: WATER AND SANITATION SERVICES SUPPORT REF NO: 271126/02**
Branch: Water and Sanitation Services Management: NW
Cd: Provincial Operations: Northwest

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary packages)
CENTRE : Mmabatho
REQUIREMENTS : A relevant NQF level 7 qualification in Civil Engineering or Natural Science. Five (5) years' experience at middle/senior management level. Five (5) to ten (10) years' experience in water services management environment. Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. Knowledge of water engineering and technical business planning. Understanding of project management and principles. Knowledge of strategic planning resource allocation and human resources. Knowledge of Public Service Act, Public Finance Management Act and regulations. Knowledge Technical report writing and presentation skills.
DUTIES : Provide strategic leadership and business planning for the directorate. Advice top management and the legislature as well as relevant sector bodies on policies and strategies relevant to the water and sanitation services outputs. Facilitate the rendering of support to water services institutions. Ensure the promotion of department sector support strategy. Promotion of inter-governmental relations. Coordinated the attendance and representation to the provincial meetings (Provincial Coordinating Forums, District Forums, Municipal Forums). And develop reports and presentations for such meetings. Coordination, development and implementation of disaster management plans Effective planning and support of the water sector. Provide planning and support for the water sector through provisions of technical and engineering support with IDP, WSDP, MIG and where possible on RBIG and WSIG. Develop water and sanitation master plan in the province. Provide support and guidance to WSAs regarding technical engineering of Operations and Maintenance on water and sanitation infrastructure services. Perform and coordinate comprehensive investigations on water and sanitation challenges within WSAs. To support Implementation of Sanitation services.
ENQURIES : Mr L Mditshane Tel No: (018) 387 9504

OTHER POSTS

POST 41/145 : **CHIEF ENGINEER GRADE A REF NO: 271126/03 (X2 POSTS)**
Branch: Infrastructure Management: Head Office
Dir: Mechanical and Electrical Engineering
Sd: Mechanical Engineering

SALARY : R1 317 108 – R1 504 797 per annum, (all-inclusive salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : An Engineering Degree (B Eng/BSc (Eng)) or relevant qualification in Mechanical Engineering. Six (6) years post qualification experience in Mechanical 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 knowledge and experience in dam hydromechanical equipment design and pump stations design; 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; and a good working knowledge of related bulk water abstraction and conveyance infrastructure design; dam engineering; construction, management, and safety of dams.

DUTIES : Design systems to solve practical engineering challenges and improve efficiency whilst enhancing safety in dams, pump stations water infrastructure; Plan, design, operate and maintain engineering projects which may not necessarily be limited to dams and pump stations, as may be required (e.g. boreholes; siphons; reservoirs; HVAC; fire engineering; asset valuations; etc.,); Develop cost effective solutions; 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 mentoring, 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. Create and foster a high-performance culture that is fair and equitable; Provide consulting services to other state organs as may be required; Ensure legal, statutory and regulatory compliance of work produced by members of your team; be customer oriented and adhere to the established ISO 9001 Quality Management Principles of the Directorate.

ENQUIRIES : Mr Edson Manhimanzi Tel No: (012) 336 8621

NOTE : 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.

POST 41/146 : **SCIENTIST MANAGER GRADE A REF NO: 271126/04**
Branch: Water Resource Management
Dir: Specialist Unit: Water Resource Policy, Strategy and Evaluation
Sd: Disaster Management

SALARY : R1 143 468 per annum, (all-inclusive OSD salary package)

CENTRE : Pretoria Head Office

REQUIREMENTS : Master's Degree (MSc) in Water Resource Management, Hydrology, Disaster Risk Science, Environmental Science, Geography, Climate Science or related Natural Science qualification. PhD will serve as an added advantage. Six (6) years post-qualification BSc Natural Scientific experience in the relevant Scientific field. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Extensive knowledge of the Disaster Management Act, National Disaster Management Framework, National Water Act, National Water Resource Strategy, Climate Change legislation and related policies. Good liaison, organizational skills and excellent written and verbal communication skills. A sound knowledge of programme and project management, application of scientific methodologies and models, and technical report writing. Knowledge and experience of using electronic communication platforms and internet. Knowledge of risk assessment tools and disaster management systems. Understanding of hydrological, meteorological and climate information systems. Knowledge of GIS, data analytics and decision-support systems. Strategic leadership and people management skills. Financial management skills. Ability to work under pressure and travel extensively.

DUTIES : The successful candidate will be responsible for, but not limited to, the following: Provide strategic leadership and direction for the implementation of water-related disaster management programmes, policies, frameworks, and plans. Lead the identification, assessment, monitoring, and management of water-related disaster risk, which include conducting water-related disaster risk assessments, flood and drought risk profiles reviewed and updated annually, early warning advisories and risk reports issued to stakeholders and identified high-risk areas with updated mitigation plans. Coordinate disaster preparedness, response, and recovery interventions to reduce the impact of

water-related disasters. Lead the development or review of contingency and emergency preparedness plans. Coordinate the reporting on the disaster management activities between all relevant stakeholders, consolidate and submitted to the relevant structure including the National Disaster Management Centre. Lead research on water-related disasters, climate variability, and climate change impacts. Promote the use of GIS, modelling tools, predictive analytics, and other decision-support systems. Identify and implement best practices and innovative approaches in disaster risk reduction and management. Oversee the development of scientific reports, technical studies, and knowledge products. Facilitate collaboration and ensure compliance with disaster management legislation and sector requirements. Coordinate stakeholder forums, task teams, and committee meetings convened or attended and awareness and capacity building. Monitor and evaluate the implementation and effectiveness of disaster management programmes and interventions. Manage financial, human, and other resources to ensure effective programme delivery. Provide scientific advice to the Department's senior management and relevant stakeholders on water-related disaster matters. Establish and maintain networks of disaster management and water experts.

