DEPARTMENT OF WATER AND SANITATION

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

CLOSING DATE : 04 December 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.

OTHER POSTS

POST 42/268 : **ENGINEER PRODUCTION GRADE A - C REF NO: 041226/01**
Branch: Infrastructure Management: Head Office
Dir: Civil Engineering
Div: Open Channel Systems

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

CENTRE : Pretoria Head Office

REQUIREMENTS : A Civil Engineering Degree (B. Eng / BSc. Eng) qualification. Three (3) years post-qualification engineering experience relevant to Water Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a professional engineer (Pr. Eng) is a requirement. The disclosure of a valid, unexpired driver's license is also required, as site visits and travel form part of the job description. Competency and experience in the implementation of civil engineering projects, as well as the design of hydraulic structures and water conveyance systems, is essential. Additional competencies and knowledge include engineering design and analysis, legal compliance, computer-aided engineering applications, project management, strategic capability and leadership, financial management skills, and excellent communication skills (verbal and written).

DUTIES : Plan and design civil engineering projects. Develop tender specifications. Perform reviews, approvals, and audits of engineering designs in line with established design principles, theories, and standards. Supervise engineering work and processes. Optimise design and cost-effectiveness of open channel projects, including risk management. Evaluate, edit, and authorise all designs, reports, engineering drawings, and specifications. Manage resources by preparing and consolidating inputs for effective utilisation. Manage consulting engineers and/or contractors, including contract administration and resolution of claims. Mentor and train Candidate Engineers and Technicians. Manage administrative, financial, and personnel-related functions.

ENQUIRIES : Mr. HH Luttig Tel No: (012) 336 8095/Mr. R. De Lange Tel No: (012) 336 6542

POST 42/269 : **ENGINEER PRODUCTION GRADE A - C REF NO: 041226/02**
Branch: Infrastructure Management: Head Office
Dir: Civil Engineering
Div: Dam Design

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

CENTRE : Pretoria Head Office

REQUIREMENTS : An Engineering Degree (B Eng / BSc Eng) or relevant qualification. Three (3) years post-qualification. Engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a professional Engineer. The disclosure of a valid unexpired driver's license. Sound knowledge of integrated water resource management and water resource protection. Understanding of program and project management. Knowledge of engineering design and analysis including but not limited to pumps and pump stations, dam outlet works mechanical structural designs and Water Resources Infrastructure Operations. Knowledge of research and development. Computer-aided engineering applications. Knowledge of legal compliance, technical report writing, creating high-performance culture and professional judgement. Decision making, team leadership and analytical skills. Creativity, self-management, financial-, conflict- and people management. Customer focus and responsiveness. Willingness to travel country wide. Good communication skills (both verbal and written). Planning and organizing. Problem solving and analysis. Change management and innovation.

DUTIES : Engineering design and analysis, reviews, and approvals of dams and their appurtenant structures. Plan and manage engineering projects throughout the entire project life cycle (ECSA Stages). Basic legal background and contract management skills for the implementation of civil engineering projects. Basic background of Service Level Agreements and interpretation of technical clauses. Excellent knowledge of Civil Engineering Specifications, Drawings, Bill of Quantities, Project Programming, cash flow projections. Ensure adherence to engineering standards and sound engineering principles on civil engineering projects. Ability to travel to Construction Sites monthly for Site Meetings, Quality Control and Quality Assurance processes. Prepare and contribute to design progress reports, design reports, site inspection/investigation reports, technical review comments and risk registers. Review and assess technical submissions, reports, drawings, and calculations for compliance with approved design criteria, applicable standards and guidelines, and contractual requirements. Promote skills transfer and development of candidate engineers. Manage resources and inputs for the facilitation of resource utilization and the ability to work in a multidisciplinary engineering team. Research and development. Office administration and budget planning.

