

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.

Assistant Director: Creditors and VAT Reconciliations (WTE)

Salary: R192 540 per annum (Ref. 69128/1)

Pretoria

Requirements: ● BCom degree or equivalent qualifications, with appropriate experience ● Knowledge and understanding of General Accepted Accounting Practices (GAAP), the Public Finance Management Act (PFMA), SAP and Treasury Regulations ● Good communication, problem-solving and analytical skills ● Computer literacy ● Ability to work under pressure ● At least 3 years’ supervisory, managerial and interpersonal relations skills.

Duties: ● Review vendor reconciliations ● Prepare VAT reconciliations ● Run VAT reports for input and output of VAT at month-end ● Complete the VAT201 form for SARS ● Post input and output VAT to the VAT clearing account ● Submit payment files to National Treasury and Bankserv ● Clear suspense accounts ● Ensure compliance with the Procure-to-Pay process ● Ensure that accounts payable in the operational and regional offices comply with GAAP, VAT regulations and the WTE accounts payable policies and procedures ● Clear audit queries on accounts payable ● Submit monthly reports to the Deputy Director on the status of the vendor master data and VAT reconciliations ● Manage subordinates’ key performance areas by setting and monitoring performance standards and taking action to correct deviations, where necessary, in order to achieve the Sub-directorate’s objectives.

Enquiries: Mr J Tredoux, tel. (012) 336-7991.

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

Assistant Director: Expenditure Control (WTE)

Salary: R192 540 per annum (Ref. 69128/2)

Pretoria

Requirements: ● BCom degree or equivalent qualifications, with appropriate experience ● Knowledge and understanding of General Accepted Accounting Practices (GAAP), the Public Finance Management Act (PFMA), SAP and Treasury Regulations ● Good communication, problem-solving and analytical skills ● Computer literacy ● Ability to work under pressure ● At least 3 years’ supervisory, managerial and interpersonal relations skills.

Duties: ● Authorise payments and update payment files ● Maintain and update the vendor master ● Authorise new vendors on Safety Web and SAP ● Maintain and monitor vendor master in cases of address changes, new bank details, etc ● Execute payment runs in terms of the cash management process ● Run monthly vendor reports and clear GR/IR accounts ● Follow up on and clear unpaid accounts returned by Bankserv ● Ensure that accounts payable in the operational and regional offices comply with GAAP, VAT regulations and with the WTE accounts payable policies and procedures ● Submit monthly reports to the Deputy Director on the status of the vendor master data payments ● Manage subordinates’ key performance areas by setting and monitoring performance standards and taking action to correct deviations where necessary, in order to achieve the Sub-directorate’s objectives.

Enquiries: Mr J Tredoux, tel. (012) 336-7991.

Applications: The Department of Water Affairs, Private Bag X350, Pretoria 0001 or hand-deliver at Room 71, Continental Building, cnr Visagie and Bosman Streets, for attention: Ms T Bapela.

Financial Controller and Procurement Administrative Official

Salary: R192 540 per annum (Ref. 69128/3)

Pretoria

Requirements: ● 3-year tertiary qualification in Financial or Management Accounting ● 3 years’ related experience ● Sound knowledge of and experience in MTEF and ENE ● Good written and verbal skills ● Experience in MS Word and advanced Excel ● Advanced knowledge of BAS and SCOA ● Good working knowledge of departmental procurement procedures ● Knowledge of and experience in PFMA and Treasury Regulations ● Ability to think analytically in terms of interpreting financial data ● Ability to think and act proactively in terms of future (projected) and historical expenditure.

Duties: ● Offer financial administration support and monitoring service ● Offer procurement service/support ● Compile and manage the budget of the Chief Directorate and Chief Director’s office ● Compile consolidated reports for the Chief Directorate ● Control and monitor expenditure of the Chief Directorate and Chief Director’s office ● Compile and update Early Warning System (EWS) schedules ● Ensure intervention plans are in place and implemented for non-performing sub-programmes ● Check financial reports ● Attend to enquiries from the Directorate: Finance and Auditors ● Compile financial information for the quarterly and annual reports and the business and strategic plans and costs of the activities and finalise these in collaboration with Directors and Programme Managers ● Check Professional Service Providers (PSP) claims ● Receive, check and compile payment advices and VA2s and forward these to the Procurement Office for payment ● Draft and legitimise PSP and annual RDM PSP contracts ● Provide admin support resources according to activities and the Units work’s plans, as well as compliance with statutory requirements.