ENQUIRIES : Ms M Mofokeng Tel No: (012) 336 6560

POST 41/147 : **SCIENTIST MANAGER GRADE A - REF NO: 271126/05**
Branch: Water Resource Management
Dir: Water Information Integration
Sd: Integrated Water Resource Studies

SALARY : R1 143 468 per annum, (all-inclusive OSD salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : MSc degree in Hydrology. A PhD in Hydrology or a relevant natural scientific discipline will serve as an added advantage. Six (6) years' post-qualification BSc (Hons) Natural Science experience in the field of Hydrology. Compulsory registration with SACNASP as a professional Natural Scientist. The disclosure of a valid, unexpired driver's licence. Proven years of experience in the application of hydrological, systems and water quality models (WRSM2000, ACRU, WRYM, HEC-HMS, SWAT+, WQSAM). Proven years of experience in conducting water resource studies (water quality, quantity and ecology). Knowledge or experience in the water monitoring and assessment value chain (water resource data collection, data auditing and management protocols, analysis, interpretation, knowledge dissemination and information systems). The ability to apply scientific principles to integrate and interpret water quality or quantity data to draw scientifically sound conclusions. Sound knowledge of project management. Knowledge of geographical information systems (GIS) tools (ArcPro and QGIS). Understanding of research and development. Technical report writing. Possesses a high-performance culture. Professional judgement. Presentation skills. Decision-making and analytical skills. Creativity and customer focus. Good communication skills, both verbal and written. Problem-solving and analysis. Applicants must be able to travel nationally and internationally as required to represent the Department and the sector.

DUTIES : The successful candidate will be responsible for, but not limited to, the following: Lead a multidisciplinary team of scientists, plan, coordinate and conduct catchment and systems-based integrated water resource studies (quantity, quality, and ecology) focusing on the impact of land use, water use activities, and climatic pressures on water resources (surface and groundwater). Coordinate and establish processes to provide an annual overview of the status of water resources in the country through the National State of Water Report, Monthly bulletins, and weekly synopses. Lead and coordinate the development of catchment-based hydrological and water quality models. Configure, calibrate, set up, and run simulations for HEC-HMS, ACRU, WRSM2000, WRYM, SWAT+, and WQSAM models. Conduct parameter sensitivity and model uncertainty analysis, including stochastic methods for propagation of modelling uncertainties for decision-making, communication and intelligent knowledge integration. Provide capacity building and mentoring. Analyse water resource data and apply artificial intelligence and machine learning techniques to augment catchment modelling efforts. Coordinate the implementation of a programme for the digitalisation of the water resource and water services monitoring systems. Contract management and performance management of professional service providers. Financial planning and

management for projects. Development of business case and bid specifications for water resource studies projects. The enhancement and maintenance of a SWAT+ web-based decision support system for the Integrated Vaal River System. Coordinate responses to water-resource-related queries from the media, etc. Liaise with water sector stakeholders, including other Government Departments and the public, on water issues through workshops, joint projects and other facilitation techniques. Identify opportunities for collaborative research, innovation, knowledge generation and technology development.

ENQUIRIES : Dr Joshua Rasifudi Tel No: (012) 336 6856

POST 41/148 : **SCIENTIST MANAGER GRADE A REF NO: 271126/06**
Branch: Water and Sanitation Services Management: EC
Cd: Provincial Operations: Eastern Cape
Dir: Water Resource Data Management

SALARY : R1 143 468 per annum, (all-inclusive OSD salary package)
CENTRE : Kugompo
REQUIREMENTS : MSc Degree in Hydrology, Water Resources, Earth Science, Environmental Science, Natural Science, Information Systems, or Data Science. Six (6) years of post-qualification natural sciences experience required. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Extensive knowledge of water resource information and data management systems. Knowledge of database design, development, maintenance and data governance principles. Knowledge of water resource monitoring programmes, data collection, validation and quality assurance processes Understanding of the National Water Act, 1998 (Act No. 36 of 1998) and other relevant water sector legislation and policies. Experience in statistical analysis, data interpretation, reporting and information dissemination. Knowledge of GIS, data analytics, information systems and digital platforms. Strong project management, people management and stakeholder engagement skills. Excellent communication, report-writing and presentation skills. Experience in water resource management. Scientific methodologies and models. Research and development. Knowledge of legal compliance. Scientific presentation. Data analysis. Business processes to ensure data flow. Professional judgement. Scientific mentoring. Strategic capability and Leadership. Programme and Project Management. Financial Management. Change Management. Problem solving and analysis. Knowledge management. People Management and Empowerment. Client Orientation and Customer Focus. Communication. Conflict management. Accountability and ethical conduct.

DUTIES : Provide strategic leadership and management of the Water Resource Data Management Unit. Lead the analysis, design, development, implementation and maintenance of water resource information databases and systems. Ensure the collection, storage, validation, integration and quality assurance of water resource data. Lead the analysis and interpretation of hydrological, groundwater, water quality and related water resource datasets. Coordinate the generation of water resource information, knowledge products and decision-support tools. Develop and implement data dissemination platforms, dashboards, websites and reporting systems. Oversee scientific and technical reporting on water resource status, trends and performance. Ensure compliance with data management standards, information security requirements and legislative prescripts. Manage data integration across water sector information systems and databases. Provide specialist scientific and technical advice to management and stakeholders on water resource information and data management. Lead research and innovation initiatives aimed at improving water resource information systems and data analytics. Manage projects, contracts, budgets and service providers related to water resource information systems. Establish and maintain partnerships with government departments, municipalities, research institutions and other stakeholders. Manage the performance, training, mentoring and development of professional and technical staff. Review and approve scientific reports, publications, data products and technical documents. Represent the department in technical committees, forums and intergovernmental structures dealing with water resource information management. Review and recommend/approve scientific projects; Facilitate the setting of scientific standards, specifications, and service levels according to organizational

objectives to ensure optimum operational service; Monitor scientific efficiencies according to organizational goals; Ensure the availability and management of funds to meet the MTEF objectives within the scientific environment/ services. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management.