ENQUIRIES : Mr. T. Maphaqa Tel No: (012) 336 2106/Mr. T. Burger Tel No: (012) 336 8216/Mr. A. Havenga Tel No: (012) 336 8814

POST 42/270 : **ASSISTANT DIRECTOR: CAPACITY BUILDING REF NO: 041226/03**
(Re-advertisement, applicants who have previously applied must re-apply)
Branch: Water and Sanitation Services Management: WC
CD: Provincial Operations: Western Cape

SALARY : R605 742 per annum (Level 10)

CENTRE : Bellville

REQUIREMENTS : A National Diploma in Social Science at NQF level 6 or relevant qualification. Five (5) Years experience in a water services environment. The disclosure of a valid unexpired driver's license. Knowledge of strategic and operational plan

management. Ability to implement policies. Knowledge of monitoring and evaluation principles. Knowledge of National Water Act 36 of 1998 and the Water Service Act 108 of 1997. Knowledge and understanding of policies and guidelines governing water sector.

DUTIES : Provide support in the implementation of water services policy and strategy by the water services sectors. Provide support in the implementation of Basic Household Water Service Policy. Support Water Services Institutions in the implementation of water services policies and guidelines aimed at basic water and sanitation services provision. Facilitate workshops to create awareness on policies and guidelines. Implement water services strategy through WSDPs and ensure compliance with the Basic household water service policy and guidelines. Assist in the development of appropriate maintenance procedures through best practices. Provide support to the water services sector in business planning, appraisal and monitoring. The provision of support to the water services authority through the development of capacity in operations and maintenance of water services infrastructure. Management of water and sanitation education programmes in schools aimed at promoting sustainable water use and improved sanitation practices. The empowerment and building capacity of newly elected councilors on water services business. The provision of skills development to unemployed youth in order to create job opportunities. Provide support with water services capacity building, skills training and job creation through EPWP. Liaise with municipalities, government departments, training providers, and other stakeholders on capacity development initiatives. Coordinate the receipt, verification, and analysis of water services data submitted by Water Services Authorities (WSAs) to facilitate the advocacy of water use efficiency within the water services sector and promote water advocacy programmes. Monitoring and coordination of monthly reporting on performance within the section. Monitoring of Demand Management Plan and procurement within the section. The management of Human Resources within the section. To participate in the recruitment and selection of staff. To manage the development of individuals in the section. Ensure that HRD policies are applied to all staff members within the section.

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

POST 42/271 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 041226/04**
(Re-advertisement, applicants who have previously applied must re-apply)
Branch: Infrastructure Management: Head Office
Dir: Civil Engineering
Div Dam Design

SALARY : R573 552 per annum, (OSD)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma in Civil Engineering. Six (6) years of post-qualification technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of project management, technical design, and analysis. Knowledge and understanding of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Good communication skills both (verbal and written), conflict management and negotiation skills. Problem solving and analysis, decision making, teamwork, creativity, financial management, people management, customer focus and responsiveness, planning and organizing. Must be prepared to work away from the office and travel extensively for extended periods of time.

DUTIES : Manage technical services and support in conjunction with Engineers, Technologist and associates in the field, Pretoria-West Hydraulic Laboratories, and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize, make recommendations for approval by the relevant authority. Manage administrative, human resources and related functions. Financial Management and provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Attend to Risk and Disaster Management matters. Research and development through continuous professional development to keep up with new technologies and procedures. Provide mentorship and supervision of personnel. Research / literature studies and technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES : Mr. T. Maphaqa Tel No: (012) 336 2106/Mr. T. Burger Tel No: (012) 336 8216/Mr. A. Havenga Tel No: (012) 336 8814

POST 42/272 : **CHIEF DEVELOPMENT EXPERT: CONSUMER PROTECTION REF NO: 041226/05**
Branch: Regulations, Compliance and Enforcement
CD: Economic and Social Regulation
SD: Social Regulation

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 7 qualification in Social Science / Law / Financial Management / Economic Sciences or any Relevant Qualification, 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 norms and standards in terms of Section 9 and 10 of the Water Services Act. Knowledge of Raw Water Pricing Strategy in terms of section 56 of the National Water Act. Understanding of the MFMA, PFMA and the relevant regulations/circulars. 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 customer protection intergovernmental relations, public service acts, departmental policies and procedures. 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 : Review and develop service quality standards. Facilitate stakeholder empowerment on service quality. Assess performance and service quality compliance of water management institutions and water services institutions. Render administrative duties.
ENQUIRIES : Ms S Moshidi Tel No: (012) 336 6614

