

DEPARTMENT OF WATER AFFAIRS AND FORESTRY

"We recognize that people are the cornerstone of the Department's success"

Employee Value Proposition

We provide:

- Learning and development opportunities
- Flexible working arrangements
- Access to professional employee assistance programme
- Incentives for excellent performance

A supportive and empowering working environment

POST : **DEPUTY DIRECTOR:FOREST LAND MANAGEMENT**

SALARY : R407 745 per annum (all inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised Bachelor's degree in Forestry/Environmental sciences or equivalent qualification coupled with appropriate experience in land administration, monitoring of compliance with long term lease agreement, assignments and delegations to ensure sustainable forest management. Experience in land reform and land management matters will be an added advantage. A working knowledge in forest management and audits is also essential. Sound understanding of the Land reform, PFMA, Treasury regulations and other legislation impacting in forest in South Africa. Good interpersonal relations and the ability to work effectively with stakeholders across all levels within and outside the department. Negotiation skills, strong managerial skills and the ability to manage a team of professionals. A self-starter and ability to work independently without compromising team results.

DUTIES : Key Performance Areas: Monitoring compliance with long term forestry third party agreements. Ensure sustainable forest management of plantation forestry and other ecosystems. Attend to forest land management matters such as land disposals, transfer and registration of long term leases and servitudes. Ensure compliance with all relevant legislation and policies having a bearing on sustainable forest management. Development of monitoring procedures, guidelines and systems for sustainable forestry. It also includes setting priorities, managing the budget and coordinating the activities of the component to ensure the fulfilment of DWAF's responsibilities in pursuit of sustainable forest management. Liaison with the Ministry, parliament, the Portfolio committee, forest advisory committees, and the forestry sector. Liaising with tenants/lessees to ensure compliance with long term lease agreements, delegations and assignments. Negotiate and procure head-lease agreement with forestry land claimants to ensure that long term lease agreements procured by the state remain intact. Liaising and mediation of disputes regarding use and access to leased state forest land. Manage the trust established by the department and ensure that lease rental is paid timeously to deserving communities. Managing institutional mechanisms such as National Co-ordination Committees and Regional Co-ordination Committees on forestry land matters to support land reform/restitution affecting state forest land. This will involve liaising with other stakeholders

ENQUIRIES
APPLICATIONS

FOR ATTENTION
CLOSING DATE

such as Public Works, Public Enterprise, and Land Affairs/Commission for Restitution of Land Rights.
: Mr TC Ndou Tel (012) 336 7012
: Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
: Ms C Mazibuko, ZwaMadaka Building, Room 610
: 06 March 2009

POST

: **DEPUTY DIRECTOR: WATER RESOURCES**
MANAGEMENT (DIRECTORATE: GAUTENG REGION)

SALARY

: R407 745 per annum (All inclusive package)

CENTRE

: Gauteng Regional Office

REQUIREMENTS

: An appropriate recognised three-year tertiary qualification in Civil Engineering, Hydrology or other fields relevant to Water Resources Planning and Management plus extensive appropriate experience. A good understanding of the National Water Act (Act 36 of 1998). Good verbal and written communication skills. A valid code 08 drivers licence.

DUTIES

: Key Performance Area: Day to day management of the division Abstraction Authorisations in Gauteng Region. The Potchefstroom Area Office reports to this position. Manage Human Resources and budget. Promote a culture of innovation and performance. Provide leadership and direction to the division: Water Resource Management. Register and licence water use. Liaising and guiding water users and/or potential water users. Enquiries and transfers regarding water use authorisations. Land matters and dam safety. Flow and flood management. Water abstraction control. Water conservation and demand management.

ENQUIRIES

: Mr. WG van der Westhuizen Tel (012) 392 1305, Cell: 082 807 3527

APPLICATIONS

: The Acting Regional Director: Gauteng, Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001.

ATTENTION
CLOSING DATE

: Ms K Mathole.
: 06 March 2009

POST

: **DEPUTY DIRECTOR: CORPORATE SERVICES**

SALARY

: R407 745 per annum (All inclusive salary package)

CENTRE

: Gauteng Regional Office

REQUIREMENTS

: Bachelors Degree in Arts, Public Administration or equivalent qualification. Extensive experience in the public service at managerial level in public administration and management. Working experience in public service policies, procedures and practices. Appropriate planning, reporting and presentation skills. Excellent interpersonal and communication skills. Computer literacy and negotiation skills. A valid code 08 driver's licence. Preparedness to travel.

DUTIES

: Key Performance Areas: Management of Corporate Services in the Gauteng Regional Office and general support of personnel. Providing strategic and general management

input and consulting with management, interest groups and stakeholders. Managing the Human Resources unit with regard to HR planning and strategy, policy and implementation, Talent management, Organisational Design, Employee Relations, EAP and Transformation. The management of 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. Ensuring and developing Legal compliance with regard to contract management, Labour relations, Legislation and litigation.