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

POST 41/149 : **DEPUTY DIRECTOR: TARIFFS REF NO: 271126/07**
Branch: Regulations, Compliance and Enforcement
Cd: Economic and Social Regulation

SALARY : R1 101 468 per annum (Level 12), (all-inclusive salary packages)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 7 qualification in Accounting or Economic or Financial Management, Five (5) years' managerial experience in economics or regulatory environment. Knowledge of business and management principles. Knowledge of Public Service Act and Regulations. Problem solving and analysis. Relevant experience in stakeholder engagement. Understanding of legislative and policy frameworks governing the sector. Understanding financial management. Knowledge of programme and project management. Knowledge of policy development and implementation. Understanding of legislative and policy frameworks governing the public sector. Good communication both (verbal and written), presentations, report writing and networking skills. Accountability and ethical conduct.
DUTIES : Facilitate the review of tariffs input cost factors and all projections on tariffs application. Coordinate the development of tariff determination standards and regulatory guidelines. Manage the tariffs consultation process. Establishing a framework for monitoring institutional performance related to pricing. Management of the component.
ENQURIES : Mr H Nevondo Tel No: (012) 336 6689

POST 41/150 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 271126/08**
Branch: Regulations, Compliance and Enforcement
Sd: Dam Safety Regulations

SALARY : R958 776 per annum, (all-inclusive OSD salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Bachelor of Technology in Civil Engineering or relevant qualification. Six (6) years post qualification engineering technologist experience required. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional engineering technologist. The disclosure of a valid unexpired driver's license. 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. Willingness to travel throughout South Africa for the execution of some duties. 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.
DUTIES : 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. 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

POST 41/151 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 271126/09**
Branch: Infrastructure Management: Head Office
Dir: Mechanical and Electrical Engineering
Sd: Mechanical Engineering

SALARY : R958 776 per annum, (all-inclusive OSD salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Bachelor of Technology in Mechanical Engineering (BTech) or relevant qualification. Six (6) years post qualification engineering technologist experience required. Compulsory registration with Engineering council of South Africa (ECSA) as a professional engineering technologist. The disclosure of a valid unexpired driver's license. Understanding and experience in 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 and financial management. Customer focus and responsiveness. Good communication skills both (verbal and written). Computer Skills. Planning and organizing. Management.
DUTIES : Develop engineering designs that address practical technical problems, optimise efficiency, and improve safety at dams, pump stations and water infrastructure; Undertake the planning, design, operation, and maintenance of engineering projects as required, including hydromechanical items in dams and pump stations and other related infrastructure; Formulate economical and technically appropriate engineering solutions; Assess existing engineering manuals, standard drawings, and procedures and update engineering practices through the integration of new technologies; Prepare technical and engineering requirements for tender documentation; Review engineering plans and designs prepared by other parties to confirm that they comply with established engineering principles, relevant standards, prescribed norms, and codes of practice; Recommend/ Authorise engineering works in accordance with applicable technical requirements, standards, and codes of practice; Provide guidance, coaching, and training to technicians, and technologists to strengthen their technical competencies, facilitate knowledge sharing, and encourage the application of sound engineering principles and codes of practice; Carry out administrative responsibilities; Undertake technical research and literature reviews on engineering technologies to expand professional knowledge and strengthen engineering capability; and adhere to the established ISO 9001 Quality Management Principles of the Directorate.
ENQUIRIES : Mr Edson Manhimanzi Tel No: (012) 336 8621

POST 41/152 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 271126/10**
Branch: Infrastructure Management: Eastern Operations
Cd: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R958 776 per annum, (all-inclusive OSD salary package)
CENTRE : Klipfontein Area Office
REQUIREMENTS : A Bachelor of Technology in Engineering (BTech) or relevant qualification. Six (6) years post qualification engineering technologist experience in water infrastructure maintenance. Compulsory Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist.

The disclosure of a valid unexpired driver's licence. Knowledge of project, asset management and financial management principles. Sound understanding of Engineering Design and analysis. Sound knowledge of integrated water resource management and water resource protection. Understanding of programme and project management. Knowledge of engineering design and analysis including but not limited to pumps and pump stations, dam outlet works mechanical structural designs and Water Resources Infrastructure Operations. Knowledge and understanding of operations and maintenance of bulk raw water infrastructure. Knowledge of Legal compliance, Occupational Health and Safety principles. Understanding of the National Water Act, Water Services Act, Government Immovable Asset Management Act, National Environmental Management Act, Public Service Regulations and Public Finance Management Act (PFMA) Computer literacy with Strong technical report writing skills and the ability of exercising professional judgement within the engineering environment. Knowledge of Supply Chain Management processes. Knowledge of contractual and legal requirements. Programme and Project Management. Good Communication and analytical skills. Professional and Ethical Conduct. Knowledge and understanding of Computer-aided engineering applications. Creating a high-performance culture.

DUTIES : Manage Water Infrastructure O&M work streams with technical support from a team of Engineers, Technologist, Technicians, Artisans and Associates in the field. Ensure the promotion of safety in line with statutory and regulatory requirements. Lead work streams that involve evaluation of existing technical manuals, standard drawings, and procedures to incorporate new technology. Manage execution of CAPEX projects through term contractors. Ensure quality assurance of technical designs with specifications and authorize, make recommendations for approval by the relevant authority. Manage administrative activities, human resources related functions. Financial Management and provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Participate in cluster performance enabling committees such as OHS committee, Disposal committee, BID committees, security forums, MANCO and as per operations need. Attend to Risk and Disaster Management matters. Research and Development through continuous professional development to keep up with new technologies and procedures. Laise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively across the Area office footprint, Cluster office footprint and nationally for the Chief Directors business call. Provide mentorship and supervision of personnel. Research / literature studies and technical engineering technology to improve expertise. This is one of the Senior Technical roles in the cluster therefore, the candidate is required to have good leadership skills and will be expected to mentor the junior technical personnel.

ENQUIRIES : Mr T Mkhize Tel No: (033) 239 1900

NOTE` : NB: Shortlisted candidates will be subjected to technical exercise and integrity (Ethical conduct) assessment.

