

Employee Value Proposition

- We provide:**
 - Learning and development opportunities
 - Flexible working arrangements
 - Access to a professional employee assistance programme
 - Incentives for excellent performance
 - A supportive and empowering working environment.

Director: Information Technology Operations

(Five-year performance based contract)

Salary: R652 572 per annum (Ref. 64918/1)

Pretoria

Requirements:

- A recognised three-year degree/diploma in Information Technology (IT)
- Extensive experience in the IT field and management
- A postgraduate degree will be an ideal
- Knowledge of ITIL and Cob-it frameworks
- In-depth knowledge of IT infrastructure, such as servers, Local Area Network (LAN), Wide Area Network (WAN), routers and switches (certification in CISCO and/or 3Com will be an advantage)
- Knowledge of the Microsoft server and desktop software
- Microsoft Certification such as MCSE would be an added advantage.

Duties:

- Analyse departmental strategies and objectives and align to IT service delivery requirements
- Develop and implement IT operational plans in line with departmental business plans
- Monitor impact of IT operational plans and strategies and re-align where needed
- Define and manage IT service levels and standards
- Manage IT performance and capacity in order to ensure continuous service
- Deploy measures to ensure system security and data integrity
- Ensure customer satisfaction through effective management of problems and incidents
- Ensure that the outsourced service providers are managed to the best interest of the Department
- Oversee the implementation disaster recovery measures, including backup and restore infrastructure and procedures
- Implement best practices, such as ITIL and Cob-it to ensure stability of the IT system
- Contribute to IT budgeting process.

Enquiries: Mr B Vakalisa, tel. (012) 336-8701.

Applications: Department of Water Affairs, Private Bag X350, Pretoria 0001 or hand-deliver at Room 714, Continental Building, Cnr Visagie and Bosman, for attention: Ms T Bapela.

Engineer (Production) Grade A-C (Civil)

Directorate: Strategic Asset Management

Sub-directorate: Dam Safety Surveillance

Salary: R240 318 - R530 280 per annum (all-inclusive package) (upon implementation of the Occupation Specific Dispensation (OSD), the salary of R240 318 per annum will be revised and an offer will be made based on proven years of experience) (Ref. 64918/2)

Pretoria

Requirements:

- An Engineering degree (BEng/BSc Eng)
- Six years’ post-qualification experience as a registered Professional Engineer
- A valid driver’s licence
- Registration with the ECSA as a Professional Engineer (proof of registration must be provided)
- Experience, particularly in the design and rehabilitation of dams (eg rock fill, earth fill and concrete dams) and of related structures
- Programme and project management skills
- Engineering design and analysis knowledge
- Research and development skills
- Computer literacy, including knowledge of computer-aided engineering applications
- Knowledge of legal compliance
- Technical report writing skills
- The ability to create a high-performance culture
- Professional judgement
- Networking skills
- Decision-making skills
- Team leadership skills
- Analytical skills
- Creativity
- Self-management skills
- Financial management skills
- Customer focus and responsiveness
- Communication skills
- Planning and organising skills
- Conflict management skills
- Problem-solving and analysis skills
- People management skills
- Change management skills
- Innovativeness. The following will serve as recommendations:
 - Good written and verbal communication skills
 - Knowledge of current standards and practices in terms of hydraulic structures, hydrology, hydraulics, geology, foundations and building materials, as well as the relevant computerised applications
 - Knowledge of construction techniques, environmental and legal aspects, detailed structural and risk-based (probability and finite element) analyses, dam surveillance, managing consulting engineers, contract administration and resolution of claims
 - Knowledge of the Water Act, No 36 of 1998, as well as other relevant legislation and regulations
 - A demonstrated, proven ability to work independently.

