DEPARTMENT OF WATER AND SANITATION

CLOSING	DATE
NOTE	

11 April 2023

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Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers 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 of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disgualify the applicant. No late, applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however, it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the preentry into SMS can be found on http://www.thensg.gov.za/training-course/sms-preentry-programme/. Candidates will be required to complete a financial disclosure form and undergo a 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 or emailed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

<u>POST 11/98</u>	:	DIRECTOR: WATER SERVICES INFRASTRUCTURE DEVELOPMENT AND	
		REFURBISHMENT REF NO: 110423/01	
		Branch: Provincial Coordination and International Cooperation: Gauteng	

SALARY	:	R1 105 383 per annum (Level 13), (all-Inclusive package)
<u>CENTRE</u>	:	Gauteng Provincial Office
REQUIREMENTS	:	A Degree in Civil Engineering or Project Management at (NQF 7). Ten (10) years
		Programme and Project Management experience within the Water Sector built environment of which five (5) years must be at middle or senior management level. Experience should preferably be in the water sector. Possess a general understanding of contract administration, business principles, and business law. A valid and unexpired drivers license. A broad understanding of each engineering discipline. Effective management and leadership skills. Effective computer skills

DUTIES	:	(Micro Office Software, lotus notes, and other company and discipline-specific software applications). Effective and excellent communication skills both verbally and in writing with management, colleagues, and individuals inside and outside the Department. Effective analytical and problem-solving skills. Knowledge and understanding of Human Resource Management Legislation, policies, practices, and procedures. Knowledge of the Public Finance Management Act (PFMA). Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem-solving and analysis. Client orientation and customer focus. Service Delivery Innovation (SDI). Problem management and empowerment. Accountability and ethical conduct. Develop policies on water services infrastructure programmes for component, in conjunction with provincial COGTA and municipalities, to ensure that grant-funded projects are optimally prioritized on an ongoing basis. Ensure that policies on water services infrastructure grant programmes are aligned to the departmental strategic plan. Ensure that plans are available for water services infrastructure grant programmes. Facilitate and support implementation of water services infrastructure grant programmes. Needs of business sectors catered for in water infrastructure grant programmes. Needs of business sectors catered for on water structure grant programmes. Needs of business sectors catered for on water sublk infrastructure programme. Implemented in the provincial sector plans and their alignment to water issues. Needs of business sectors catered for on water subly for all municipalities. Ensure that all other water key stakeholders are communicated regarding water services infrastructure grant programmes. Ensure that water supply is available for all business sectors. Avail arw water supply for all municipalities. Ensure that monitoring and evaluation for water services infrastructure grant programmes are properly conducted in provinces. Compile reports on monitoring and evaluation. Ensure
		OTHER POSTS
<u>POST 11/99</u>	:	DEPUTY DIRECTOR: HR APPOINTMENTS REF NO: 110423/02 Branch: Corporate Support Services Chief Directorate: Human Resources Directorate: HR Administration Services
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R908 502 per annum (Level 12), (all-inclusive package) Pretoria Head Office A National Diploma in Human Resources Management at NQF Level 6 or relevant qualification. Three (3) to five (5) years management experience in Human Resources, specifically in salary related matters. Knowledge of the Occupational Specific Dispensation (OSD). Knowledge of policy development and implementation. A valid and unexpired driver's license is required. Extensive knowledge of PERSAL and the implementation of transactions. Proven computer literacy skills (MS Word, MS Excel, MS Powerpoint). Good Interpersonal Relations. Disciplinary knowledge in HR information. Understanding of Government legislation. Knowledge of PFMA. Knowledge of techniques and procedures for the