POST 41/153 : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS (SHARED WATERCOURSES) REF NO: 271126/11**
Branch: Provincial and Entity Governance and International Cooperation
Dir: Shared Water Courses (SWC)

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

CENTRE : Pretoria Head Office

REQUIREMENTS : Bachelor's degree in human sciences or relevant qualifications. Five (5) years management experience in International Relations / Multilateral Relations / Trilateral Relations / Bilateral Relations. The disclosure of a valid unexpired driver's licence. Knowledge and understanding of international politics and the difference between multilateral and bilateral agreements and the processes of developing them. Knowledge of developing policies and its procedures. Report writing and project management knowledge and knowledge of research. Public Finance Management Act (PFMA). Knowledge of bilateral and multilateral management issues. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative, clerical procedures and systems. Knowledge of departmental policies and procedures. Knowledge of Governmental financial systems, learning and teaching procedures and

techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problems solving and Analysis, People and diversity, and management. Client Orientation and Customer focus. Good communication skills both verbal and written. Accountability and Ethical conduct, Willingness to travel locally and internationally.

DUTIES : Develop regional and international cooperation of multilateral and bilateral agreements. Facilitate dialogue between cooperating countries and UN agencies on water programs. Provide a conducive platform for the exchange of information and observation networks on water issues. Monitor strategies for the management of water resources during droughts and floods in African States. Provide advice on the impact of relevant programmes with reference to impact on Departmental priorities. Support mechanism that will promote practices in water policy reform. Facilitate the development of strategic policies and strategies relating to the water crisis in Africa. Identify Government priorities such as poverty alleviation. Identify opportunities and manage strategic partnerships with local and international stakeholders. Develop communication systems to liaise with stakeholders. Facilitate the preparation of programs and budgets for approval. Coordinate the implementation of funded and strategic programmes and projects. Follow up on global trends in relation to the management of water resources. Provide advice and information on socio-economic factors that impact on the management of water resources. Liaise with stakeholders to ensure that all the projects and programmes are funded accordingly. Facilitate the participation of African countries in the advancement of socio – economic development. Conduct research and report findings and recommendations that advance the objectives of the Department. Gather relevant information for research purposes. Provide advice on the best practice to conduct research. Inform managers on how to employ new technologies on the water programmes. Provide protocol services for local and international stakeholders, strengthen relations with Shared Watercourses and Riparian States in support of the SADC and African Agenda. Drafting of submissions, briefing notes and speeches when required.

ENQURIES : Mr. T Tlala Tel No: (012) 336 6632

POST 41/154 : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: 271126/12**
Branch: Finance WTE
Dir: Asset Management

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 7 qualification with accounting three (3) as Major Subject. Three (3) years related experience at supervisory / management level (ASD) in Asset Management within accrual system. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge and experience of SAP. Knowledge of Public Finance Management Act (PFMA), GRAP standards and Treasury Regulations. 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. Departmental policies and procedures. Government financial systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (verbal and written). Accountability and ethical conduct.

DUTIES : Take overall accountability for the proper accounting of all assets in the Asset Register in compliance with National Treasury Guidelines. Review the reconciliation of the Asset Register against the Trial Balance and supporting records, and ensure reconciling items are cleared. Review documents, submissions and journals, and ensure journals are correctly posted in the accounting system. Review the updating of new additions, transfers and disposals, and review the monthly Asset Register reconciliation and asset movement reports. Review all entries made on the Asset Register against minimum requirements. Ensure assets earmarked for disposal are updated in the Asset Register. Ensure all losses and disposed assets are retired from the Asset Register in line with policy and approval. Ensure monthly depreciation is run and correctly posted against the different accounts. Review asset management policies and procedures and ensure they are implemented by

users across the component. Promote ethical conduct, accountability, confidentiality and integrity in the management of assets. Ensure internal controls over assets are designed, implemented and monitored. Manage movable assets across the component. Manage finance leases, including lease registers, expiry monitoring and verification. Manage assets under construction and construction equipment, including capitalisation, transfers and reporting. Review the remaining useful lives of assets and test assets for impairment. Coordinate and manage the asset verification process, including oversight of staff. Compile and approve Asset Management monthly reports for submission to Senior Management. Manage the budget for the Sub-Directorate: Movable Assets, including providing inputs, monitoring expenditure and ensuring value for money. Submit inputs for the preparation of quarterly and annual financial statements, including disclosure notes on assets, depreciation, impairments, leases and disposals. Manage the internal and external audit process, including AGSA, by preparing audit files, responding to audit queries, implementing audit findings and monitoring action plans to closure. Ensure audit readiness throughout the year through accurate record-keeping and timely reconciliations. Manage the performance of staff within the Sub-Directorate against performance work plans. Ensure staff members are properly trained, developed and supported to perform their duties. Build a culture of accountability, ethical conduct and continuous improvement within the component.

ENQUIRIES : Mr TM Nevhutalu Tel No: (012) 336 8193

POST 41/155 : **CHIEF ARTISAN (MECHANICAL/ELECTRICAL) GRADE A: REF NO: 271126/13**
Branch: Infrastructure Management: Eastern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R499 470 per annum, (OSD)
CENTRE : Klipfontein Dam Area Office
REQUIREMENTS : An appropriate (Mechanical/Electrical) Trade Test Certificate. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. The disclosure of a valid unexpired driver's license. Computer Skills. Knowledge in Technical designs and analysis. Knowledge of Computer-Aided technical applications. Knowledge and skills in production processes. Knowledge in planning and organizing. Basic understanding of technologies such as GPS, Photogrammetry and remote sensing. Problem solving and analysis. Decision Making. Teamwork. Analytical Skills. Self-management. Customer service. Communication and interpersonal Skills. Planning, organizing and execution. Project Management.
DUTIES : Manage Technical Services and Support in conjunction with Technicians and /or Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technology and ensure quality assurance in line with specifications. Provide input into budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage Artisans and related personnel and assets. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related activities and services. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinated key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Continuous individual development to keep up with technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.
ENQUIRIES : Mr T. Mkhize Tel No: (033) 239 1900
NOTE : NB: Shortlisted candidates will be subjected to practical exercise and integrity (Ethical conduct) assessment.