Duties:

- Design new systems to solve practical engineering challenges and improve efficiency and enhance safety:
 - * Plan, design, operate and maintain engineering projects
 - * Develop cost-effective solutions according to standards
 - * Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology
 - * Develop tender specifications
 - * Ensure, through evaluation, that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice
 - * Approve engineering works according to prescribed norms and standards
 - * Human capital development:
 - * Ensure the training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice
 - * Supervise the engineering work and processes
 - * Administer performance management and development
 - * Train junior technical and other staff as appropriate
 - * Office administration and budget planning:
 - * Manage resources and prepare and consolidate input for the facilitation of resource utilisation
 - * Ensure adherence to regulations and procedures for procurement and personnel administration
 - * Monitor and control expenditure
 - * Report on expenditure and service delivery
 - * Research and development:
 - * Ensure continuous professional development to keep up with new technologies and procedures
 - * Conduct research/literature studies on engineering technology to improve expertise
 - * Liaise with relevant bodies/councils on engineering-related matters
 - * Execute dam safety evaluations in terms of dam safety regulations
 - * Perform behaviour analyses of dams (using instrumentation results)
 - * Perform and evaluate risk-based probability analyses of dams
 - * Perform and evaluate structural analyses, including the use of specialised computer programmes
 - * Design, optimise and supervise remedial work to existing dams with due consideration to the environment
 - * Assist with the compilation of technical guidelines and benchmarks, as well as the provision of technical training to subordinates.

Note: Applicants may be subject to a verbal and/or written test to prove their suitability to work in this specific civil design environment.

Enquiries: Prof C Oosthuizen, tel. (012) 336-8516.

Applications: Director: Strategic Asset Management, Department of Water Affairs, Private Bag X313, Pretoria 0001 or hand-deliver in Room 304, Sedibeng Building, cnr Visagie and Bosman Streets, Pretoria, for attention: Mrs E Swart.

Chief Engineer Grade A (2 Posts)

National Water Resources Infrastructure Branch

Directorate: Capital Projects

Salary: R448 521 - R507 114 per annum (all-inclusive package) (upon implementation of the Occupational Specific Dispensation, the salary of R448 521 per annum may be adjusted) (Ref. 64918/3)

Pretoria

Requirements:

- An Engineering degree (BEng/BSc Eng)
- Six years’ post-qualification experience as a registered Professional Engineer
- A valid driver’s licence
- Registration with the ECSA as a Professional Engineer.

Duties: Lead a Project Team in:

- Preparing contract documentation for the implementation of betterments to existing large water infrastructure projects
- Managing contracts for in-house development and capital improvement projects
- Ensuring compliance with technical standards, legal requirements, time frames and approved budgets
- Preparing, co-ordinating and managing contracts with professional service providers
- Co-ordinating the commissioning of the infrastructure and the taking over thereof by the Operations Unit
- Promoting a culture of innovation and performance.

Enquiries: Mr AJ Moore, tel. (012) 336-8528.

Applications: Please forward your application, quoting the reference number, to: The Department of Water Affairs, Private Bag X350, Pretoria 0001 or deliver by hand in Room 714, Continental Building, cnr Visagie and Bosman Streets, Pretoria, for attention: Ms T Bapela.

Chief Engineer Grade A (Civil)

Directorate: Strategic Asset Management

Sub-directorate: Dam Safety Surveillance

Salary: R448 521 - R507 114 per annum (all-inclusive package) (upon implementation of the Occupation Specific Dispensation, the salary of R448 521 per annum will be revised) (Ref. 64918/4)

Pretoria

Requirements:

- An Engineering degree (BEng/BSc Eng)
- Six years’ post-qualification engineering experience in the relevant field as a Professional Engineer
- A valid driver’s licence
- Registration with the ECSA as a Professional Engineer (proof of registration must be provided). Recommendations:
 - Developed leadership and management skills
 - Good written and verbal communication skills
 - Knowledge of current standards and practices in terms of hydraulic structures, hydrology, hydraulics, geology, foundations and building materials as well as the relevant computerised applications
 - Knowledge of construction techniques, environmental and legal aspects, detailed structural analyses, managing consulting engineers, contract administration and resolution of claims
 - Knowledge of dam surveillance, especially the behaviour of all types of dams
 - Knowledge of risk-based (probability and assessment) analyses of dams
 - A proven ability to transfer knowledge
 - Sound financial management and budgeting knowledge
 - Solid knowledge of the Water Act, No 36 of 1998, as well as other relevant legislation and regulations
 - Solid knowledge of Public Administration and Management procedures and ethics
 - A relevant postgraduate qualification
 - Appropriate international exposure.

