DEPARTMENT OF WATER AND SANITATION

<u>CLOSING DATE</u> NOTE

10 November 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 and 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. 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.

ERŘATUM: Kindly note that the following post was advertised in Public Service Vacancy Circular 35 dated 13 October 2023, post: 35/46 Deputy Director: Financial Management advertised Ref No: 131023/04, the closing date is extended to 10 November 2023.

procurement processes. Experience in financial planning and financial management. Knowledge of project risk analysis and risk management. The

OTHER POSTS

<u>POST 39/98</u>	:	ENGINEER PRODUCTION GRADE A – C REF NO: 101123/01 Branch: Infrastructure Management: Head Office Dir: Mechanical and Electrical Engineering SD: Mechanical Asset Management
SALARY	:	R795 147 – R1 197 978 per annum, (all-inclusive OSD salary), (offer will be based on proven year of experience)
CENTRE	:	Pretoria Head Office
REQUIREMENTS	:	A Mechanical Engineering Degree (B Eng/ BSc Eng) or relevant qualification in Engineering. Three (3) years post qualification in Engineering experience is required. Compulsory registration with Engineering Council of South Africa (ECSA) as a professional Engineer. The disclosure of a valid unexpired driver's license. Experience in design/re-design engineering work, operating procedures, condition assessments and maintenance strategies are required, and your knowledge will be tested during the interview. Experience in the planning, design, and construction of water resources infrastructure projects. Extensive experience in project management. An understanding of the complete project life cycle from initial planning stages through to completion. Contract management experience. A detailed understanding of construction

DUTIES	:	ability to relate with associated professional fields in a multi-disciplinary team. Additional studies in Water Resources Engineering as recommended. High level communication skills both (verbal and written). Conflict management, contract dispute resolution and negotiation skills. Problem solving and analysis skills. Computer proficiency (such as MS Office, MS Projects, etc.). Must be able to work independently, be self-motivated, responsible, and reliable. Manage and oversee all aspects of project implementation. Render mechanical engineering support to operations and maintenance. Address breakdowns and perform fault findings. Provide inputs into designs to ensure suitability for operations and maintenance. Develop and maintain asset management strategies and systems. Optimize the life cycle of mechanical equipment. Improve designs of mechanical equipment to solve practical engineering challenges and improve efficiency/reliability and enhance safety. Perform regular mechanical inspections and conditional assessments of mechanical equipment and machinery. Manage CAPEX programs for the refurbishment, rehabilitation, upgrades of existing mechanical infrastructure and emergency projects. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Approve and supervise engineering works according to prescribed norms and standards. Develop tender specifications. Ensure training and development of technical personnel to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Manage the technical, environmental, contractual, risk, social and financial aspects of infrastructure development projects. Promote the department's interests in project implementation of water resource infrastructure projects. Ensure the co- ordination and management of contracts with service providers on projects to ensure effective project implementation. Ensure the co-ordination of management of both external and internal stakeholders on the infrastructur
ENQUIRIES	:	Promote a culture of innovation and performance. Mr JH van der Walt Tel No: (012) 336 6781
<u>APPLICATIONS</u>	:	Pretoria (Head Office): Please forward your applicant 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 39/99	:	DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 101123/02 Branch: Finance WTE
		Dir: Cash Management and Reporting
SALARY CENTRE	:	R811 560 per annum (Level 11), (all-inclusive salary package) Pretoria Head Office
REQUIREMENTS		A relevant tertiary qualification at NQF 7, A minimum of three (3) to (5) five years' relevant experience in cash management at supervisory / management level (ASD). The disclosure of a valid unexpired driver's license. Knowledge and practical experience in financial reporting standards. Knowledge and understanding on cash management legislation, policies, practices, and procedures. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of Public Service anti-corruption strategy and anti-corruption and fraud prevention measures. Understanding of departmental policies and procedures, government financial systems, principles, and practice of financial accounting. Working experience on Systems Applications and Products (SAP). Proficiency in Microsoft office (MS Excel, PowerPoint, MS Word, and Outlook), Ability to compile presentations. Strong Organizational skills, analytical thinking, and attention to detail. Good communication skills both (verbal and written), Proven managerial ability to support staff. Supervisory principles and practices, including planning, delegating, and entical conduct. Willingness to travel.
DUTIES	:	Overseeing and managing cash management and reporting sub-directorate. Provide support to clusters on all cash management and reporting