Enquiries: CE Bode, tel. (012) 336-6695.

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

Environmental Officer Grade A – C: ● Compliance Monitoring and Enforcement

● Abstraction and Storage (2 Posts)

● SFRA and River Diversion and Crossing (1 Post)

● Discharge and Disposal (2 Posts)

Salary: R130 155 – R228 132 per annum plus benefits (Ref. 69128/4)

Nelspruit

Requirements: ● 4-year degree or equivalent qualification in Natural or Environmental Sciences and 6 years’ post-qualification experience ● Valid driver’s licence.

Duties: ● Implement and enforce the National Water Act, 36 of 1998, National Environmental Management Act and DWA policies and regulations ● Assist in the development of policy and regulations ● Assist in the development of the Compliance Monitoring Framework Strategy, Compliance Monitoring System, inspection guidelines or protocols (which includes a weighted scoring system to determine the level of compliance or non-compliance) and Information Management System (that will allow easy access to authorisations issued by line functions and to historic compliance data and capture inspection reports, and which will provide status of compliance ● Audit compliance to water use licence conditions for abstraction and storage-related activities ● Implement suspension and withdrawal of entitlement to water use licence (abstraction and storage) in terms of the NWA ● Conduct surveys of all unlawful water uses related to abstraction and storage-related activities in the region ● Conduct routine inspection to ascertain compliance and non-compliance to NWA, focusing on abstraction- and storage-related activities ● Conduct investigations where non-compliance is suspected to verify available information and gather admissible evidence in support of enforcement action ● Prepare audit reports ● Implement enforcement action in the form of formal or informal warnings, administrative enforcement, such as statutory notices, compliance notices and directives and court applications to enforce notices and directives, and criminal enforcement through criminal prosecution ● Set a monitoring framework for compliance with International Agreements ● Ensure co-operation and co-ordination between Government institutions involved in Compliance Monitoring and Enforcement ● When conducting Compliance Monitoring and Enforcement, ensure compliance to Section 33 of the Constitution of the Republic of South Africa, PAJA and PAIA ● Facilitate and co-ordinate the training and career development of staff ● Supervise officers at lower ranks ● Project manage and supervise the line function consultants.

Enquiries: Ms BL Mahlangu, tel. (013) 759-3717.

Applications: The Regional Head, Department of Water Affairs, Private Bag X11259, Nelspruit 1200, for attention: Ms FM Hlatshwayo.

Control Environmental Officer: Grade A Compliance Monitoring and Enforcement (Criminal Investigations)

Salary: R238 551 per annum plus benefits (Ref. 69128/5)

Nelspruit

Requirements: ● 4-year degree or equivalent qualification in Natural or Environmental Sciences and 6 years’ post-qualification experience ● Valid driver’s licence ● Designation or training as an Environmental Management Inspector will be an added advantage ● Experience in criminal investigation and evidence-gathering skills ● Working knowledge of Criminal Law, Criminal Procedures Law, Law of Evidence, Administrative Law and Constitutional Law ● Knowledge of or experience in the integration of law and environmental science ● Knowledge of environmental legislation, the National Water Act (NWA) and Water Services Act (WSA) and policies ● Experience in liaising with the SAPS and prosecutors ● Information and database management skills ● Problem-solving skills ● Communication skills (verbal and written).

Duties: ● Implement and enforce the National Water Act, Water Services Act, National Environmental Management Act and DWA policies and regulations ● Conduct thorough, tactical investigations and collect evidence into reports of alleged non-compliance with the NWA and WSA and water use authorisations ● Manage investigations’ case dockets ● Conduct on-site investigations ● Take the lead in the execution of search warrants, handle records and safeguard evidence ● Interview witnesses and take down affidavits ● Liaise with SAPS officials and prosecutors ● Network and build relationships with other enforcement agencies ● Ensure training of junior staff on criminal investigation.