Duties:

- Engineering design and analysis effectiveness:
 - * Perform final reviews and approvals of or audits on new engineering designs, according to design principles or theory
 - * Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology
 - * Pioneer new engineering services and management methods
 - * Maintain engineering operational effectiveness:
 - * Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources
 - * Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability
 - * Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives
 - * Governance:
 - * Allocate, control, monitor and report on all resources
 - * Compile risk logs and manage significant risk according to sound risk management practices and organisational requirements
 - * Provide technical consulting services for the operation on engineering-related matters to minimise possible engineering risks
 - * Manage and implement knowledge-sharing initiatives, eg short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and Return on Investment
 - * Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives
 - * Financial management:
 - * Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services
 - * Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives
 - * Manage the commercial value-add of the discipline-related programmes and projects
 - * Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles
 - * Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management
 - * People management:
 - * Manage the development, motivation and utilisation of Human Resources for the discipline to ensure a competent knowledge base for the continued success of engineering services, according to organisational needs and requirements
 - * Manage subordinates’ key performance areas by setting and monitoring performance
 - * Train junior technical and other staff as appropriate
 - * Act as Project Leader, as well as Co-ordinator, Manager and Coach of a pool of Engineers and engineering-related staff
 - * Co-ordinate the design and optimisation of remedial work to existing dams with due consideration to the environment
 - * Compile and evaluate tender documents
 - * Co-ordinate and execute dam safety evaluations in terms of dam safety legislation
 - * Perform and evaluate risk-based probability analyses of

dams

- Manage the Dam Safety-related Risk at all DWA dams on a portfolio basis (ie probabilistic balancing of the cost of remedial works against, amongst others, financial, life, social, socio-economic and ecological losses)
- Perform and evaluate structural analyses, including the use of specialised computer programmes
- Supervise the erection of structures
- Administrate contracts
- Liaise and consult with related professions, including contractors
- Manage Consulting Engineers.

Note: The candidate may be subject to a written and/or verbal test to determine his/her suitability for this civil engineering environment.

Enquiries: Prof C Oosthuizen, tel. (012) 336-8516.

Applications: Director: Strategic Asset Management, Department of Water Affairs, Private Bag X313, Pretoria 0001 or hand-deliver in Room 304, Sedibeng Building, cnr Visagie and Bosman Streets, Pretoria, for attention: Mrs E Swart.

Deputy Director: Official Development Assistance

Salary: R448 521 per annum (Ref. 64918/5)

Pretoria

Requirements:

- An appropriate three-year tertiary qualification
- Experience in International Relations and Official Development Assistance
- Knowledge of water issues would be advantageous
- The ability to facilitate ODA processes to ensure ODA co-ordination
- The ability to adapt to work in a team environment
- The ability to supervise work and others in a team
- Good liaison and organisational skills
- Office administration and project management skills
- Knowledge of and experience in MS Word, Excel, PowerPoint, Outlook and the Internet
- A valid driver’s licence
- Willingness to travel extensively
- The ability to work under pressure and extra hours
- Experience in public speaking and presenting at international fora
- Knowledge of international relations and expertise in negotiating bilateral and multilateral agreements and treaties
- Knowledge of exchange programmes from international countries.

Duties:

- Facilitate guidelines for ODA
- Co-ordinate the procedure for DACC and donor aid
- Ensure that a database on current International Development Partners and potential International Development Partners is developed and maintained
- Ensure that quarterly DACC meetings are co-ordinated, together with other ad hoc meetings that are necessary
- Monitor projects/programmes for effective ODA co-ordination and liaise with internal and external stakeholders regarding ODA
- Report directly to the Chief Director in International Relations
- Contribute to the documents/submissions/agreements developed by project managers relating to ODA projects
- Develop briefing notes and speaking notes relevant to ODA projects for the Minister, DG and other senior members of staff
- Prepare submissions to the Minister and DG regarding ODA work
- Represent the DWA at National Departments’ (including National Treasury) meetings relating to ODA
- Co-ordinate the programme for meetings with international delegations regarding ODA
- Collate information relating to ODA in preparation for international visits.

Enquiries: Ms D Twayi, tel. (012) 336-7227.

Applications: Please forward your application, quoting the reference number, to: The Department of Water Affairs, Private Bag X350, Pretoria 0001 or hand-deliver in Room 714, Continental Building, cnr Visagie and Bosman Streets, Pretoria, for attention: Ms T Bapela.

