

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE**  
**NOTE**

- : 01 September 2023
- : 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 Sanitation's 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, 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 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 driver's license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify 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 pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-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 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****POST 29/87**

- : **DIRECTOR: INTERNAL COMMUNICATION REF NO: 010923/01**  
Branch: Corporate Support Services  
CD: Communication Services  
DIR: Internal Communication

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

- : R1 162 200 per annum (Level 13), (all-inclusive salary package)
- : Pretoria Head Office
- : A Bachelor's Degree in Communication or relevant (NQF level 7) qualifications in Stakeholder Management or related qualification. At least eight (8) – ten (10) years communication experience. At least five (5) years in Middle/ Senior management. The disclosure of a valid unexpired driver's licence. Ability to plan and execute mediated communication. Proficiency in at least three (3) official languages. Financial management and knowledge of the PFMA. An understanding of and commitment to government objectives, policies, and programmes. Knowledge and experience in programme and project management. Client orientation and customer focus. Excellent communication

skills. Good people management and empowerment skills. Knowledge management and change management skills. Service delivery innovation and environmental analysis skills. Good strategic capacity and leadership. Ability and commitment to travel nationally. Ability to work under pressure and meet deadlines.

- DUTIES** : Design and implement departmental events and outreach programmes. Facilitate and coordinate public participation and community liaison for the Department. Design and implement public education and awareness programmes. Manage the departmental call centre and other frontline centres in the Department. Manage protocol services for the political principals and the Department as a whole. Efficient administration and operational support.
- ENQUIRIES APPLICATIONS** : Dr M Mathebula, Tel No: (012) 336 8012  
: 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 and Selection unit

#### **OTHER POSTS**

- POST 29/88** : **DEPUTY DIRECTOR: HR APPOINTMENTS REF NO: 010923/02**  
Branch: Corporate Support Services  
CD: Human Resources  
DIR: HR Administration Services

- SALARY CENTRE REQUIREMENTS** : R958 824 per annum (Level 12), (all-inclusive salary 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. The disclosure of a valid unexpired driver's licence. 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. Knowledge of analytical procedures. Must be able to work under pressure. Knowledge and experience in Conditions of service will be an added advantage.

- DUTIES** : 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. Performance management. Provide inputs into budget requirements.

**ENQUIRIES** : Ms. P Archary Tel No: (012) 336 7762

**APPLICATIONS** : 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, and Selection unit.

**NOTE** : Applicants must clearly indicate PERSAL and computer courses, Drivers' licence and detailed experience on their CV in relation to the post.

**POST 29/89** : **CHIEF ASSISTANT SCIENTIFIC SUPPORT OFFICER REF NO: 010923/03 (X4 POSTS)**  
 Branch: Infrastructure Management: Head Office  
 DIR: Technical Engineering Support Services  
 (Re-advertisement applicants who previously applied are encouraged to re-apply)

**SALARY** : R294 321 per annum (Level 07)

**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : A Senior / Grade 12 Certificate (with Mathematics / Mathematics Literacy). Six (6) to Ten (10) years of experience in technical drawing using Computer Aided Design Software (CAD) or related drawing software. The disclosure of a valid unexpired driver's licence. Computer Literacy. Knowledge of technical drawing. Knowledge of SANS codes. Knowledge of database systems. Effective communication and organizing skills. Good interpersonal relations. Good Technical report writing skills.

**DUTIES** : Compile and edit drawings/plans/maps/reports. Processing technical drawings and reports. Create, edit, and process technical drawings and reports. Apply departmental, SANS and other applicable standards. Check drawings/plans/maps for compliance with standards. Liaise with clients when necessary. Distribute drawings, data, and information. Provide monthly portfolio of evidence on work completed. Operate plotters, scanners, printers, and computers. Archiving and retrieval of drawings. Gather technical drawing data from drawing filing system. Training of staff. Assist with the registration and capturing of engineering drawings. Conduct site visits if necessary to obtain information.

**ENQUIRIES** : Mr. V Monene Tel No: (012) 336 7842

**APPLICATIONS** : 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. 0001.

**FOR ATTENTION** : Planning, Recruitment & Selection Unit.