POST 42/273 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 041226/06**
Branch: Infrastructure Management: Eastern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R487 197 per annum (Level 09)
CENTRE : Midmar Dam
REQUIREMENTS : A relevant NQF Level 7 qualification in Financial Accounting/Cost and Management Accounting/Financial Information system/Financial Management. Three (3) years asset management experience at a Supervisory level. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations guidelines. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. 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 procedures and systems related to Asset management. Departmental policies and procedures. Proficiency in using Ms Word, Excel and Power-point packages. Working experience on SAP system. Knowledge of Principles, accounting standards and Standard Chart of Accounts related to Property Plant and Equipment. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. Client Orientation and Customer Focus. Verbal and written Communication Skills. Accountability and Ethnical Conduct. Minimum code 8 driver's license.
DUTIES : Coordinate the procurement of Movable assets through identification and linking of asset type to correct asset class as per the Grap standards and Standard Chart of Accounts. Analyze and align the DWS asset needs to the procurement plan. Co-ordinate and review budget inputs related to movable assets acquisitions. Co-ordinate and ensure that Capital projects budget inputs are aligned to the Capex maintenance plan. Ensure safe keeping of source documents used for acquisition /capitalization of movable and immovable assets. Ensure that system generated asset numbers are obtained at acquisition stage. Assist with barcoding or marking of assets with relevant physical asset numbers. Assist with ensuring that the assets verification plans for both asset types are compiled and executed as per the plan. Prepare and co-ordinate the approval of movable and immovable assets verification results.

Update and maintenance of immovable and movable assets registers with assets verification data. Update barcoded assets on Sap system Collect information from the relevant role players according to the prescribed template. Check (engage) and analyze the information. Confirm availability of budget. Check alignment against strategic and other objectives. Assist with the consolidation of the procurement plan and table for approval by the accounting officer. Supervise officials under the asset management section. Manage performance, conduct and discipline of supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Execute risk assessments and management in accordance with the DWS risk plan/strategy.

ENQUIRIES : Mr Sipho Ngobese Tel No: (033) 239 1900/1301
NOTE : NB: Shortlisted candidates may be subjected to practical exercise and integrity (Ethical conduct) assessment.

POST 42/274 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 041226/07**
Branch: Infrastructure Management: Eastern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R487 197 per annum (Level 09)
CENTRE : Midmar Dam
REQUIREMENTS : A relevant NQF Level 7 qualification in Supply Chain management/Logistics/Financial Accounting/Financial Management. Three (3) years supply chain experience at a Supervisory level. Working knowledge of Public Finance Management Act (PFMA), Treasury Regulations guidelines. Knowledge and understanding of practices related to PPPFA regulations, Human Resource Management Legislation, policies, practices and procedures. 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. Proficiency in Ms Word, Excel and Power-point packages. Governmental Financial System (SAP). Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. Client Orientation and Customer Focus. Verbal and written Communication Skills. Accountability and Ethnical Conduct. Minimum code 8 driver's license.
DUTIES : Coordinate, review, research, analyze and plan the procurement needs of the department (in line with Procurement Strategy). Analyze requirements, undertake research, determine and develop proposals for implementation. Asses the results of the research on the market, interprets and develop proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Coordinate review, collect and collate information for the annual procurement plan. Collect information from the relevant role players according to the prescribed template. Check (engage) and analyze the procurement inputs submitted. Confirm availability of budget. Check alignment against strategic and other objectives. Consolidate into Demand Management Plan and submit for approval by the accounting officer. Supervise officials under SCM section. Compile Bid/quotation specifications as required. Compile and publish request for proposals as required. Ensure maintenance of the supplier database. Perform general quality assurance of information in the supplier database (check and verify supporting documents). Allocate duties and perform quality control on the work delivered by supervisees., Advice and lead supervisees regarding all aspects of the SCM work. Manage performance, conduct and discipline of supervisees. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively. Administer variations of contracts. Ensure evaluations of Bids, price quotations in line with SCM policies Evaluate applications for variations, amendments and cancelations and submit for approval by delegated authority. Undertake dispute resolution and ensure that all documents are prepared and available to resolve disputes. Execute risk assessments in accordance with the SCM risk plan/strategy. Apply the determined risk assessment tools. Obtain and process risk and performance management information. Utilize fraud mechanisms to identify fraud/abuse. Process and analyse risk management information. Report fraud. In the case of abuse report thereon and develop

proposals for corrective measures. Ensure that SLA/contracts are concluded in line with SCM policy of DWS.