		planning and execution of operations. Financial Management. Program and project management. Knowledge of relationship management. Problem-solving and analysis. People and diversity management. Client orientation and customer focus. Communication skills (written and verbal). Accountability and ethical conduct.
DUTIES	:	Knowledge of analytical procedures. Must be able to work under pressure. Knowledge and experience in Conditions of service will be an added advantage. Management of appointment and remunerative matters. Manage the payment of salaries. Process transfers, upgrades and promotions. Implementation of PMDS. Management of contract appointments. Processing of acting allowances. Dealing with OSD related matters. Ensure capturing of transactions on PERSAL. Drafting of high level submissions, memorandums and letters. Ensure staff capture transactions accurately and on time on PERSAL. Approval of transactions on the PERSAL system. Ensuring compliance with the Public Service Regulations, Public service Act, DPSA Directives and Departmental policies and procedures. Develop standard operating procedures and refine business processes pertaining to salary related matters. Development and implementation of HR appointment policies. Coordinate training and information sessions regarding policies and standard operating procedures. Provide advice pertaining to appointment policies and processes. Correct application of policies and prescripts to HR administrative matters. Monitoring and evaluation of HR administrative matters at Head Office, Regions and Clusters. Ensure consistency between Head Office, Regions and NWRI cluster offices, on all salary related matters including the OSD dispensation. Drafting of circulars and communication regarding appointment matters. Monitoring and evaluation. Provision of advice and guidance to Regions / Clusters on Persal related queries. Management of staff discipline. Responsible for leave administration for allocated Branches. Management of the workload database and allocation of work to the section. Management and maintenance of HR databases. Management of human resources. Provide advice and guidance on appointment matters. Resolution / investigation of grievances pertaining to salary related matters. Resolution / investigation of grievances pertaining to salary related
ENQUIRIES APPLICATIONS	:	Ms. P Archary Tel No: 012 336 7762 Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
FOR ATTENTION NOTE	:	Planning, Recruitment, and Selection unit Applicants must clearly indicate PERSAL and computer courses, Drivers licence and detailed experience on their CV in relation to the post.
<u>POST 11/100</u>	:	ENGINEER PRODUCTION GRADE A – C REF NO: 110423/03 Branch: Provincial Coordination and International Cooperation: Free State Dir: Water Services Infrastructure Development and Refurbishment Programmes
SALARY	:	R750 693 - R1 140 018 per annum, (all-inclusive OSD salary), (offer will be based
<u>CENTRE</u>	:	on proven year of experience) Bloemfontein
REQUIREMENTS	:	An Engineering degree (B Eng/ BSc Eng) or relevant qualification in Civil Engineering. Three (3) years post qualification in engineering experience is required. Compulsory registration with ECSA as a Professional Engineer. A valid and unexpired driver's license. Experience in the field of water and sanitation project and programme management. Certificate in Project Management will serve as an added advantage. Knowledge of project and contract management. Understanding of financial management, strategic framework for Water Services, National Water Act and Water Service Act. Knowledge of integrated water resource planning and management. Good communication skills both (verbal and written. Computer literacy, preferably in MS Word, Excel, PowerPoint and computer aided engineering applications. Good planning and organizing skills. Knowledge of legal compliance and technical report writing skills.
DUTIES	:	Implement and monitor water and sanitation related projects and implement integrated water resources management. Assist and provide technical support to the water sector in the implementation of projects. Ensure effective integrated water resources implementation in the Free State Provincial Office. Perform water

