

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 27 October 2023

NOTE : 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 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

POST 37/23 : **DIRECTOR: CUSTOMER RELATIONS REF NO: 271023/02**
Branch: Finance (WTE)
Dir: Revenue Management

SALARY : R1 162 200 per annum (Level 13), (all-inclusive salary package)

CENTRE : Pretoria Head office

REQUIREMENTS : A Bachelor's degree at NQF 7 in Finance or related qualification. Five (5) to ten (10) years' experience in finance or revenue management, of which at least five (5) years must be at middle/senior managerial level. A pre-entry certificate obtained from the National School of Government is required prior to the appointment (Refer to SMS note above). The disclosure of a valid unexpired driver's license. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge of PFMA, Treasury Regulations, Promotion of Access to Information Act and applicable auditing standards. Policy and strategy development. Strategic capability and leadership. Knowledge and experience

- of program and project management. Knowledge and experience of financial management. Change and knowledge management. Service Delivery Innovation. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Excellent communication skills (written and verbal). Accountability and ethical conduct.
- DUTIES** : Foster Effective Relationships with all the Stakeholders to maximize revenue collection. Implement policy guidelines on the management of customer relations Develops and implements a performance improvement suggestion scheme on customer relations. Advises top management and the legislature, as well as relevant sector bodies, on the implementation of policies and strategies relevant to the component. Resolution of customer queries. Develop and Implement customer service charter. Facilitation of queries from DG's office. Ensure that customer surveys are conducted timeously. The co-ordination of legal procedures for customer relations in revenue collection. Administers procurement processes in accordance to the Supply Chain Management prescripts in order to ensure the achievement of strategic component objectives. Monitor progress of the PSP on the implementation of the revenue projects. Addressing Audit and Risk Related Matters to Improve the Control Environment and Audit outcomes of the Department. Liaise with Auditor General and internal Audit. Update the risk register. The management of Human Resource and Financial Management. Give inputs on budget compilation and budget projection for MTEF. Manage and acquire resources for the directorate and budget allocated. Supervision of staff, training, and development and to be able to work under pressure.
- ENQUIRIES APPLICATIONS** : Ms SD Ndhlovu Tel No: (012) 336 7981
- : 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 and Selection Unit

OTHER POSTS

- POST 37/24** : **CHIEF ENGINEER GRADE A REF NO: 271023/01**
Branch: Water Resource Management
Dir: Water Resource Management Planning
- SALARY CENTRE REQUIREMENTS** : R1 146 540 per annum, (all-inclusive OSD salary package)
 : Pretoria
 : Engineering degree (B Eng/BSC (Eng) or relevant qualification. Six (6) years post qualification experience. The disclosure of a valid unexpired driver's license. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Relevant experience in the field of Water Engineering or Integrated Water Resources Management (IWRM) would be added advantage. Knowledge of water resources systems planning and operations analyses. Understanding of Water Resource Quantity and Water Resource Quality Assessments. Good knowledge of Hydrology, Geo-hydrology, Dam Engineering, Hydropower, Engineering Economics and Water Resource Management. Water Resource Scenario Conceptualization and Planning. Knowledge of Supply Chain Management, Contractual, Legal, Budgeting and Business Plans and requirements of water resources management programs. Capacity building of personnel and mentoring of young engineers/scientists. Liaison with other organisations and stakeholders in water resource related projects (at local, regional, national and international levels). Ability to relate to and work with associated professionals in multi-disciplinary teams. Good writing, communication, policy interpretation and strategy development skills. Understanding of the National Water Act, National Water Resources Strategy, Water Services Act, National Environmental Management Act, Public Service Regulations Act and the Public Finance Management Act (PFMA) is important. Problem solving and analysis. Decision making, team leadership, creativity, customer focus and responsiveness.
- DUTIES** : To head the Directorate: Water Resources Management Planning (D: WRMP). Planning for optimal water resources systems management across the country. Identification of water resources management challenges and conceptualization of appropriate management solutions. Ensure management of human resources, budgets, and programs in the D: WRMP. Provide leadership to ensure good management and administration of both technical

and teamwork performance in the directorate. Support the Chief Directorate: National Water Resources Planning as required.