ENQUIRIES APPLICATIONS	:	responsibilities. Consolidate all monthly reports from clusters. Ensure proper reporting on quarterly basis for performance reporting, quarterly financial reports, and finally annual reporting. Ensure that audit queries are responded to on time within the directorate. Formulating, documenting, implementing, and reviewing of policies, Standard Operating Procedures (SOP) and programs relating to cash management, cash forecasting and other regulatory internal control and compliance issues, General Ledger Reconciliation. Manage the completion of all daily, weekly, and monthly operational duties with assistance from the Assistant Director, recommending initiatives to enhance risk mitigation and fraud protection to Director. Regularly monitor the cash management function and performance of cash management personnel to ensure that they perform expeditiously and effectively, in accordance with applicable laws, regulations and Departmental policies and to improve overall staff performance, review month end reports from ASD. Attending meetings as and when required. Attending to audit queries and formulating appropriate responses. Manage year end processes and account adjustments, Training, and support to clusters. Approve documents from the ASD on system workflow. Assist the Director in the effective execution of his/her responsibilities. Supervise and evaluate staff and sign their performance agreements and assessments, Staff management and training. Ms A Mbhele Tel No: (012) 336 7025 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
FOR ATTENTION	:	Visagie and Bosman Street, Pretoria, 0001 Planning, Recruitment and Selection Unit
<u>POST 39/100</u>	:	SCIENTIST PRODUCTION GRADE A – C REF NO: 101123/03 (X2 POSTS) Branch: Infrastructure Management: Head Office Dir: Infrastructure Capacity Analysis SD: Flood Analysis and Flood Management Protocols
SALARY	:	R687 879 - R1 035 084 per annum, (all-inclusive OSD salary package), (offer will be based on proven years of experience)
	:	will be based on proven years of experience) Pretoria Head Office Science degree (BSc) (Hon) or relevant qualification. Compulsory registration with the South African Council of Natural Scientific Professions (SACNASP) as a professional Natural Scientist. Three (3) years post-qualification of natural-scientific experience. Working knowledge of programming languages commonly used in data preparation for hydrological and hydraulic modelling will serve as an added advantage. The disclosure of a valid unexpired driver's license. Experience in hydrological and/or river modelling skills and their application in flood monitoring and forecasting. Intimate knowledge and proven experience in working with hydrological data and information management systems/software, hydrological application of real-time or near real-time data transmission systems. Working knowledge and application of climate and weather forecasts in flood management.
DUTIES	:	Developing and implementing hydrologic and hydraulic modelling systems for application in flood management. Forecasting and control at dams in South Africa. Providing early flood warning service to local and regional communities as well as riparian neighbouring states downstream of major South African water resource infrastructure. Developing and implementing flood data and information management systems. Providing flood monitoring, forecasting, control, and early warning expertise to DWS, capacity building, information sharing and international water cooperation programmes, adapting the latest findings, innovations, and best practices in flood monitoring, forecasting and control at dams in South Africa. Provide professional technical advice and flood control support services to other directorates and other organizations. Keep abreast with the latest developments in the fields of dam safety, flood management, forecasting control, formulating new protocols and standards to reflect the latest trends. Participate in the operation of the Vaal and Bloemhof dams, in the Orange-Vaal system during extreme flood events. Liaise with the Operation Clusters in the DWS at National and Provincial levels on all relevant communal issues. Attend meetings and perform work on behalf of the Department around the country, which may entail long and inconvenient travel
ENQUIRIES	:	and working hours. Mr TA Thobejane Tel No: (012) 336 7869