Deputy Director: Finance

Salary: R448 521 per annum (all-inclusive package) (Ref. 64918/6)

NWRI Central Operations (Pretoria)

Requirements:

- An appropriate Bachelor’s degree in Commerce with Accounting as a major or NQF Level 6 equivalent qualification
- Extensive relevant experience in a finance environment and in a management position with a proven track record of managing a team
- Practical knowledge of Accrual Accounting
- Extensive knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations
- Knowledge of PERSAL and SAP
- Good written and verbal communication skills
- Computer literacy in MS Word, Excel and Outlook
- A valid driver’s licence.

Duties:

- Manage the asset management system, financial systems and projects
- Develop and evaluate Central Operations budget and expenditure
- Develop and audit functioning systems
- Support the NWRI: CO Area Offices, Usutu River, Usutu Vaal, Vaal Dam, Tugela Vaal and Free State, on financial-related matters
- Ensure that the budget of Area Offices are effectively managed, regularly monitored and report to management for timeous intervention
- Manage monthly cash flow statement
- Monitor expenditure to ensure alignment with approved budget and cash flow projections - expenditure control
- Provide advice to programme managers in respect of budgeting-related matters
- Manage the financial and supply chain management units and functions, which include financial accounting, management accounting, demand management, acquisition management, logistics, disposal and asset management
- Collect, analyse, interpret and report relevant data as requested
- Manage SAP systems and ensure optimal utilisation
- Receive and process audit queries
- Be responsible for personnel management, disciplining and supervising the work performance of subordinates.

Enquiries: Ms N Ndumo, tel. (012) 392-1489.

Applications: Department of Water Affairs, Private Bag X995, Pretoria 0001 or hand-deliver at 15th Floor, Buthongo Plaza East, 285 Schoeman Street, Pretoria, for attention: Ms P Nyaniso.

Deputy Director: Corporate Service

Salary: R448 521 per annum (Level 12) (Ref. 64918/7)

NWRI Central Operations (Pretoria)

Requirements:

- An appropriate Bachelor’s degree in Arts, Public Administration, Human Resource Management or equivalent qualification
- Extensive experience in the Public Service at managerial level in public administration and management
- Working experience in the Public Service policies, procedures and practices
- Knowledge of HR prescripts and interpretation thereof
- Appropriate planning, reporting and presentation skills
- Excellent interpersonal and communication skills
- Computer literacy and negotiation skills
- A valid Code 08 driver’s licence
- The willingness to travel.

Duties:

- Manage Corporate Services in the NWRI: CO Office and general support of personnel
- Provide strategic and general management input and consult with management, interest groups and stakeholders
- Manage the Human Resource unit with regard to HR planning and strategy, policy and implementation, talent management, organisational design, employee relations, EAP and transformation
- Manage general administration with regard to document management, administrative support, transport and travel logistics and general service delivery to units
- Manage communication with regard to advocacy, communication strategy and media relations
- Ensure and develop legal compliance with regard to contract management, labour relation, legislation and litigation.

Enquiries: Ms N Ndumo, tel. (012) 392-1520.

Applications: Department of Water Affairs, Private Bag X995, Pretoria 0001 or hand-deliver at 15th Floor, Bothongo Plaza East, 285 Schoeman Street, for attention: Ms P Nyaniso.

Deputy Director: Co-ordination

Salary: R378 456 per annum (Ref. 64918/8)

Head Office: Pretoria

Requirements:

- A relevant post-Matric qualification in Business, Public/Office Administration or any other related field
- Extensive experience in the field of governance and administration, with particular reference to executive management support services, will be an advantage
- A Code 08 driver’s licence will be an added advantage
- Good organisational and administrative skills
- The ability to work independently, with limited supervision
- Excellent co-ordinating ability and skills
- Human Resources Management skills
- Good communication skills (verbal and written)
- Good interpersonal and stakeholder liaison skills
- The ability to work under pressure
- Willingness to work extended hours
- Willingness to travel.

Duties:

- Manage strategic documents (Ministerial submissions, Director-General directives and Cabinet memoranda)
- Co-ordinate responses to Parliamentary Questions, as well as Ministerial and DG Directives
- Be responsible for the development and implementation of a document management system for the Branch
- Conduct the quality assurance of all submissions
- Develop submissions, as required
- Provide support and guidelines to Chief-Directorates
- Co-ordinate inputs for quarterly and annual reports
- Co-ordinate inputs for the branch strategic and business plans
- Undertake stakeholder liaison
- Participate in relevant Government initiatives and projects.