ENQUIRIES APPLICATIONS	: .	resources management functions. Evaluate project designs, technical drawings on WSIG and RBIG projects and make recommendations for approval. Ensure implementation, development and evaluation of the readiness reports and feasibility studies by all water sectors. Liaise with WSAs and consultants regarding the development of the technical reports. Manage the approval of WSIG and RBIG projects. Evaluate and conduct technical reports and feasibility studies in the Free State Provincial Office. Compile performance evaluation reports for all water sectors in the Free State Provincial Office. Lease with all water sectors on infrastructure development programmes. Assess and give technical input in the development of water and sanitation infrastructure projects and programmes. Provide advisory support to WSAs and give inputs on the development of operation and maintenance plans for water services schemes. Produce analytical reports that reflect water service sector technical reports. Update the monthly, quarterly and annual progress reports as per the Provincial Operational Plan. Manage, supervise and train engineering technicians and graduate trainees. Manage the MTEF project budget and sectional. Manage projects for WSIG and RBIG intervention. Mr MJ Manyama Tel No: 051 405 9000 Free State (Bloemfontein): Please forward your application quoting the relevant reference number to The Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.
FOR ATTENTION	:	Ms L Wymers
<u>NOTE</u>	:	In the filling of vacant post, The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post.
<u>POST 11/101</u>	:	CONTROL ENVIRONMENTAL OFFICER: GRADE A REF NO: 110423/04 Branch: Water Services and Sanitation Management Sub-Directorate: Irrigation Agriculture Water Loss Control and Demand Management
SALARY	:	R517 725 per annum, (OSD)
<u>CENTRE</u> <u>REQUIREMENTS</u>		Pretoria Head Office A four (4) year Degree or equivalent qualification in Natural/Environmental Sciences. Six (6) years post-qualification experience in water loss control. Extensive practical experience and competencies in irrigation water loss control, water distribution and management at irrigation scheme especially attended water control training courses. Knowledge of National Water Act, 1998 and White Paper Policies governing Integrated Water Resources Management and irrigation agriculture water management institutions to ensure efficient use of water and water demand management. Knowledge of strategic planning, resource allocation, and human resources. Knowledge of Public Service Act and Regulations. Knowledge of the Public Finance Management Act. Knowledge of Project Management. Problem-solving and analysis. Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Valid driver's License. The ability and willingness to travel and work long hours where necessary. Supervise of staff.
<u>DUTIES</u>	:	Assist to set up Water Conservation and Water Demand Management targets through the development of Water Management Plans for the Irrigation Schemes. Contribute towards coordination, planning, presentation, evaluation and reporting of water control training programs. Conduct and administer water use efficiency audits and submission of monthly water use efficiency accounting reports. Administer and update Water Use Efficiency Accounting Report database, prepare consolidated quarterly and annual water losses reports for the irrigation schemes within the water management areas. Trouble shoot water losses, inefficient use and water measurement challenges. Host regular workshops with water control personnel and conduct joint inspections on irrigation water schemes. Participate in the irrigation agriculture broader research and technology transfer projects.

ENQUIRIES APPLICATIONS FOR ATTENTION	:	Contribute towards strategic and business planning for the Sub Directorate: Water Loss Control and Demand Management. Mr Thabo Masike Tel No: (012) 336 6793 Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria. Recruitment and Selection Unit
POST 11/102	:	ASSISTANT DIRECTOR: HR INFORMATION MANAGEMENT REF NO: 110423/05
		Branch: Corporate Support Services Div: HR Information Management
<u>SALARY</u> CENTRE	:	R491 403 per annum (Level 10) Pretoria Head Office
DUTIES	:	An appropriate NQF level 6 qualification in Human Resources, Social Sciences and/or Administration. Three (3) to five (5) years in the field of Human Resources Management, particularly in the field of PERSAL establishment management, PERSAL information and PERSAL control. A minimum of three years supervisory experience. Extensive knowledge of public service human resources practices and legislation. Must be able to operate at intermediate or advanced level MS Excel, extensive PERSAL knowledge and experience, sound knowledge of Vulindlela, sound knowledge of the functioning and processes of a HR Registry, experience in the management of HR Registry would be advantageous. Excellent verbal and communication skills, computer literacy, must have a valid PERSAL Establishment Administration certificate, Microsoft (MS) Excel Certificate at minimum intermediate level, MS Word certificate and a valid driver's license. Responsible for the provision and storage of PERSAL information in the form of reports, screenshots and databases. Coding, implementation, maintenance and oversight of the departmental structure on PERSAL. Manage and supervise the activities of the departmental PERSAL Controllers. Conduct quarterly PERSAL audits of the activities of the PERSAL Controllers. Implement changes to the budget structure on PERSAL, i.e. responsibility and objective codes. Assist with the provision of audit reports and responses to audit findings. Assist with the provision of PERSAL system support to all PERSAL Users. Registration of System Change Controls (SCC's) when necessary. Creation and management of a PERSAL training database. Manage and supervise all HR Registry functions, processes and staff. Create, develop and implement a file plan for HR Registry, manage the
		disposal and archiving of HR records, control internal file movements, assist with the implementation, maintenance and support of an electronic file tracking system.
ENQUIRIES APPLICATIONS	:	Mr I. Govender Tel No: (012) 336 7683 Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
FOR ATTENTION NOTE	:	Recruitment and Selection Unit Applicants must clearly indicate PERSAL and computer courses, Drivers licence and detailed experience on their CV in relation to the post.
<u>POST 11/103</u>	:	CONTROL SURVEY TECHNICIAN GRADE A REF NO: 110423/06 Branch: Water Resource Management Sub-Directorate: Land Management
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R466 482 per annum, (OSD) Pretoria Head Office National Diploma in Geomatics/ Survey/ Cartography or relevant qualification. Six (6) years post qualification technical experience in Property verification, land valuation and/or Engineering Surveys. Compulsory registration with SAGC as a Survey Technician/Surveyor. A Valid unexpired driver's license. Programme and project management. Knowledge of Processes and Legislation relating to the Survey environment. Communication skills (Technical consulting, professional