<u>APPLICATIONS</u>	:	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
<u>POST 39/101</u>	:	ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 101123/04 (X2 POSTS) Chief Directorate: General Control Review Directorate: Internal Audit (Re-advertisement applicants who previously applied are encouraged to re- apply)
SALARY CENTRE	:	R424 104 per annum (Level 09) Pretoria Head Office
REQUIREMENTS	:	A Bachelor's Degree at (NQF 7) in Internal Auditing/Auditing/Accounting. Three (3) to (5) five years relevant experience in Information Technology Auditor in Internal Audit. The disclosure of a valid unexpired driver's license. IAT/Honours/ Certification in CISA or CIA or CA or a BCOM degree, TeamMate Audit Management System and two years' experience in data analysis will be a requirement. Generic competencies. Knowledge of Information systems auditing standards including the Control Objectives for Information and related Technology (COBIT). Knowledge of application and general IT control reviews (security). Knowledge of data analysis, ACL, CAAT's. Knowledge of IT security, network communications, and client server environment. Ability to perform technical Information system audits. Sound knowledge of the Public Finance Management Act, Treasury Regulations, and Generally Accepted Accounting Principle. Good understanding of Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing. Good interpersonal skills, written and verbal communication skills, analytical skills, ability to work independently and under pressure, and willingness to travel when required. Skills in the application of audit methodology and execution of audit procedures in accordance with the approved audit programme. Ability to identify and analyse risks during the execution of the audit. Problem solving.
DUTIES	:	Supervise the execution of the Information Technology audit plan including audit universe and overseeing timely execution of the plan. Lead the Technology Audit Projects including System Development Reviews, Change Control Management, Database Controls, Contingency Planning/Disaster Recovery Reviews, Operating Systems Reviews, Applications Reviews and General Controls. Identifying and assessing technology and business risks, developing effective audit programs to address risks, executing appropriate test of controls, presenting results and recommendations to management, developing effective audit report. Participating in special projects to improve information system controls and management information. Partnering with management to develop practical and cost-effective solutions to IT internal controls issues. Serving as a department subject matter expert on technology controls and practices and providing audit teams with appropriate input on related audit coverage. Establishing strong relationships with technology business management to stay abreast of business issues and changes to the risk profile of the Department. Staying current on changes in information technology, audit, financial services, and regulatory compliance. Demonstrating a commitment to continuous improvement of IT audit processes and practices. Coaching, developing, and training audit staff. Ensuring that audits are performed in line with the Institute of Internal Auditors (IIA) Standards and COBIT methodology. Track audit issues raised and report on them to the Deputy Director/Director. Provide consultation services to the business in line with the IIA standards.
ENQUIRIES APPLICATIONS	:	Mr P Jordaan Tel No: (012) 336 8854 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
FOR ATTENTION	:	Visagie and Bosman Street, Pretoria, 0001 Planning, Recruitment and Selection Unit