Enquiries: Ms BL Mahlangu, tel. (013) 759-7317.

Applications: The Regional Head, Department of Water Affairs, Private Bag X11259, Nelspruit 1200, for attention: Mrs F Hlatshwayo.

Survey Technicians (Production) Grade A - C (6 Posts)

Salary: R148 818 – R228 132 per annum plus benefits (Ref. 69128/6)

Nelspruit

Requirements: ● National Diploma or higher ● Minimum of 3 years’ appropriate practical survey experience after obtaining the qualification ● Registration with PLATO as a Candidate Survey Technician/Surveyor ● Valid driver’s licence ● Knowledge of Model Maker and SURPAC software ● Knowledge of the use of modern survey instruments ● Good communication skills (verbal and written) ● Good interpersonal relations ● Good planning and organisational skills.

Duties: ● Execute topographical surveys ● Supply topographical survey data to internal clients ● Assist in deformation and hydrographic surveys.

Enquiries: G Siziba tel. (013) 759-7342.

Applications: The Regional Head, Department of Water Affairs, Private Bag X11259, Nelspruit 1200, for attention: Ms FM Hlatshwayo.

Economist: Water Services Regulation: Tariff Regulation Compliance Monitoring and Enforcement (2 Posts)

Salary: R192 540 per annum (Ref. 69128/7)

Nelspruit

Requirements: ● 3-year tertiary qualification in Economics, plus appropriate experience ● Valid driver’s licence ● Computer literacy ● At least 3 years’ experience in the economics field ● Experience in environmental and water management will be an added advantage ● A clear understanding of the Department’s role and policy with respect to water resource management ● Knowledge of the National Water Act, 36 of 1998, Water Services Act and related policies, strategies and guidelines ● Presentation skills ● Innovative thinking, negotiating and networking skills ● Proven managerial and communication skills ● Knowledge of Human Resource policies ● Knowledge of Municipal Financial Management and the Public Financial Management Act ● A clear understanding of transformation in the Public Service.

Duties: ● Implement and enforce the National Water Act, 36 of 1998, Water Services Act, DWA policies and regulations ● Assist in the development of policy and regulations. *Consumer Protection:* ● Ensure that the voice of the consumer is heard and that consumers are protected ● Ensure that each Water Services Authority has set up a consumer services facility to which non-compliance can be reported by consumers ● Ensure that each water services provider has a consumer charter and that the water services provider is accessible to consumers ● Undertake annual customer surveys and mediate disputes between consumers and water services authorities or providers ● Ensure Service Quality Regulation ● Ensure that metering, flow control, pressure management of and repairs to leaks are undertaken by water services authorises and providers ● Ensure that the scarce resources are not

wasted ● Ensure that consumers pay for what they use and are able to manage their own consumption and payment of services ● Ensure that water service providers manage water losses with the view to ensuring that water resources are not wasted ● Ensure that consumer installation and water using appliances meet specified minimum standards ● Assist water services in ensuring that water supplies to consumers are reliable. *Price Regulation:* ● Ensure that water services authorities develop water services by-laws, policies and procedures in accordance with Section 4 of the Water Services Act ● Ensure that contracts with external water services providers are approved by municipal councils according to the requirements set out in the Water Services Act ● Participate in the approval of bulk water tariffs with respect to Water Boards.

Enquiries: Ms BL Mahlangu, tel. (013) 759-7317.

Applications: The Regional Head, Department of Water Affairs, Private Bag X11259, Nelspruit 1200, for attention: Ms FM Hlatshwayo.

Scientist (Production) Grade A - C

Salary: R298 053 – R456 921 per annum (all-inclusive) (Ref. 69128/8)

Nelspruit

Requirements: ● BSc with Honours in Hydrogeology or Geology, Geophysics, Geochemistry or equivalent qualification ● Registration with SACNASP as a Professional Scientist ● Knowledge of and experience in groundwater resource exploration, aquifer characterisation and development of management information products ● Ability to analyse and interpret hydrogeological data ● Good report-writing and communication skills ● Ability to manage and supervise drilling programmes ● Knowledge of groundwater information systems ● Knowledge of computer-based groundwater assessment programmes ● Knowledge of guidelines, protocols, standards and norms for groundwater development, protection and management ● Understanding of integrated water resources management ● Valid driver’s licence (Code 08/EB) ● Knowledge of the National Water Act, Water Services Act, Environmental Management Act, Water Services Development Plans and National Water Resource Strategy.