ENQUIRIES : Mr Sipho Ngobese Tel No: (033) 239 1900/1301
NOTE : NB: Shortlisted candidates will be subjected to practical exercise and integrity (Ethical conduct) assessment.

POST 42/275 : **SENIOR STATE ACCOUNTANT (FINANCIAL ACCOUNTING) REF NO: 041226/09**
Branch: Infrastructure Management: Eastern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R413 001 per annum (Level 08)
CENTRE : Midmar Dam
REQUIREMENTS : A relevant NQF Level 6 qualification in Financial Accounting/Financial Management/Cost and Management Accounting/Internal Auditing. One (1) to two (2) years' experience in financial management. Knowledge and understanding on financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as PFMA. Knowledge and experience in the use of financial systems (SAP and PERSAL). Proficiency in the use of MS computer packages Word, Excel and Powerpoint. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of Administrative and clerical procedures and systems. Departmental policies and procedures. Knowledge of implementing policies of PMDS. Computer Literacy (MS Excel, MS Word, MS PowerPoint and Outlook). Problem solving and analysis. Organizing/Planning Skills. People and Diversity Management. Client Orientation and Customer Focus, Verbal and Written Communication Skills. Accountability and Ethical Conduct. Minimum code 8 driver's license.
DUTIES : Implement Internal Control Measures. Verify administrative compliance to financial management policies, of financial transactions within the sub-directorate. Manage payroll administration transactions. Authorize supplier invoices payment transactions. Monthly expenditure reconciliation and reporting. Respond to audit queries. Resolving payments lying on suspense accounts. Receive correspondence regarding payments of invoices. Analyze reports on payments made. Verifying and authorizing payments for substance and travel claims (S&T's) and other payroll allowances. Verifying and checking the maintenance of invoice registers. Ensure Petty Cash is replenished on time. Ensure that SAP request forms for officials reporting under him/her are processed. Follow-up on outstanding financial transaction queries, Provide input on policy amendments. Attend to finance related projects. Mitigate risk and audit queries. Correct information captured on the system. Assist in ensuring that documents are retrieved and submitted on time for audit purposes. Respond to audit-related enquiries. Ensure that all relevant documents are available before approving payments. Ensure that supplier accounts are reconciled on time to ensure that correct amounts are always updated.
ENQUIRIES : Mr Sipho Ngobese Tel No: (033) 239 1900
NOTE : NB: Shortlisted candidates may be subjected to practical exercise and integrity (Ethical conduct) assessment.

POST 42/276 : **INFORMATION TECHNOLOGY TECHNICIAN REF NO: 041226/10**
Branch: Water and Sanitation Services Management: FS
CD: Provincial Operations Free State

SALARY : R413 001 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant NQF level 6 qualification in Information Technology or a related field. Three (3) years Information Technology, particularly in the installation, configuration, maintenance and support of ICT hardware and software. A valid unexpired driver's license. Certified Microsoft Engineer, Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE). Comptia certified A+ or Comptia certified Network+. Knowledge of Windows 11 operating system, Office 365 applications and services, Symantec Ant-virus. Knowledge of One-drive and SharePoint. Knowledge of transversal systems (PERSAL, SAP and LOGIS) and ITIL will serve as an advantage. Knowledge of Access Information Act and Information Security Protocols. Knowledge of client/server ICT environments, current ICT developments and technologies, administrative systems and procedures, and ICT service support practices.

Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word, Excel and PowerPoint). Ability to work under pressure. Good communication skills both verbal and written. Exposure to different business application platforms.

DUTIES : Manage calls logged on the call management systems (ITSM). Provision of end-user support with regards to hardware, software and network connectivity. Ensure that all IT policies, norms and standards are enforced. Perform quality control for the Local Area Network (LAN). Perform installation, maintenance and upgrading of computer hardware and software as second fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up to date. Initiate and co-ordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine back-ups for all the available servers. Decommission ICT hardware and software in accordance with approved departmental procedures, including ensuring that data on equipment with memory or storage capabilities is securely and permanently removed. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary.