DUTIES	:	judgement). Survey equipment operating skills. Knowledge of Survey design and analysis. Research and development skills in the Survey field. Computer-aided survey applications knowledge and skills. Creating a high performance culture. Problem solving and analysis. Decision making. Team leadership and staff management. Customer focus and responsiveness. Planning and organising skills. Conflict management. Negotiation skills. Change management. Financial and Human resource management. Survey design and analysis. Perform cadastral surveys, reviews and quality control on new survey requests according to set standards and designs. Maintain survey operational effectiveness. Manage the execution of asset maintenance strategy through the provision of appropriate controls. Allocate, monitor and control resources. Continuously monitor the exchange and protection of information between operations and individuals to ensure effectives knowledge management according to departmental objectives. People Management. Training and mentorship of learner interns and graduate trainees.
ENQUIRIES APPLICATIONS	:	Ms C Rajah Tel No: 012 336 8130 Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and
FOR ATTENTION	:	Bosman Street, Pretoria. Planning, Recruitment & Selection Unit
<u>POST 11/104</u>	:	ENGINEERING TECHNICIAN PRODUCTION GRADE A-C REF NO: 110423/07 Branch: Infrastructure Management: Head Office Sub-Directorate: Mechanical Asset Management
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R326 031 – R 495 099 per annum, (OSD) Pretoria Head Office National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid unexpired driver's license. Technical competencies which include: project management skills, technical design and analytical skills, quality control, research and development and computer-aided engineering applications. Knowledge of legal compliance, technical report writing and technical consulting (with related contractors and cluster offices). Generic competencies which include: problem solving and analysis, decision making, team work, creativity, client focus and responsiveness, good communication skills, computer skills, people management skills, ability to plan and organise projects (tasks and activities) and initiate change management. Knowledge and application of the National Water Act 1998 and the Occupational Health and Safety Act of 1993. Willingness to travel long distances for work
DUTIES	:	activities. Render technical services and support. Provide inputs in engineering drawings, research, design, manufacturing, operations and maintenance to the Sub- Directorate: Mechanical Asset Management. Assist Engineers, Control Technologists, Technologists, Control Technicians and associates in the field, workshop and technical office activities and appraisals for technical reports, Business and Demand Plans. Monitor the implementation of Government Water Resource Schemes projects through conducting site inspections, site meetings; compilation and submission of progress reports. Development of Condition Assessment and Mechanical Maintenance Inspection Reports complete with Service Requests. Perform asset verifications. Address breakdowns and perform fault findings. Optimize the life cycle of equipment. Initiate maintenance / refurbishment projects. Technical support for Dam Safety Rehabilitation Projects. Support Corrosion Engineer with corrosion protection inspections. 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 by 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 together with verifying and