Duties: ● Provide scientific and technical expertise in the field of physical and earth sciences in order to assess, develop, protect, use, conserve and manage groundwater resources in Mpumalanga ● Support the implementation of groundwater protection strategies and related protocols at regional level ● Provide a groundwater extension service ● Provide input to environmental impact assessment processes and related groundwater protection issues ● Evaluate and assess groundwater use licence applications ● Plan and supervise the implementation of the regional groundwater monitoring and information programme.

Enquiries: Mr S Kheva, tel. (013) 759-7524.

Applications: The Regional Head, Department of Water Affairs, Private Bag X11259, Nelspruit 1200, for attention: Ms FM Hlatshwayo.

Control Environmental Officer Grade A: Drinking Water and Wastewater Quality Management Compliance Monitoring and Enforcement

Salary: R238 551 per annum plus benefits (Ref. 69128/9)

Nelspruit

Requirements: ● 4-year degree or equivalent qualification in Natural or Environmental Sciences and 6 years’ post-qualification experience ● Valid driver’s licence ● Computer literacy ● Clear understanding of the Department’s role and policy with respect to water resource management ● Knowledge of the National Water Act, Water Services Act and related policies, strategies, and guidelines ● Proven managerial and communication skills ● Knowledge of Human Resource policies ● A clear understanding of transformation in the Public Service.

Duties: ● Implement and enforce the National Water Act, Water Services Act and DWA policies and regulations ● Ensure that assessments of drinking water quality supplied to communities by Water Service Authorities are conducted for all 18 WSAs in the Province ● Ensure that audit sampling for drinking water and wastewater quality is conducted in all the 18 WSAs ● Ensure that monthly Drinking Water Quality Management meetings are conducted ● Ensure that Blue and Green Drop Certification Workshops are conducted for all 18 WSAs in preparation of the assessments ● Participate in the assessment of Water Services Authorities (WSAs) for Blue and Green Drop Certification as a trained Lead Assessor for the Province ● Ensure that workshops on the Regulatory Performance Measurement System (RPMS) are arranged for all the WSAs in the Province ● Assess WSAs for compliance with RPMS during the reporting period ● Ensure participation in Aqua Enduro (drinking water and water resource educational programme) by the unit ● Ensure management of performance of staff within the unit ● Arrange for the training of staff as part of the development plan ● Ensure proper financial management within the unit.

Enquiries: Ms BL Mahlangu, tel. (013) 759-7317.

Applications: The Regional Head, Department of Water Affairs, Private Bag X11259, Nelspruit 1200, for attention: Ms FM Hlatshwayo.

Environmental Officer Grade A – C: Drinking Water and Wastewater Quality Management Compliance Monitoring and Enforcement

Salary: R130 155 – R228 132 per annum plus benefits (Ref. 69128/10)

Nelspruit

Requirements: ● 4-year degree or equivalent qualification in Natural or Environmental Sciences and 6 years’ post-qualification experience ● Valid driver’s licence ● Computer literacy ● Relevant experience in the environmental and water management field, drinking water quality and wastewater quality management ● A clear understanding of the Department’s role and policy with respect to water resource management ● Knowledge of the National Water Act, Water Services Act and related policies, strategies and guidelines ● Innovative thinking, negotiating and networking skills ● Communication skills ● Knowledge of Human Resource policies ● A clear understanding of transformation in the Public Service.

Duties: ● Implement and enforce the National Water Act, Water Services Act and DWA policies and regulations ● Conduct assessment of drinking water quality supplied to communities by Water Service Authorities ● Conduct audit sampling for drinking water and wastewater quality ● Assist with the co-ordination of monthly Drinking Water Quality Management meetings ● Arrange workshops on the Blue and Green Drop Certification in preparation of the assessments ● Participate in the assessment of Water Services Authorities (WSA) for Blue and Green Drop Certification as a Trained Assessor ● Arrange workshops for the WSAs on the Regulatory Performance Measurement System (RPMS) ● Assess WSAs for compliance with RPMS during the reporting period ● Participate in Aqua Enduro (drinking water and water resource educational programme).