ENQUIRIES : Ms KJ Mokoena Tel No: (051) 405 9000

POST 42/277 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A - C REF NO: 041226/08**
Branch: Infrastructure Management: Head Office
Dir: Civil Engineering
Div: Bulk Pipe Systems

SALARY : R407 337 – R610 131 per annum (OSD)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Three (3) years of post-qualification technical engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technician. The disclosure of a valid unexpired driver's license. Understanding of program and project management. Knowledge of Technical design and analysis. Knowledge of computers aided engineering applications. Problem solving and analysist. Decision making, teamwork, creativity, customer focus and responsiveness. Good communication skills (both verbal and written).

DUTIES : Render technical services and support in conjunction with Engineers, Technologist and associates in the field. Provide inputs in engineering drawings, research, design, manufacturing, operations and maintenance to the design office. Assist Engineers, Control Engineering Technicians, and associates in the field and technical office activities and appraisals for technical reports. Optimising appropriate design and cost-effectiveness of new bulk pipeline and sanitation projects. Conduction site inspections, site meetings, compilation and submission of progress reports. Development of condition assessment and civil maintenance inspections. Address breakdowns and perform fault findings. Render technical support for dam safety rehabilitation projects. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs and engineering drawings with specifications complete with bill of quantities and submit for approval to the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit monthly and quarterly expenditure reports as required. Evaluation of quotations and proposals with verifying and certifying invoices for payment from contractors and Public Service Providers. Provide and consolidate inputs to the technical / engineering operational plan. Research and development through continuous professional development to keep up with new technologies and procedures. Research / literature studies and technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively for extended periods of time.

ENQUIRIES : Mr. J. Mabela Tel No: (012) 336 6564

POST 42/278 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C REF NO: 041226/11**
Branch: Water And Sanitation Services Management: WC
CD: Provincial Operations: Western Cape
Div: Water Services Regulation

SALARY : R357 597 – R610 131 per annum (OSD)
CENTRE : Bellville
REQUIREMENTS : A National Diploma in Environmental Management or relevant qualification in Natural Sciences. One (1) year of experience in the relevant field of Water Resource Management, including internship or experiential learning will serve as an added advantage. The disclosure of a valid unexpired driver's license. Knowledge of programme and project management. Research and development. Knowledge and experience in Project and Programme Management. Understanding of Social and Economic development issues. Technical report writing. Professional judgement. Data analysis. Policy development and analysis. Presentation skills. Mentoring. Decision making. Team leadership. Financial Management. Analytical skills, creativity, communication skills. Problem solving and analysis. Computer literacy. People management/Conflict management. Planning and organizing.
DUTIES : Implementation and enforcement of the National Water Act, 1998 (Act No. 36 of 1998), Water Services Act No.108 of 1997, Drinking Water Quality Framework, relevant policies, Compulsory national water and sanitation norms and standards, protocols, standard operation procedures, strategies, and Regulation 3630. Perform inspections of Water Services water supply systems that include public and private facilities. Compilation of detailed inspection report and feedback letters or non-compliance letters. Implementation of the Water Services Regulation operational plan. Monitor and verify monitoring data submitted by Water Services Institutions on the Departmental Integrated Regulatory Systems (IRIS). Provide guidance and support to the Water Services Institutions including reviewing Water Safety plans and monitor implementation thereof. Respond to drinking water quality complaints. Taking investigative/audit water samples for laboratory analysis, interpretation of analytical reports and compiling water quality status reports. Participate in the implementation of the National Blue drop programs within water services institutions. Monitor compliance and progress of corrective action plans for the National Blue Drop programs. Represent the Department in various standing intergovernmental committees and stakeholder forums.
ENQUIRIES : Ms L Mgxwati Tel No: (021) 941 6352