POST 41/156 : **CHIEF DEVELOPMENT EXPERT: TARIFFS REF NO: 271126/14 (X3 POSTS)**
Branch: Regulations, Compliance and Enforcement
CD: Economic and Social Regulation

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 7 qualification in Accounting or Economics or Financial Management. Three (3) years' relevant experience in economic and regulatory environment. Knowledge of the Water Services Act, National Water Act and the relevant water policies. Knowledge of raw water pricing strategy in terms of Section 56 of the National Water Act. Knowledge of norms and standards in terms of Section 9 and 10 of the Water Services Act. Understanding of the MFMA, PFMA and the relevant regulations/circulars. Understanding the principle of services tariffs and raw water use charges. Knowledge of project and programme management. Knowledge of financial management. Knowledge of Public Service Act and Public Service Regulations. Knowledge of inter-government sector. Knowledge and understanding of human behaviour. Knowledge of all water sector related legislation Knowledge of customer protection intergovernmental relations, public service acts, departmental policies and procedures. Knowledge of integrated water sector matters. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Research and report writing skills.
DUTIES : Conduct analysis of tariffs and input cost factors. Compile reports, Review and Develop tariffs standards. Facilitate the tariffs consultation process. Assess institutional pricing related performance of water services institutions.
ENQURIES : Mr H Nevondo Tel No: (012) 336 6689

POST 41/157 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 271126/15**
Branch: Finance WTE
Dir: Asset Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 7 qualification with accounting three (3) as a Major subject. Three (3) year related Asset Management supervisory experience. The disclosure of a valid unexpired driver's license. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge of Public Finance Management Act (PFMA), GRAP standards and Treasury Regulations. Knowledge of SAP. 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. Departmental policies and procedures. Government financial systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (verbal and written). Accountability and ethical conduct.
DUTIES : Review the Asset Register to confirm that all assets are properly accounted for and compliant with National Treasury Guidelines. Review monthly reconciliations of the Asset Register against the Trial Balance and supporting records and confirm that reconciling items have been cleared. Review source documents, submissions and proposed journals compiled by Level 8, and confirm that journals are correctly posted in the accounting system. Review the updating of new acquisitions, movements, transfers and disposals on the Asset Register, and confirm that all entries meet the asset register minimum requirements. Review the monthly asset movement report and the monthly Asset Register reconciliation before submission. Review the updating of assets earmarked for disposal in the Asset Register. Review the retirement of all losses and disposed assets from the Asset Register. Confirm that losses and disposals are processed only after proper approval and in line with policy. Run monthly depreciation and post it against the different accounts. Review the accuracy and completeness of accounting entries relating to assets. Provide inputs for the review of the remaining useful lives of assets and for the testing

of assets for impairment. Ensure that asset management policies and procedures are implemented and consistently applied by subordinates. Monitor compliance with asset management policies and procedures and address deviations through the correct channels. Promote ethical conduct, confidentiality and integrity in the handling of asset information. Manage the asset verification process and review the verification and barcoding work performed. Compile Asset Management monthly reports. Compile documents and submissions for approval through the correct reporting lines. Provide inputs for the compilation of the budget for the Sub-Directorate. Manage the performance of staff members against their performance work plans. Ensure that staff members are properly trained and developed in asset management. Review and sign off work performed.

ENQUIRIES : Mr TM Nevhutalu Tel No: (012) 336 8193

POST 41/158 : **ASSISTANT DIRECTOR MANAGEMENT ACCOUNTING REF NO 271126/16**
Branch: Finance WTE
CD: Financial Management Services
Dir: Management Accounting

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 07. Three (3) years relevant supervisory experience (Senior State Accountant). Knowledge and understanding of Human resource Management, Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. 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. Departmental policies and procedures. Governmental financial systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and Analysis. People and diversity management. Client orientation and customer focus. Good Communication skills. Accountability and ethical conduct.

DUTIES : Assist area offices to compile budget forecast and tariff settings template. Compile the MTEF budget. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE). Develop templates for the collection of budget information from line functionaries. Provide variance explanations for the MTEF and ENE. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Assist to manage budget planning for raw setting water price, assist to ensure adequate utilisation of budget and Monitor compliance with financial prescripts. Compile and maintain National Treasury budget databases, including MTEF, ENE and AENE information, ensuring accuracy, completeness and compliance with reporting requirements. Process budget shifts in accordance with applicable financial procedures and confirms budget availability before transactions are processed. Coordinate and consolidate variance explanations from relevant Programme Managers and ensure timely submission of supporting information. Monitor and report on programme expenditure, identifying variances and expenditure trends.

ENQUIRIES : Mr K Magagane Tel No: (012) 336 8977

POST 41/159 : **ASSISTANT DIRECTOR MANAGEMENT ACCOUNTING REF NO: 271126/17**
Branch: Finance WTE
CD: Financial Management Services
Dir: Management Accounting
SD: Financial Systems

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant tertiary qualification in Computer Science, Information Technology or Financial Management at NQF level 07. Five (5) years' working experience in SAP system administration and Three (3) years of relevant supervisory experience (Senior State Accountant). Knowledge and understanding of Financial Legislation, policies, practices and procedures. Knowledge and understanding of Information Technology related frameworks. Knowledge of

SAP BASIS and SAP Solution Manager. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. 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. Departmental policies and procedures. Knowledge of learning and teaching procedures and techniques. Knowledge of managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and diversity management. Client orientation and customer focus. Good Communication skills. Accountability and ethical conduct.

DUTIES : Ensure SAP system availability and optimal performance through proactive monitoring, effective change and incident management, and timely resolution of risks and issues. Support SAP upgrade and enhancement projects to ensure successful implementation and minimal business disruption. Ensure the timely execution of month-end procedures to maintain business continuity and support accurate financial and operational reporting.

ENQUIRIES : Mr K Magagane Tel No: (012) 336 8977

POST 41/160 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (DEMAND MANAGEMENT) REF NO: 271126/18**
Branch: Finance Main Account
CD: Supply Chain Management
Dir: Acquisition Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : An NQF qualification Level 7 in Supply Chain Management / Logistics / Purchasing / Economics / Public Management / Financial Management qualification. A minimum of three (3) years' Supply Chain experience should be at supervisory level. Competencies: Knowledge in Public Finance Management Act. PPPFA, Treasury Regulations and guidelines, B-BBEE, SCM Practice notes and Circulars, All the SCM Prescripts, Analytical Skills, Report writing skills, Communication Skills (verbal and written), research methodology skills, Interpersonal Skills, Planning and Organizing skills, Computer literacy and Financial Skills. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct. 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. Departmental policies and procedures. Government financial systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity management.