ENQUIRIES APPLICATIONS : Mr. LS Mabuda Tel No: (012) 336 8477
 : Pretoria (Head Office): Please forward your applications 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 and Selection Unit

POST 37/25 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 271023/03**
 Branch: Provincial Operations: Free State

SALARY CENTRE REQUIREMENTS : R527 298 per annum (level 10)
 : Bloemfontein
 : A National Diploma or Degree in Public Management/Business Management or Project Management. Three (3) to five (5) years management experience in monitoring and evaluation. The disclosure of a valid unexpired drivers' license. Exposure in project management is highly recommended. Knowledge and understanding of Human Resource Management Legislation, policies, practices, and procedures. Knowledge and experience of developing tools of monitoring and evaluation. Experience in the development of procedures for data collection. Knowledge and experience of compiling reports. Exposure to departmental policies and procedures. Understanding of Governmental financial systems. Understanding of the Framework for managing performance information. Ability to work under pressure to meet deadlines. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication, accountability, and ethical conduct.

DUTIES : Oversee and ensure the integration of all the existing monitoring and evaluation systems within the province. Prepare strategic planning document according to the outcomes of the department. Manage and coordinate reporting instruments and tools on monitoring and evaluation. Establish early warning systems on reporting performance of the Region. Develop the Provincial Operational Plan, Directorate's Operational Plans and Operational Plans for Support Components in line with the Annual Performance Plan of the department. Co-ordinate and consolidate the performance information report on monthly, quarterly, and annual basis. Ensure alignment of Operational Plans and Performance Agreements. Verification of Portfolio of Evidence (PoE) for the progress reports submitted. Conduct project site spot checks to verify progress reported and attend project performance evaluation sessions. Assist in the provision of information and co-ordinate responses to Ministerial, Parliamentary Questions and National Council of Provinces (NCOP) Questions. Assist with audit and risk management.

ENQUIRIES APPLICATIONS : Ms. MZ Letloenyane Tel No: (051) 405 9000
 : Free State (Bloemfontein): Please forward your application quoting the relevant reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X528, 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 Ntja

POST 37/26 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 271023/04**
 Branch: Provincial Operations: Free State

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
 : Bloemfontein
 : Degree in Human Resource Management. Minimum of 3 years supervisory experience in HRM environment. PERSAL certificates: Introduction, PERSAL HR administration and Leave administration. Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, and Public Service Regulations. Computer Literacy. Communication skills (verbal and written). Presentation skills. Interpersonal skills. Organising skills. Knowledge of PILIR Framework. Financial Management and Public Financial Management Act (PFMA). Programme and Project Management Skills. Knowledge of techniques and procedures for planning and execution of operations. Knowledge of

DUTIES

: relationship management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical behavior. Knowledge in HR transactions and implementation thereof. Supervise appointments, promotions, terminations, and upgrades. Process OSD salary related matters and providing advice and guidance. Process internal and external transfers. Compile HR related submissions. Respond to HR related queries. Manage and maintain appointments database. General administration of leave. Manage and maintain leave database. Handling of leave statistics. Approve transactions on PERSAL. Audit HR files and handle HR audits. Ensure compliance with HR policies and prescripts. Perform complex HR related calculations in respect of monetary value. Process transfers and exit of staff. Monitor unpaid leave cases to eliminate grievances. Daily monitoring of suspense files to ensure that transactions are cleared. Co-ordinate the implementation of PILIR. Provide technical advice on HR matters. Prepare reports and statistics on HR related matters. Administer human resource allowances and orders. Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long services recognition, overtime, relocation, Pension, allowances etc.) in line with policies and regulations. Monitor implementation of pensions and ensure timeous processing thereof. Monitor the administration of termination of service. Quality check HR related documentation before processing and submitting to relevant officers. Monitor submission of exit interviews. Ensure implementation of long service recognition and monitor the issuing of certificates to employees. Supervision of staff. Ensure timeous completion of tasks and assignments by subordinates. Performance contracting, reviewing, training and development of staff. Discipline of staff.

**ENQUIRIES
APPLICATIONS**

: Ms. R Ntja 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 X528, Bloemfontein, 9301 or hand delivery at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.

FOR ATTENTION

: Ms. B Seeco