POST 39/102	:	ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 101123/05
		Branch: Finance WTE Dir: Cash Management and Reporting
SALARY CENTRE	:	R424 104 per annum (Level 09) Pretoria Head Office
REQUIREMENTS	:	A relevant tertiary qualification in financial management at NQF 7. Three (3) years relevant supervisory experience at supervisory middle management level. The disclosure of a valid unexpired driver's license. Knowledge and understanding on cash management legislation, policies, practices, and procedures. Understanding of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of Public Service anti-corruption strategy and anti-corruption and fraud prevention measures. Understanding of departmental policies and procedures. Knowledge of governmental financial systems, principles, and practice of financial accounting. Working experience on the Systems Applications and Products (SAP). Ability to compile presentations. Computer literate in Microsoft office (MS Excel, MS Word, Outlook, and PowerPoint), numeracy skills, interpersonal skills, and teamwork, telephone etiquette, Analytical, planning and organizing, Time management. Good facilitation skills. Willingness to trave. Supervisory principles, and practices, including planning, delegating, and monitoring the work of the subordinates within the unit. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.
DUTIES	:	Implement and monitor cash management policies, strategies, procedures, and financial reporting prescripts to ensure completeness and accuracy of cash and financial reporting. Maintenance of systems to ensure seamless flow of information and reconciliation of cash related systems. Monitor and support clusters with cash management related queries. Ensure monthly request of proof of payments from the bank or customers are done. Compile cash management related queries report. Ensure all recon keys for the month are transferred to GL before period closure. Ensure FICA and FI payment discrepancies are resolved daily. Monitor unusual items in the unallocated deposit account and recommend solutions. Establish a proper safe keeping of documents is maintained in the unit. Ensure all cash management transactions are performed in line with relevant policies, prescripts, regulations and with Standard Operating Procedures (SOP). Processing of adjustments/journals that are cash related. Staff management and training. Attend meetings as and when required. Prepare weekly and monthly cash management related reports. Sign off SAP authorization forms for subordinates and approve leave requests. Approve documents from staff on system workflow. Supervisor staff within the unit and sign their performance agreements and assessments. Assist the Deputy Director in the effective execution of his/her responsibilities. Assist with financial year-end processes and compiling of audit file. Attend to audit queries and formulating of responses.
ENQUIRIES APPLICATIONS	:	Ms A Mbhele Tel No: (012) 336 7025 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
FOR ATTENTION	:	Visagie and Bosman Street, Pretoria, 0001 Planning, Recruitment and Selection Unit
<u>POST 39/103</u>	:	ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 101123/06 Branch: Finance WTE Dir: DEBT Management SD: Customer Accounts
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria Head Office A relevant tertiary qualification in financial management at NQF 7. Three (3) years relevant supervisory experience at supervisory middle management level. The disclosure of a valid unexpired driver's license. Knowledge and understanding on human resource management legislation, policies, practices, and procedures. Understanding of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of Public Service

DUTIES	:	anti-corruption strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative, clerical procedures and systems. Understanding of departmental policies and procedures. Knowledge of governmental financial systems, principles, and practice of financial accounting. Knowledge of framework for managing performance information, business strategy transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Analize debtors age analysis. Identify overdue debt monthly to identify all defaulting customers. Provide training and support to regions/clusters offices on debt management. Implement and monitor debt management policies, strategies, procedures, and financial reporting prescripts to ensure completeness and accuracy of debt and financial reporting. Maintenance of systems to ensure seamless flow of information and reconciliation of debt related systems. Assist clusters with debt management related functions. Attend to and monitor any debt management related queries delegated to subordinates. Verify all submissions from clusters for correctness and completeness and send to Deputy Director for recommendations. Manage commission claim for Billing Agents and Service Providers as well as write offs. Processing of adjustments/journals that are debt related. Support the implementation of projects and compile monthly debt management reports Ensure all Debt Management transactions are performed in line with relevant policies, prescripts, regulations and with Standard Operating Procedures (SOP). Monitor refund register. Approve documents from staff on system workflow. Sign off SAP Authorization forms for subordinates and approve leave requests. Staff management and training. Attend meetings as and when responsibilities. Assist with financial year-end procedures and compili
ENQUIRIES APPLICATIONS	:	Ms A Mbhele Tel No: (012) 336 7025 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
<u>POST 39/104</u>	:	<u>OFFICE MANAGER REF NO: 101123/07</u> Branch: Finance WTE Dir: Revenue Management
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	 R424 104 per annum (Level 09) Pretoria Head Office A National Diploma or Bachelor's Degree in Office Management and Technology/Public Management / Business Administration. Three (3) years' experience in Office Management at supervisory middle management level. The disclosure of a valid unexpired driver's license. Extensive knowledge and understanding of public service policies and administrative procedures. Knowledge of the functioning of the National Government. Knowledge of Microsoft Office e.g., MS Word, Excel, and PowerPoint. Knowledge of Financial Management, Project Management, and Administration. Understanding of secretarial duties. Computer literacy. People and sound organizational skills. High level of reliability. Ability to act with tact and discretion. Knowledge of dispute resolution process. Understanding of social and economic development issues. Basic knowledge of Financial Management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies, and programmes. Ability to ensure high level of quality.
		messages). Preparation of presentations and reports. Arrange, organize workshops, and meetings. Record basic minutes of the meetings of the Chief Director where required. Represent manager at certain meetings and