Enquiries: Ms H Rodkin, tel. (012) 336-8600.

Applications: Please forward your application, quoting the reference number, to: The Department of Water Affairs, Private Bag X350, Pretoria 0001 or deliver by hand in Room 714, Continental Building, cnr Visagie and Bosman Streets, Pretoria, for attention: Ms T Bapela.

Assistant Director: Recruitment and Selection

Directorate: HR Planning and Recruitment

Salary: R240 318 per annum (Ref. 64918/9)

Pretoria

Requirements:

- A degree/diploma in Human Resources Management or an equivalent qualification in the Human Sciences
- Appropriate experience in recruitment and selection, with a special focus on advertising and response handling
- A minimum of 3 years’ working experience as an HR generalist
- Sound planning and organisational skills
- Knowledge and understanding of Government prescripts and Human Resource best practices
- Sound interpersonal and people management skills
- The ability to work in a highly fast-paced recruitment and selection environment, while being able to meet tight deadlines
- Computer literacy, including the utilisation of the PERSAL system
- Registration as a Psychometrist with a professional body will be an advantage.

Duties:

- Reporting to the Deputy Director:
 - Facilitate, co-ordinate and manage the response handling team and the process of the placement of advertisements within the Directorate: Recruitment and Selection
 - Ensure the effective scheduling and management of data/information for advertised posts
 - Manage administrative processes with regards to response handling, including receiving and sorting applications for all advertised posts, as well as processing detailed schedules of received applications
 - Develop standards
 - Render Human Resources advice to line functionaries and top management
 - Participate in and provide input during policy development processes
 - Conduct benchmarks on best practices in recruitment and selection.

Note: Applicants must be prepared to undergo personnel suitability assessments.

Enquiries: Ms NP Makhiwane, tel. (012) 336-7098.

Applications: Please forward your application, quoting the reference number, to: The Department of Water Affairs, Private Bag X350, Pretoria 0001 or deliver by hand in Room 714, Continental Building, cnr Visagie and Bosman Streets, Pretoria, for attention: Ms T Bapela.

Engineering Technician (Production) Grade A-C

Directorate: Strategic Asset Management

Salary: R130 425 - R228 132 per annum (all-inclusive package) (upon implementation of the Occupation Specific Dispensation (OSD), the salary of R130 425 per annum will be revised and an offer will be made based on proven years of experience) (Ref. 64918/10)

Pretoria

Requirements:

- A National Diploma in Engineering (S4 level) or equivalent qualification
- Three years’ post-qualification technical experience
- Dam Safety Surveillance-related technical experience
- A valid driver’s licence
- Willingness to travel and work irregular hours
- Registration with the ECSA as an Engineering Technician (proof of registration must be provided)
- Technical design and analysis knowledge
- Research and development skills
- Computer literacy, including knowledge of computer-aided engineering applications and Microsoft Excel programming
- Knowledge of legal compliance
- Technical report writing skills
- Technical consulting skills
- Problem-solving and analysis skills
- Decision-making skills
- The ability to work both in a team and independently
- Creativity
- Customer

focus and responsiveness

- Communication skills
- People management skills
- Planning and organising skills
- Change management skills
- People management skills
- Knowledge of dam safety monitoring, surveillance and/or geodetic deformation surveys, basic electronics and dam instrumentation
- Experience in abseiling
- Innovative thinking as well as problem-solving abilities
- The ability to compile technical reports.

Duties: Working in the Dam Safety office, assist in the following tasks:

- Development of new dam instrumentation
- Installation of instruments at dams
- Dam safety monitoring and processing of data
- Executing precise deformation monitoring surveys
- Processing data
- Updating the database
- Behaviour analyses of dams
- Drafting and updating of technical specifications
- Compilation and evaluation of tender documents
- Rendering of technical services:
 - * Assist Engineers, Technologists and associates in field, workshop and technical office activities
 - * Promote safety in line with statutory and regulatory requirements
 - * Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology
 - * Produce technical designs with specifications and submit for evaluation and approval by the relevant authority
 - * Performance of administrative and related functions:
 - * Provide input into the budgeting process, as required
 - * Compile and submit reports, as required
 - * Provide and consolidate input to the technical/engineering operational plan
 - * Develop, implement and maintain databases
 - * Supervise and control technical and related personnel and assets
 - * Train junior technical and other staff, as appropriate
 - * Research and development:
 - * Ensure continuous professional development to keep up with new technologies and procedures
 - * Conduct research/literature studies on technical engineering technology to improve expertise
 - * Liaise with relevant bodies/councils on engineering-related matters.