DUTIES : Coordinate (synergise), review, research, analysis and plan the procurement needs of the Department. Coordinate, review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Analyse requirements, undertake research, determine and develop proposals for implementation. Assess the results of the research on the market, interpret and develop proposals for procurement methodology. Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against departmental strategic and other objectives. Consolidate inputs into procurement plan and table for approval by the accounting officer. Support the business units to develop specifications/Terms of reference. Review the specifications and Terms of reference before they are submitted to the Bid Specification Committees. Ensure the provision of secretarial support for Departmental Bid Specification Committee. Coordinate and support with the development of request for proposal/Specifications. Ensure that DBSC (Bid Specification Committee) agenda is compiled correctly. Manage the distribution of agenda and minutes to all members at least three days prior to the meetings. Check and ensure that minutes of the meetings are correctly taken, and clients are informed in writing of the outcome. Act as SCM advisor to the DBSC. Arrange ad hoc meeting when required and ensure the recording of deliberations of the meetings. Manage and oversee the selection of suppliers from the Central Supplier Database (CSD). Creation and updating of secondary users and information on CSD. Creation and updating of secondary users and information on CSD.

Supervise employees to ensure an effective demand management service and undertake all administrative functions required regarding financial and HR administration.

ENQUIRIES : Mr G Makoloi Tel No: (012) 336 7461

POST 41/161 : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 271126/19**
Branch: Infrastructure Management: Northern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Northern

SALARY : R413 001 per annum (Level 08)
CENTRE : Hartbeespoort Area Office
REQUIREMENTS : A relevant NQF level (6) qualification (National Diploma) in Human Resource Management. Three (3) years' experience in the field of Human Resource Management. One (1) to two (2) years of supervisory experience in Human Resource Management will serve as an added advantage. The disclosure of a valid unexpired driver's license. Extensive knowledge and understanding of public service, collective agreement and other related legislation. Applicants must be in possession of PERSAL certificates and working experience on the PERSAL system. Excellent verbal and written communication skills. Knowledge and experience of recruitment, selection and appointments. Experience of OSD appointment procedures, pension administration as well as conditions of service matters, i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), upgrades, appointment and other allowances. Extensive exposure to OSD. Work under pressure. Computer literacy.

DUTIES : The supervision of the pension administration unit, implementation of GEPF regulations and processes, verify pension cases on PCM system. Maintenance of database regarding condition of service-related matters. Maintain applicable databases related to Human Resource. Facilitate the implementation of HR Policies, strategies, procedures and practices relating to Human Resource Management. Provide advisory services to all regional staff, line and senior management. Liaison with National Treasury and Compensation Commissioner, Monitoring and evaluation of all HR Transaction processes, supervision, training and motivation of staff. Facilitate Recruitment and Selection processes. Prepare detailed schedules (long list), score sheets and applications from the Z83 application system. Supply statistics regarding employment equity. Facilitate the shortlisting and interview processes. Draft appointment submissions and route for approval. Capture and approve HR transactions on PERSAL System.

ENQUIRIES : Dr A Naicker, Cell No: (087) 943 3710

POST 41/162 : **SENIOR SUPPLY CHAIN PRACTITIONER (ASSET MANAGEMENT) REF NO: 271126/20 (X2 POSTS)**
Branch: Finance WTE
Dir: Asset Management

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 6 qualification with accounting 3 as major subject. Three (3) years related Asset management supervisory experience within accrual system. Knowledge and understanding of Asset Management administration policies and procedures. Knowledge of financial legislations. Knowledge of SAP or any Accrual System. Knowledge and experience of GAAP, GRAP or IFRS. Knowledge and understanding of PFMA, PPPFA and Treasury regulations. Knowledge and understanding of asset management procurement policies and legislation. Knowledge of dispute resolution policies. issues. Understanding social and economic development Knowledge of basic financial management. Problem solving and analysis skills. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Maintain and update the Asset Register to ensure all assets are properly accounted for and compliant with National Treasury Guidelines. Perform monthly reconciliations of the Asset Register against the Trial Balance. Analyse source documents and prepare journals where applicable. Ensure all unreconciled items are investigated and cleared timeously. Update the Asset Register with new acquisitions, movements, transfers and disposals. Monitor

all entries made on the Asset Register against asset register minimum requirements. Reconcile the Asset Register to supporting records. Remove all losses and disposed assets from the register. Retire all losses and disposed assets in the register. Update and maintain the assets earmarked for disposal. Capture data for all assets earmarked for disposal. Verify all assets earmarked for disposal and identify discrepancies. Ensure IT assets are cleaned (data sanitised) before disposal. Ensure assets are disposed of immediately after approval is granted. Maintain and update the loss register. Open files for all reported losses. Draft reports of reported losses to Security. Compile monthly loss reports. Ensure all assets on the premises are verified, updated and barcoded in the Asset Register. Monitor and perform the physical verification of assets recorded on the asset register. Capture inventory lists and barcode all assets. Ensure asset management policies, procedures and guidelines are implemented by users. Monitor compliance with asset management policies and procedures. Implement and manage registers for finance leases. Update the Finance Lease Register daily. Manage the expiry on leased assets monthly. Verify leased assets bi-annually. Supervise staff in the asset management section. Monitor staff performance against performance work plans. Assess staff performance in accordance with performance work plans.