ENQUIRIES APPLICATIONS	: :	certifying invoices for payment from contractors and Public Service Providers. Execute cost analysis and feasibility studies for new and refurbished equipment. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the technical / engineering operational plan. Develop, implement and maintain databases. Supervise technical personnel and control strategic assets. Conduct quarterly meetings with respective cluster office and develop minutes of the meeting. Ensure continuous professional development to keep up with new technologies and procedures. Research / literature studies on engineering technology to improve expertise. Liaise with relevant bodies / councils on engineering-related matters and maintain continuous registration with the Engineering Council. Quality control of mechanical equipment during fabrication, installation and commissioning. Mr JH van Walt Tel No: 012 336 6781 Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
FOR ATTENTION	:	Planning, Recruitment & Selection Unit.
<u>POST 11/105</u>	:	ASSISTANT TECHNICAL OFFICER REF NO: 110423/08 Branch: Water Resource Management Sub Directorate: Resource Quality Information
<u>SALARY</u> <u>CENTRE</u> REQUIREMENTS	:	R181 599 per annum (Level 05) Pretoria Head Office A Senior / Grade 12 Certificate. A valid unexpired driver's license. Computer literacy (Microsoft Word, Excel and Power Point). Basic knowledge in handling laboratory equipment. Ability to solve problems. Good communication skills (both verbal and written) and organizing skills. Good Interpersonal relations. Willingness to acquire new skills.
DUTIES	:	The incumbent will assist in the supply and dispatching of sampling materials to various monitors for scheduled and ad hoc requests. The incumbent will ensure that sample material routing is done on time, print tags and schedules, keep address lists of monitors up to date. The incumbent will also assist in the creation of worksheets and batch-logged samples in packing lists according to different analysis groups. The responsibility includes management of queries relating to problem samples: logging and re-checking on both the Water Management System (WMS) and Laboratory Information Management System (LIMS) as well as doing the verification of samples packed for analysis in laboratories. The incumbent will also be responsible for preparation of filter papers, assisting in the filling of Lugol and ethanol to glass bottles and the packing of Petri dishes. The incumbent will also partake in timeous stock taking.
ENQUIRIES APPLICATIONS	:	Mr. V Sigonyela Tel No: 012 808 9736 / 081 316 0338 Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
FOR ATTENTION	:	Recruitment and Selection Unit
<u>POST 11/106</u>	:	GENERAL WORKER REF NO: 110423/09 (X6 POSTS) Branch: Infrastructure Management: Southern Operations
<u>SALARY</u> <u>CENTRE</u>	:	R107 196 per annum (Level 02) Mthatha Dam (X2 Posts) Uitkeer (X1 Post) Xonxa Dam (X1 Post) Kat River Dam (X1 Post) Ntenetyana Dam (X1 Post)
REQUIREMENTS	:	ABET qualification. Two (2) years' experience in performing manual work will be an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of the pruning and trimming process and techniques. Basic

DUTIES	knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge daily maintenance procedures for efficient machine/equipment performance. Basic in supporting water utilization and water resource strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance. Basic understanding of Government legislation. Communication skills and ability to work in a team. Must be punctual, productive, and loyal. Must be able to work in or near rivers, dams, and canals. Clean and maintain grounds, canals etc. Repair tools and structures such as
	building, fences, around canals dam areas and benches using hand and power tools. Mix spray or spread fertilizers using hand or atomic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, planters, and other ground features. Maintain existing grounds / gardens by caring for sod, plants, and trees. Rake and mulch leaves irrigate plants and lawns. Sweep walkways, grounds, and clean buildings by sweeping and washing floors.
ENQUIRIES	Mr SF Cannon - Ŭitkeer at (060) 543 8319 Mr ML Boyce – Mthatha Dam, Xonxa Dam, Kat River Dam, Ntenetyana Dam at (083) 412 1966
APPLICATIONS	Southern Operations: (Port Elizabeth/Gqeberha) Please forward your applications to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth/Gqeberha, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3 rd Avenue and Heugh Road ,Walmer.
FOR ATTENTION	Mr MN Jonkerman