Note: Applicants may be subject to a verbal and/or a practical test to prove their ability to work independently in dam safety surveillance and to carry out the advanced processing of data.

Enquiries: Prof C Oosthuizen, tel. (012) 336-8516.

Applications: Director: Strategic Asset Management, Department of Water Affairs, Private Bag X313, Pretoria 0001 or hand-deliver in Room 531, Sedibeng Building, cnr Visagie and Bosman Streets, Pretoria, for attention: Mr CJ Pretorius.

Engineering Technician (Production) Grade A-C (Civil)

Directorate: Strategic Asset Management

Salary: R130 425 - R228 132 per annum (all-inclusive package) (upon implementation of the Occupation Specific Dispensation (OSD), the salary of R130 425 per annum will be revised and an offer will be made based on proven years of experience) (Ref. 64918/11)

Pretoria

Requirements:

- A National Diploma in Engineering (S4 level) or equivalent qualification
- Three years’ post-qualification technical experience
- Dam Safety Surveillance-related technical experience
- A valid driver’s licence
- Willingness to travel and work irregular hours
- Registration with the ECSA as an Engineering Technician (proof of registration must be provided)
- Project management skills
- Technical design and analysis knowledge
- Research and development skills
- Advanced computer literacy, including knowledge of computer-aided engineering applications and Microsoft Excel
- Knowledge of legal compliance
- Technical report writing skills
- Technical consulting skills
- Problem-solving and analysis skills
- Decision-making skills
- The ability to work both in a team and independently
- Creativity
- Customer focus and responsiveness
- Communication skills
- People management skills
- Planning and organising skills
- Change management skills
- Proven practical skills
- Knowledge of dam safety monitoring
- Knowledge of basic electronics
- Experience in abseiling
- Innovative thinking as well as problem-solving abilities
- The ability to compile technical reports.

Duties: Working in the Dam Safety office, assist in the following tasks:

- Development of new dam instrumentation
- Installation of instruments at dams
- Dam safety monitoring
- Processing of data
- Rendering of technical services:
 - * Assist Engineers, Technologists and associates in field, workshop and technical office activities
 - * Promote safety in line with statutory and regulatory requirements
 - * Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology
 - * Produce technical designs with specifications and submit for evaluation and approval by the relevant authority
 - * Performance of administrative and related functions:
 - * Provide input into the budgeting process, as required
 - * Compile and submit reports, as required
 - * Provide and consolidate input to the technical/engineering operational plan
 - * Develop, implement and maintain databases
 - * Supervise and control technical and related personnel and assets
 - * Research and development:
 - * Ensure continuous professional development to keep up with new technologies and procedures
 - * Conduct research/literature studies on technical engineering technology to improve expertise
 - * Liaise with relevant bodies/councils on engineering-related matters
 - * Train junior technical and other staff, as appropriate.

“We recognise that people are the cornerstone of the Department’s success”

Employee Value Proposition

- Learning and development opportunities
- Flexible working arrangements
- Access to a professional employee assistance programme
- Incentives for excellent performance
- A supportive and empowering working environment.

Local Area Network (LAN) Administrator

Salary: R192 540 per annum (Ref. 64918/15)

Pretoria

Requirements: ● A relevant IT diploma/degree ● A Microsoft Certified System Engineer ● A valid driver’s licence ● CCNA will be an added advantage.

Duties: ● Administer network workstations, utilising one or more, TCP/IP or non-TCP/IP networking protocols ● Evaluate and/or recommend purchases of network hardware, peripheral equipment and software ● Investigate user problems, identify their source, determine possible solutions, test and implement solutions ● Install, configure, and maintain networks, network cabling and other related LAN equipment, devices and systems ● Add or upgrade and configure modems, switches, routers, etc ● Troubleshoot networks, systems and applications to identify and correct malfunctions and other operational difficulties ● Assist users in maximising use of networks and computing systems ● Identify utilisation patterns and their effect on operation/system availability and performance expectations ● Anticipate communication and networking problems and implement preventive measures ● Establish and perform maintenance programs following departmental and vendor standards ● Ensure timely user notification of maintenance requirements and effects on system availability ● Investigate, recommend and install enhancements and operating procedures that optimise network availability ● Maintain confidentiality with regard to the information being processed, stored or accessed by the network ● Document network problems and resolutions for future reference.