Enquiries: Ms BL Mahlangu, tel. (013) 759-7317.

Applications: The Regional Head, Department of Water Affairs, Private Bag X11259, Nelspruit 1200, for attention: Ms FM Hlatshwayo.

Assistant Director: Monitoring, Evaluation and Reporting Office of the Regional Head: Mpumalanga

Salary: R192 540 per annum (Ref. 69128/11)

Nelspruit

Requirements: ● Recognised 3-year degree/diploma from a recognised tertiary institution, preferably in Social Science and Public Administration ● At least 3 years’ appropriate experience in analytical assessments and report writing ● Good knowledge of Monitoring and Evaluation research methodologies and strategic planning ● Excellent communication, analytical and report-writing skills ● Teamwork orientation ● Good inter- and intrapersonal skills ● Computer literacy, with good knowledge of the MS Office Suite and data analysis methods and tools ● Demonstrated, firm understanding of the Water and Sanitation sector and Water Sector legislation ● Knowledge of the Public and Government processes ● Valid driver’s licence.

Duties: ● Report to the DD: Strategic Support and M&E ● Analyse monthly and quarterly reports ● Facilitate the reporting of programme performance to various departmental management structures ● Facilitate knowledge sharing with other sector departments ● Assist in the provision of information and co-ordinate responses to ministerial and Parliamentary questions, as well as NCOP reports ● Assist with the development of the Regional Business Plan and co-ordinate the alignment of the Directorate’s Business Plan to the Regional Business Plan ● Co-ordinate all internal and external M&E-related activities in the Region, including the Office of the Premier ● Take part in project site visits and ensure spot checks on all water-related projects ● Assist with the analytical and strategic assessment of progress against sector programme targets ● Respond timeously to ad hoc queries from the Region with regard to water sector performance ● Assist in the development of the Government Implementation Action Plan relevant to the Mpumalanga Region ● Monitor and evaluate the Government Implementation Action Plan, including National, Provincial and Local Government, relevant to the Department of Water Affairs in the Mpumalanga Region.

Enquiries: Mr FA Mntambo, tel. (013) 759-7310.

Applications: The Regional Head, Department of Water Affairs, Private Bag X11259, Nelspruit 1200, for attention: Ms FM Hlatshwayo.

Assistant Director: SAP ABAP Developer Sub-directorate: Financial Management Systems

Salary: R192 540 per annum (Ref. 69128/12)

Pretoria

Requirements: ● Relevant recognised 3-year degree or diploma in Information Technology, Finance, Financial Information Systems or equivalent qualification ● 2-3 years’ SAP ABAP developer working experience ● Computer literacy ● Ability to work under pressure ● Good communication and interpersonal relations skills ● Problem-solving skills.

Duties: ● Define and implement development standards and procedures ● Develop interface programmes ● Develop data conversion programmes ● Develop customised reports and forms ● Work closely with the SAP technical team to ensure quality, integration and to ensure required standards are maintained ● Develop reliable, tested programmes that conform to the specifications and standards, taking cognisance of programming standards ● Provide specialist information as and when required, advise on solutions to technical problems, to enhance the effectiveness of system operation.

Enquiries: N Mudau, tel. (012) 336-7023.

Applications: The Department of Water Affairs, Private Bag X350, Pretoria 0001 or hand-deliver at the Room 714, Continental Building, cnr Visagie and Bosman Streets, 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. The successful applicants will be required to undergo standard Government security clearance procedures prior to permanent appointment.

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.

No faxed applications will be accepted.

Closing date: 27 August 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 was unsuccessful.



water affairs

Department of Water Affairs
REPUBLIC OF SOUTH AFRICA

Erratum

Please be advised that the closing date for the posts that were advertised in this newspaper on 22 August 2010 is **10 September 2010** and not 27 August 2010 as previously advertised.

We apologise for any inconvenience caused.



water affairs

Department of Water Affairs
REPUBLIC OF SOUTH AFRICA