ENQUIRIES APPLICATIONS	:	workshops. Manage queries. Liaise with travel agencies to make travel arrangements. Process the travel and subsistence claims. Management of budget. Manage and supervise human resources. Manage procurement. Ms S 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
<u>POST 39/105</u>	:	ASSISTANT TECHNICAL OFFICER REF NO: 101123/08 Branch: Water Resource Management Sub-Directorate: Resource Quality Information
<u>SALARY</u> <u>CENTRE</u> REQUIREMENTS	:	R202 233 per annum (Level 05) Roodeplaat A Senior/Grade 12 Certificate with Mathematics/Mathematic Literacy as a passed subject. The disclosure of 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). Good interpersonal relations. Good organizing skills. Willingness to acquire new skills.
DUTIES	:	Assist in the supply and dispatching of sampling materials to various monitors for scheduled and ad hoc requests. Ensure that sample material routing is done on time, print tags and schedules. Keep address lists of monitors up to date. Assist in creation of work sheets and batch logged samples in packing lists according to different analysis groups. Management of queries relating to problem samples, logging and re-checking on both Water Management System (WMS) and Laboratory Information Management System (LIMS) as well as doing the verification of samples packed for analysis in laboratories. Responsible for preparation of filter papers, assist in filling of Lugol and ethanol to glass bottles and the packing of Petri dishes. Partake in timeous stock taking.
ENQUIRIES APPLICATIONS	:	Mr. V Sigonyela Tel No: (012) 808 9736 / (081) 316 0338 Roodeplaat: 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
<u>POST 39/106</u>	:	<u>CLEANER REF NO: 101123/09 (X2 POSTS)</u> Branch: Water Resource Management Dir: RQIS
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R125 373 per annum (Level 02) Roodeplaat, Resource Quality Information Services An ABET certificate or relevant qualification. Cleaning experience in the laboratory will serve as an added advantage. Basic knowledge of cleaning principles. Basic knowledge of chemical use e.g., dilution/mixing. Understanding of cleaning equipment used. Knowledge of health and safety requirements. Knowledge of record keeping. Basic understanding and applying of laboratory safety rules. Basic understanding of applying or using chemical correctly. Cond communication and intermersent relations.
DUTIES	:	chemicals correctly. Good communication and interpersonal relations. Clean laboratory and equipment. Remove all laboratory waste according to procedures. Clean glass and plastic ware according to procedures. Remove and connect gas cylinders. Complete relevant forms to ensure traceability of laboratory activities. Stock taking of cleaning materials. Requesting cleaning materials as and when needed. Clean storerooms, kitchen, offices, corridors, and boardrooms any other environment allocated for cleaning. Emptying waste bins. Prepare boardrooms for meetings. Arrange crockery, utensils and cutlery required during meetings. Wash and keep stock of crockery, utensils, and cutlery. Fill and refill drinking water containers. Clean rest rooms. Refill hand wash liquid and toilet papers. Report broken machines and equipment.
ENQUIRIES APPLICATIONS	:	Ms J. Lekekiso Tel No: (012) 808 9750 Roodeplaat: Please forward your applicant 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
NOTE	:	Preference will be given to male candidates