Enquiries: J de Beer, tel. (012) 336-7237.

Applications: Department of Water Affairs, Private Bag X350, Pretoria 0001 or hand-deliver at Room 714, Continental Building, Cnr Visagie and Bosman, for attention: Ms T Bapela.

Scientist (Production) Grade A-C

Directorate: Water Resources Information Programmes

Salary: R174 243 - R456 921 per annum (upon implementation of the Occupational Specific Dispensation, the salary of R174 243 will be adjusted and an offer made based on the applicant’s proven years of experience) (Ref. 64918/16)

Pretoria

Requirements: ● A 4-year BSc degree or equivalent qualification ● 3 years’ post-qualification experience ● Registration with the SACNASP ● Experience in the field of Earth, Numerical, Water or Environmental Science or Engineering will be an added advantage. Recommendations: ● Experience in project management and the functioning of a Project Support Office (PSO) ● Integrative abilities ● Knowledge of surface and groundwater occurrence ● An understanding of water resource monitoring and water legislation ● Written and verbal communication skills ● Project and financial management skills ● An advanced level of computer literacy ● A valid driver’s licence (Code EB) ● Willingness to travel.

Duties: ● Be involved in and assist the Assistant Director and Manager in the co-ordination and integration of monitoring programmes ● Develop policies and guidelines flowing from the above projects ● Provide technical support and expertise to Project/Programme Managers within the Chief Directorate ● Support users of project management systems, ie Project In A Box (PIAB) software ● Use DWAE policies and procedures, Prince ● and other adopted project management tools used in the Chief Directorate.

Enquiries: Ms N Hadebe, tel. (012) 336-7958.

Applications: Please forward your application, quoting the reference number, to: The Department of Water Affairs, Private Bag X350, Pretoria 0001 or deliver by hand in Room 714, Continental Building, cnr Visagie and Bosman Streets, Pretoria, for attention: Ms T Bapela.

Scientist (Production) Grade A-C

Salary: R174 243 - R456 921 per annum (upon implementation of the Occupational Specific Dispensation, the salary of R174 243 will be adjusted and an offer made based on the applicant’s proven years of experience) (Ref. 64918/17)

Pretoria

Requirements: ● A 4-year BSc degree or equivalent qualification ● 3 years’ post-qualification experience ● Registration with the SACNASP ● Experience in the field of Earth, Numerical, Water or Environmental Science or Engineering will be an added advantage. Recommendations: ● Integrative abilities ● An understanding of water resource monitoring and water legislation ● Knowledge of surface and groundwater occurrence ● Good written and verbal communication skills ● An appreciable level of computer literacy ● Basic project and financial management skills ● A valid driver’s licence (Code EB) ● Willingness to travel.

Duties: ● Co-ordinate and manage special projects, such as the establishment of national and regional monitoring committees, implementation assessment of a 5-year monitoring plan and development of policies and guidelines flowing from the above projects ● Develop, co-ordinate and implement the water resource monitoring cost benefit analyses ● Give direction to integrated water resource monitoring networks and data acquisition strategies ● Build the capacity of water resource monitoring and other aspects of the rollout of DWAE’s 5-year monitoring, budgeting and business plan ● Supervise subordinates.

Enquiries: Ms N Hadebe, tel. (012) 336-7958.

Applications: Please forward your application, quoting the reference number, to: The Department of Water Affairs, Private Bag X350, Pretoria 0001 or deliver by hand in Room 714, Continental Building, cnr Visagie and Bosman Streets, Pretoria, for attention: Ms T Bapela.

.Engineering Technician (Civil) Grade B

.Engineer (Production) Grade A-C (2 Posts)

National Water Resources Infrastructure Branch

Directorate: Capital Projects

Salary: R161 970 - R530 280 per annum (all-inclusive package) (upon implementation of the Occupational Specific Dispensation, the salary of R161 970 per annum may be adjusted) (Ref. 64918/18)

Pretoria

Requirements: ● An Engineering degree (BEng/BSc Eng) ● Three years’ post-qualification engineering experience required ● A valid driver’s licence ● Registration with the ECSA as a Professional Engineer.