POST 42/279 : **DEVELOPMENT EXPERT: WATER SERVICES INSTITUTIONS PERFORMANCE REGULATION REF NO: 041226/12**
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 Economics/Social Sciences/Development Studies/Business Management. Two (2) years of experience in water sector environment. The disclosure of a valid unexpired driver's license. Computer skills (MS Office). Knowledge and understanding of water sector legislations, policies, practices, and procedures. Practical knowledge of financial models. Knowledge of Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, GRAP guidelines and policies. Knowledge of accounting practice. Problem solving and analysis. Good people management, environment and change management interventions. Knowledge management skills. Service delivery analysis. Client orientation and customer focus skills. Good communication skills both (verbal and written).
DUTIES : Assist with retail water tariff settings and roll-out. Assist with implementation of norms and standards monitoring framework and provide input during updates. Provide input into the review and update of the model water by-laws to ensure continuous alignment with new developments in the water sector. Review, evaluate and monitor implementation of water by-laws for WSAs. Assist with monitoring the effectiveness of water consumer tools. Assist with conducting, implementing and monitoring outcomes of consumer surveys. Facilitate improved relationships between water users and service providers. Investigate all retail water tariff related disputes lodged with the department. Participate in the Institutional Performance Assessment Programme (IPAP).

ENQUIRIES : Mr N Musekene Tel No: 051 405 9000

POST 42/280 : **ADMINISTRATIVE OFFICER (TRANSPORT) REF NO: 041226/13**
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 in Public Management/Public Administration/Fleet Management. One (1) to two (2) years' experience in Fleet and Travel Management. The disclosure of a valid unexpired driver's license Knowledge of administration procedures. Knowledge and understanding of administrative, corporate travel, and facilities support services. Basic knowledge of financial management and PFMA. Knowledge Management. Communication, problem solving and analysing skills. People and Diversity Management. Client orientation and Customer Focus. Accountability and ethical conduct.
DUTIES : Provide coordination support in pool vehicle usage. Provide administrative assistance with travel logistics. Assist in administration of the subsidised vehicle scheme. Provide effective office administration and facilities coordination. Liaise with various service providers regarding fleet and travel related matters. Maintenance and safety of the departmental vehicles. Provide procurement support services. Ensure compliance and reporting in terms of fleet. Staff and driver supervision. Monitor the usage of vehicles. Serve as a secretary for the Provincial Transport Advisory Committee. Ensure adherence to organisational policies and government transport regulations. Compile accident reports, coordinate insurance/repairs and manage traffic fine directions.
ENQUIRIES : Ms M Maema Tel No: (051) 405 9000

POST 42/281 : **FINANCE CLERK PRODUCTION (FINANCIAL ACCOUNTING) REF NO: 041226/14 (X2 POSTS)**
Branch: Infrastructure Management: Eastern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R237 453 per annum (Level 05)
CENTRE : Midmar Dam
REQUIREMENTS : A Senior/Grade 12 certificate with Mathematics/Accounting. The disclosure of a valid unexpired driver's license. Basic knowledge and insight of Public Service Financial Legislations, procedures and Treasury regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Working Knowledge of basic financial accounting systems (PERSAL and SAP). Ability to use Ms computer packages word and excel. Integrity in carrying out responsibilities assigned to the post. Problem solving and analysis. Client Orientation and Customer Focus. Accountability and Ethical Conduct. Verbal and written Communication Skills. Computer Literacy (MS Excel, MS Word and Outlook).
DUTIES : Receiving and proper recording of invoices on the invoice register. Check invoices for correctness, co-ordinate the verification and approval of invoices. Capture invoices on Sap system within 30days. Filing of source documents after processing and retrieving source documents when needed. Perform payroll Administration support services. Co-ordinate the signing of manual payroll report by employees and the approval by management Prepare payments spreadsheet for distribution of invoices. Ensure that financial procedures are observed in the discharging of responsibilities assigned to the post. Compile monthly invoices payments reports. Clear suspense accounts through the use of journals.
ENQUIRIES : Mr Sipho Ngobese Tel No: (033) 239 1900/1301
NOTE : NB: Shortlisted candidates may be subjected to practical exercise and integrity (Ethical conduct) assessment.

POST 42/282 : **FINANCE CLERK PRODUCTION (REVENUE MANAGEMENT) REF NO: 041226/15**
Branch: Infrastructure Management: Eastern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R237 453 per annum (Level 05)
CENTRE : Midmar Dam

REQUIREMENTS : A Senior/Grade 12 certificate or relevant qualification. The disclosure of a valid unexpired driver's license. Basic knowledge and insight of Public Service Financial Legislations, procedures and Treasury regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial accounting systems SAP. Ability to use Ms computer packages (Word & Excel). Knowledge Management. Problem solving and analysis. Client Orientation and Customer Focus. Accountability and Ethical Conduct. Verbal and written Communication Skills. Minimum code 8 driver's license.