ENQUIRIES : Mr TM Nevhutalu Tel No: (012) 336 8193

POST 41/163 : **SUPPLY CHAIN PRACTITIONER (ASSET MANAGEMENT) REF NO: 271126/21 (X2 POSTS)**
Branch: Finance WTE
Dir: Asset Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 6 qualification with accounting three (3) as major subject. One (1) year asset management experience within accrual system. Knowledge and understanding of procurement administration procedures. Knowledge of financial legislations. Knowledge and experience of Accrual System. Knowledge of GAAP or GRAP or IFRS. Knowledge and understanding of PFMA, PPPFA and Treasury regulations. Knowledge of Asset Management processes. Knowledge and understanding of procurement policies and legislation. Knowledge of dispute resolution policies. Knowledge of basic financial management processes. Problem solving and analysis skills. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.
DUTIES : Capture new acquisitions, movements, transfers and disposals on the Asset Register accurately and timeously. Prepare and file source documents and supporting records for journal entries. Assist with monthly reconciliations of the Asset Register against the Trial Balance. Assist in investigating and clearing unreconciled items as directed by the supervisor. File and maintain supporting records used to reconcile the Asset Register. Capture data for assets earmarked for disposal. Assist with the verification of assets earmarked for disposal and report discrepancies to the supervisor. Confirm that IT assets are cleaned (data sanitised) before disposal, as directed. Update the loss register and open files for all reported losses. Assist in drafting reports of reported losses to Security. Assist in compiling monthly loss reports. Perform physical verification of assets recorded on the Asset Register. Barcode all assets and capture inventory lists. Update asset information on the register after verification. Report any missing, misplaced or unverified assets to the supervisor. Promote awareness of asset management policies, procedures and guidelines among users. Report instances of non-compliance with asset management policies and procedures to the supervisor. Handle asset information with integrity, confidentiality and accuracy at all times. Update the Finance Lease Register daily. Track and report on the expiry of leased assets monthly. Assist with the bi-annual verification of leased assets.
ENQUIRIES : Mr TM Nevhutalu Tel No: (012) 336 8193

POST 41/164 : **COMMUNITY DEVELOPMENT OFFICER: SECTOR COLLABORATION REF NO: 271126/22**
Branch: Water And Sanitation Services Management: FS
CD: Provincial Operations: Free State

SALARY : R338 106 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : An NQF level 6 qualification in social sciences/ Community Development/ Development studies. Computer proficiency, One (1) to two (2) years' experience in the management of projects and programmes. One (1) to two (2) years' experience in the public service/ stakeholder management and community development. The disclosure of a valid unexpired driver's license. Good communication skills both (verbal and written). Good liaison, interpersonal, presentation, report writing and networking skills. Sound knowledge of the principles of community development and service delivery. Knowledge of water Services Act. Willingness to travel extensively and work long hours.
DUTIES : Support, coordinate and participate in public education programmes. Coordinate the involvement of Water and Sanitation Forums in DWS programmes. Coordinate capacity-building sessions for Water and Sanitation Forums. Investigate community water provision and related water sector complaints. Engage municipalities and update the weekly water and sanitation services monitoring report. Conduct provincial public participation programmes. Assist to establish and coordinate Project Steering Committees for DWS funded projects. Ensure Platforms such as Inter-Governmental Relations (IGR) are sustained and utilized to facilitate coordination and communication with Water Service Authorities, to foster collaboration and information sharing between different levels of government (national, provincial, local) and other stakeholders involved in water and sanitation management. Facilitate the implementation of integrated development activities identified according to the plans developed by involving the community mobilization and resources.
ENQUIRIES : Ms Z Xokozela Tel No: (051) 405 9000

POST 41/165 : **COMMUNICATION OFFICER: CORPORATE SUPPORT SERVICES REF NO: 271126/23**
Branch: Water And Sanitation Services Management: FS
CD: Provincial Operations: Free State

SALARY : R338 106 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : An NQF level 6 qualification in Communications, Journalism, Public Relations or Media Studies. One (1) year experience in Communications and Event Management. The disclosure of a valid unexpired driver's license. A thorough understanding of government policies and priorities. Knowledge and understanding of water sector legislation, and PFMA. Clear understanding of government communications methodologies. Knowledge and experience in article writing and production of leaflets, in-house newsletters, brochures, posters. Good verbal and written communications skill. Good interpersonal relations, conflict management, creative and cultural awareness. Understanding of programme and project management. Client orientation and customer focused. Photographic skills. Ability to work under pressure, and work independently. Incumbents should be proficient in at least three (3) official languages. Knowledge of Microsoft Office. Ability to design will be an added advantage.
DUTIES : Develop and implement communication plans in support of campaigns. Analyse departmental strategic objectives and align communication efforts accordingly. Engage with key role players to ensure alignment and collaboration. Execute media production, issue publications, organize press conferences and media coverage to the Department. Develop or improve concepts, theories and operational methods. Develop media products. Assist in crafting the strategic plan and budget management for the communication section. Foster and maintain positive stakeholder relations. Develop and update media contact lists. Disseminate knowledge relating to information on work organization. Promote departmental image and identity. Organise and implement publicity projects and events. Establish and maintain stakeholder

relations with community and media. Manage all social media platforms. Compile monthly and quarterly reports. Extensive travelling.

ENQUIRIES : Mr L Crisp Tel No: (051) 405 9000

POST 41/166 : **HUMAN RESOURCES PRACTITIONER REF NO: 271126/24 (X2 POSTS)**
Branch: Infrastructure Management: Eastern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R338 106 per annum (Level 07)
CENTRE : Midmar dam
REQUIREMENTS : A National Diploma in Human Resources Management/Human Resources Development/Labour Relations qualification. One (1) year work experience in Human Resources environment. The disclosure of a Valid unexpired driver's license. Knowledge of PERSAL system. Knowledge of Public Service Act and Public Service Regulations. Knowledge of Administrative procedures. Basic Financial Management and Knowledge of PFMA. Disciplinary knowledge of Human Resources. Knowledge of dispute resolution process. Knowledge of Recruitment and Selection Processes. Problem solving and analysis. Communication Skills.
DUTIES : HR Provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretariat functions at interviews. Implementation conditions of service and service benefits (leave, housing, medical aid, injury on duty, long service recognition, overtime, relocation, pensions, allowances. Termination of service. Prepare reports on human administration issues and statistics. Provide human resource information services and records management services. Compile monthly reports. Implement PMDS in the department by assisting in analysing the alignment of individual performance agreement with the business plan in the department. Keep records of individual performance agreement. Supply statistics on PMDS issues in the department.
ENQUIRIES : Mr Musa Mncwabe Tel No: (033) 239 1900/1301
NOTE : NB: Shortlisted candidates will be subjected to practical exercise and integrity (Ethical conduct) assessment.