Duties: ● Prepare contract documentation for the implementation of betterments to existing large water infrastructure projects ● Manage contracts for in-house development and capital improvement projects ● Ensure compliance with technical standards, legal requirements, timeframes and approved budgets ● Prepare, co-ordinate and manage contracts with professional service providers ● Co-ordinate the commissioning of the infrastructure and the taking over thereof by the Operations Unit ● Promote a culture of innovation and performance.

Enquiries: Mr AJ Moore, tel. (012) 336-8528.

Applications: Please forward your application, quoting the reference number, to: The Department of Water Affairs, Private Bag X350, Pretoria 0001 or deliver by hand in Room 714, Continental Building, cnr Visagie and Bosman Streets, Pretoria, for attention: Ms T Bapela.

Senior Personnel Practitioner: Recruitment and Selection (2 Posts)

Directorate: HR Planning and Recruitment

Salary: R161 970 per annum (Ref. 64918/19)

Pretoria

Requirements: ● A degree/diploma in Human Resources Management or an equivalent qualification in the Human Sciences ● A minimum of two years’ experience in a recruitment and selection environment ● At least a year’s experience in the drafting of advertisements and appointment-related submissions ● The ability to plan and organise ● Sound interpersonal and written communication skills ● The ability to analyse, interpret and implement Public Service prescripts and labour legislation ● The ability to work in a team and independently, in a fast-paced environment.

Duties: Reporting to the Assistant Director: ● Facilitate processes with regards to recruitment, selection and placement, which entail processes with regards to advertising vacant posts and processing applications ● Facilitate and attend interviews on request ● Render Human Resources advice on HR best practices to Line Functionaries and Top Management ● Co-ordinate competency-based assessments and verification processes ● Participate in policy development and the verification of post details against PERSAL.

Enquiries: Ms NP Makhiwane, tel. (012) 336-7098.

Applications: Please forward your application, quoting the reference number, to: The Department of Water Affairs, Private Bag X350, Pretoria 0001 or deliver by hand in Room 714, Continental Building, cnr Visagie and Bosman Streets, Pretoria, for attention: Ms T Bapela.

Engineering Technician (Production) Grade A-C

Directorate: Mechanical and Electrical Engineering

Sub-directorate: Mechanical Design

Salary: R130 425 - R228 132 per annum (upon implementation of the Occupational Specific Dispensation, the salary of R130 425 per annum may be adjusted) (Ref. 64918/20)

Pretoria

Requirements: ● A National Diploma in Engineering ● Three years’ post-qualification technical experience ● A valid driver’s licence ● Registration with the ECSA as a Professional Engineering Technician.

Duties: ● Be involved with the design and compilation of technical reports, 3-D draughting and drawing up of specifications for mechanical equipment for pump stations, water purification works, dams, large civil construction sites, etc ● See to the compilation of the tender documents for the procurement of mechanical equipment and, subsequently, the adjudication process of tenders and the supervision of contractors in the execution of their contracts ● Inspect mechanical equipment and installations at contractors’ works and/or departmental sites.

Enquiries: Mr WM Lyons, tel. (012) 336-8339.

Applications: Please forward your application, quoting the reference number, to: The Department of Water Affairs, Private Bag X350, Pretoria 0001 or deliver by hand in Room 714, Continental Building, cnr Visagie and Bosman Streets, Pretoria, for attention: Ms T Bapela.

The Department of Water Affairs is an equal opportunity, affirmative action employer. It is the intention of the Department to promote representivity in the Public Service through the filling of these positions and the candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference. An indication by candidates in this regard will expedite the processing of applications. If no suitable candidates from the underrepresented groups can be recruited, candidates from the represented groups will be considered.

Persons with disabilities are **HIGHLY ENCOURAGED** to apply. 

Applications must be submitted on Form Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications.

Please forward your application, quoting the relevant reference number, to the address mentioned at each post.

Closing date: 23 March 2010.

Applications received after the closing date will not be considered.

Communication will be limited to short-listed candidates only. If you do not hear from us within 6 weeks of the closing date, please accept that your application has been unsuccessful.

Persons with disabilities are highly encouraged to apply.



water affairs

Department of Water Affairs
REPUBLIC OF SOUTH AFRICA