DUTIES : Receive water metering templates. Check water metering templates for correctness of water volumes submitted. Capture water volumes on billing spreadsheet. Download customer invoices and statements from Sap system and send them to all customers. Co-ordinate and implement all revenue related debt collection initiatives. Attend to and escalate to relevant office/officials all customer queries for resolution. Assist with allocation of customer accounts payments and compile accounts reconciliation process verification and approval (Internal control). Process invoices (capture payments). Filing of documents. Assist in ensuring the Collection of payments from sundry debtors. Co-ordinate the issuing and replenishing of petty cash and maintain proper supporting documents.

ENQUIRIES : Mr Sipho Ngobese Tel No: (033) 239 1900/1301

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

POST 42/283 : **SUPPLY CHAIN CLERK PRODUCTION (ASSET MANAGEMENT) REF NO: 041226/16**
Branch: Infrastructure Management: Eastern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R237 453 per annum (Level 05)

CENTRE : Midmar Dam

REQUIREMENTS : A Senior/Grade 12 certificate or relevant qualification. The disclosure of a valid unexpired driver's license. Basic knowledge of asset management Duties, practices, as well as the ability to capture asset-related data on Sap system. Computer Literacy in MS word, excel and outlook. Basic knowledge of asset management related work procedures / working environment. Working knowledge of and understanding of the legislative framework governing the Asset management environment. Basic knowledge of problem solving and analysis. Client Orientation and customer focus. Good verbal, numeracy and written communication skills. Accountability and Ethical focus. Minimum code 8 driver's license.

DUTIES : Render asset management clerical support. Compile and maintain records (asset records/database) Ensure that assets items are procured in line with asset management policy. Issue asset items after application of all relevant procedures. Identify redundant, non-serviceable and obsolete assets items for disposal. Verify asset during annual asset count. Update asset register with verification data obtained. Render demand and acquisition clerical support. Render logistical support services. Receive and verify assets received from suppliers. Capture barcodes information on the asset register database.

ENQUIRIES : Mr Sipho Ngobese Tel No: (033) 239 1900/1301

NOTE : NB: Shortlisted candidates will be subjected to practical exercise and integrity (ethical conduct) assessment.

POST 42/284 : **SUPPLY CHAIN CLERK PRODUCTION REF NO: 041226/17**
Branch: Infrastructure Management: Eastern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R237 453 per annum (Level 05)

CENTRE : Midmar Dam

REQUIREMENTS : A Senior/Grade 12 certificate or relevant qualification. The disclosure of a valid unexpired driver's license. Basic knowledge of Supply Chain Duties, practices as well as the ability to capture SCM related data. Computer Literacy, MS word, excel and outlook. Basic knowledge of SCM work procedures/ working environment. Working knowledge of and understanding of the legislative framework governing the public procurement. Basic knowledge of problem solving and analysis. Client Orientation and customer focus. Good verbal and written communication skills. Accountability and Ethical focus. Minimum code 8 driver's license.

DUTIES	:	Render demand and acquisition clerical support. Update and maintain supplier database. Register suppliers on SAP system. Accessing CSD to verify supplier data and print out CSD reports. Assist with Receiving, register and action request quotations (RFQ). Capture specifications on the electronic purchasing system. Assist with generating supplier purchase orders. Assist with receiving and screening of bid documents received in line with applicable procedures Issue. Provide secretariat or logistical support during the bid consideration and conclusion process. Compile draft recommendations documents as required. Render logistical support services. Receive and verify goods from suppliers. Capture goods received on Sap system. Receive requests for goods from end users and action the requests accordingly in line with the inventory policy. Assist with update and maintenance of CSD related suppliers' data.
ENQUIRIES	:	Mr Sipho Ngobese Tel No: (033) 239 1900/1301
NOTE	:	NB: Shortlisted candidates will be subjected to practical exercise and integrity (Ethical conduct) assessment.