POST 41/167 : **ADMINISTRATION CLERK SUPERVISOR: FACILITIES MANAGEMENT REF NO: 271126/25**
(Re-advertisement, applicants who have previously applied need to re-apply)
Branch: Infrastructure Management: Central Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Central

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria Central Operations
REQUIREMENTS : A Senior/Grade 12 certificate or relevant qualification. National Diploma in Public Management / Administration qualification or in Facility Management field will serve as an added advantage. Three (3) to five (5) years 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. Skills: Communication skills, Report Writing, Problem Solving, Decision Making, Supervisory experience.
DUTIES : 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.
ENQUIRIES : Mr. SM Muelelwa Tel No: (012) 741 7349
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to an SANWRI agency.

POST 41/168 : **ADMINISTRATIVE CLERK SUPERVISOR REF NO: 271126/26**
Branch: Infrastructure Management: Eastern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R338 106 per annum (Level 07)
CENTRE : Klipfontein Dam Area Office
REQUIREMENTS : A Senior/Grade 12 certificate or relevant qualification. Three (3) to five (5) years' experience in administrative support services required, Knowledge and insight of human resource prescripts. Knowledge of clerical functions. Ability to capture data, operate computer and collate administrative statistics. Knowledge and understanding of legislative frameworks governing the public services. Knowledge of operating systems (PERSAL, BAS, LOGIS, SAP, etc). Be client orientated and customer focused. Good communication skills both (verbal and written).
DUTIES : Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the component. Supervise and provide financial administration support services in the component. Supervise human resources/staff.
ENQUIRIES : Mr M Mncwabe Tel No: (033) 239 1900

POST 41/169 : **FINANCE CLERK PRODUCTION REF NO: 271126/27 (X5 POSTS)**
Branch Finance WTE
Dir: Financial Accounting
Sd: Accounts Payable

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Senior/Grade 12 Certificate with Accounting/Mathematics, A three year recognized National Diploma or Degree in Financial Accounting/Financial Management /Cost and Management Accounting (NQF6/7) and experience in financial management will serve as an added advantage. Knowledge of clerical function, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic experience of public service financial legislations, procedures and Treasury Regulations (PFMA, GAAP, GRAP financial manual). Knowledge of basic financial operating systems (SAP system, PERSAL, BAS, LOGIS, etc.). Basic understating of Reconciliations, procure to pay process and Accruals. Knowledge management, people and diversity management. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (both verbal and written). Accountability and ethical conduct.
DUTIES : Receive, record, monitor Invoices from suppliers on Invoice Tracking Register, Compile sources documents and capture invoices to pay Sundry and Purchase Order suppliers, including Journals on SAP System. Ensure payments are made within 30 days. Management of Sundry Vendor Master Registration on SAP System. Attend to queries from Regional and Provincial Offices.
ENQUIRIES : Mr. Willie Tsoenyane, Cell: No: (060) 569 2645

POST 41/170 : **FINANCE CLERK PRODUCTION REF NO: 271126/28**
Branch: Infrastructure Management: Northern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Northern

SALARY : R237 453 per annum (Level 05)
CENTRE : Hartbeespoort Area Office
REQUIREMENTS : A Senior/Grade 12 certificate with accounting. Computer literacy (MS Word, Excel, Outlook). Basic knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics by use of spreadsheets. Basic knowledge and insight of the Public Service Financial legislation, procedures and Treasury Regulations, PFMA, DORA, PSA, PISR, PPPFA and Financial Manual. Knowledge of systems such as PERSAL and SAP will be an advantage. Good communication skills, problem solving and time management. Accountability, integrity, honesty and ethical conduct. Must be able to work under pressure.

DUTIES : Compiling, checking and capturing allowances on PERSAL e.g. Subsistence and Travel claims, overtime, standby claims and payroll deduction transactions. Liaise with third party with regards to court maintenance orders to submit and implement. Distribute pay slips plus supplementary pay slips to officials and submit signed certificates to head office. Attend to payroll enquiries. Receive vendor invoices and keep accurate register. Compile and complete accurate invoice spreadsheet each month. Liaise with different sections regarding source documents. Compile documents and capture invoices to pay vendors on SAP. Ensure that creditors are paid within 30 days. Attend to vendor enquiries. Scan paid invoices onto SAP. Perform cashier duties, receiving and issuing receipts and banking of cash. Perform petty cash transactions. Order and distribute stationery. File all face value documents systematically and complete. Attend to audit samples and ensure compliance.

ENQUIRIES : Dr A Naicker, Cell No: (087) 943 3710

POST 41/171 : **SUPPLY CHAIN CLERK PRODUCTION REF NO: 271126/29 (X2 POSTS)**
Branch: Infrastructure Management: Northern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Northern

SALARY : R237 453 per annum (Level 05)
CENTRE : Hartbeespoort Area Office
REQUIREMENTS : A Senior/Grade 12 certificate. The disclosure of a valid unexpired driver's license. Basic knowledge of supply chain management, practices as well as the ability to capture data and operate computer. Basic knowledge of work procedures in terms of the working environment. Working knowledge and understanding of the legislative framework. Governing the public service. Flexibility. Teamwork. Basic knowledge of problem solving and analysis. People and diversity Management. Client orientation and customer focus. Communication. Accountability and Ethical Conduct.

DUTIES : Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Contractors database updated and well maintained. Orders placed accordingly. Render logistical support services. Place orders of goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers. Orders well placed. Keep filling records up to date. Electronic filing system updated accordingly. NOTE: One (1) post is targeted for a person with disability.

ENQUIRIES : Dr A Naicker, Cell No: (087) 943 3710

POST 41/172 : **SECURITY OFFICER SUPERVISOR REF NO: 271126/30 (X2 POSTS)**
(Re-advertisement, applicants who have previously applied need to re-apply)
Branch: Infrastructure Management: Central Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Central

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria Central Operations
REQUIREMENTS : An NQF Level 4 (A 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, NKP certificate, 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 and Computer skills.

DUTIES : Supervise the security functions performed by contracted security (PSSP), 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.

ENQUIRIES : Mr. MV Phosa Tel No: (012) 741 7355/7378

NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to an SANWRI agency.