**ENQUIRIES
APPLICATIONS**

: Mr H Smit Tel (012) 392 1303
: The Acting Regional Head: Gauteng, Department of Water Affairs and Forestry, Private Bag X995, Pretoria 0001
: Ms M. van der Merwe
: 06 March 2009

**ATTENTION
CLOSING DATE**

POST

: **CHIEF ENGINEER (2 Posts)**

SALARY

: R407 745 per annum (All inclusive salary package)

CENTRES

: Hartbeespoort

REQUIREMENTS

: A Bachelors degree with appropriate experience in water related engineering. Registered with the Engineering Council of South Africa in terms of section 14(1) or 14(2) of the engineering profession of a valid driver's license. A management qualification is highly recommended.

DUTIES

: Key Performance Areas: Manage the sub – directorate technical service, which includes Civil, Electrical and Mechanical Engineering. Manage two safety sections within the Directorate Northern Operations. Be responsible for Dam Safety, Health and Environment, and Quality activities. Develop an operational and business plan for engineering work. Support the Groblersdal Area Office, Tzaneen Area Office and Hartbeespoort Area Office. Be responsible for design, project management, and tender writing, and maintenance, management of human and financial resources. Be responsible for the development, mentoring and training of young engineers, technicians and artisans.

**ENQUIRIES
APPLICATIONS**

: Mr MR Williams, Tel (012) 253 1093
: Director Northern Operations; NWRI – Branch; /Bag X352 Haartbeespoort; 0216
: Mr MR Williams
: 06 March 2009

**FOR ATTENTION
CLOSING DATE**

POST

: **DEPUTY DIRECTOR: ALLOCATION EQUITY**
(Water Allocation)

SALARY

: R344 052 per annum (All inclusive salary)

CENTRE

: Pretoria

REQUIREMENTS

: A three year degree or equivalent qualification, plus relevant experience. Knowledge of the National Water Act and other relevant legislation and policies. The successful candidate must demonstrate an ability to manage in a multidisciplinary

development environment. The individual must be innovative, highly skilled and motivated with wide range stakeholders. A knowledge and understanding of gender mainstreaming is essential. In addition to the requirement for a valid code 08 driver's license and excellent written and verbal communication skills. The successful candidate must be able to perform under pressure and be willing to work after normal working hours.

DUTIES

: Key Performance Areas: The duties pertaining to this position include providing guidance, oversight and support around issues of social equity/justice and microeconomic efficiency in the allocation (and re-allocation) of water between sector and water users. Key focus areas are: allocation considerations to meet social and economic development objectives, implications of redress and compensation for water allocation reform and authorisation processes. The position offers you the opportunity to work in a challenging and stimulating environment and to make a significant contribution to the water resource allocation process in the country.

**ENQUIRIES
APPLICATIONS**

: Ms N Mohapi, Tel (012) 336 8234
: The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
: Ms C Mazibuko, Zwamadaka Building, Room 610
: 06 March 2009

**FOR ATTENTION
CLOSING DATE**

:

POST

: **CHIEF ENGINEER (CIVIL)**

SALARY

: R407 745 per annum (All inclusive salary package)

CENTRE

: Hartbeespoort

REQUIREMENTS

: An appropriate recognized four year Bachelor's degree in Civil Engineering or equivalent qualification as prescribed by the Engineering Profession of SA Act,1990. Extensive dam engineering experience related to design, flood hydrology, construction, management and safety of dams Financial management skills. Ability to write technical reports. Ability to compile and interpret engineering drawings. Computer literacy. A valid driver's license. The successful candidate must be registered as a Professional Engineer with the Engineering Council of SA.

DUTIES

: Key Performance Areas: Manage Civil Engineering programmes and projects. Preparation of Civil Engineering contract documents. Manage Civil Engineering contracts. Preparation of project completion reports and as-built drawings. Conduct dam safety inspections. Prepare dam safety reports. Carry out risk assessments and prepare reports. Supervise and train Engineers and Technicians. Provide technical support to Operations and Maintenance supervisors. Manage Finance and Human Resources of the Engineering Division.

**ENQUIRIES
APPLICATION**

: Mr MR Williams Tel (012) 253 1093
: Director Northern Operations, NWRI – Branch, P/Bag X352, Hartbeespoort, 0216

ATTENTION

: Mr MR Williams

CLOSING DATE

: 06 March 2009

POST

: **WATER SECTOR SUPPORT CO-ORDINATOR
(INSTITUTIONAL DEVELOPMENT SUPPORT) (2 YEAR
PERFORMANCE BASED CONTRACT) (2 POSTS)**

SALARY

: R 295 978 per annum (All inclusive salary package)

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate Social Sciences Degree or Civil Engineering Diploma . Proven track record in Water Services. Good knowledge of local government. Excellent networking and communication skills. Strong critical analytical writing skills. Extensive experience on strategic facilitation. Good presentation skills. Computer literacy. Possession of a valid code 08 driver's license

DUTIES

: Performance Areas: Support the Regional bulk infrastructure programme and communicate to the sector. Provide monthly Division of Revenue Act (DoRA) reports. Implementation of meeting the Water Targets (Household) and liaise with Department of Provincial and Local Government and National Treasury on Targets implementation proposals and coordinate Regional office inputs to Target Implementation Supply Plan Programme (TISPP) programme. Contract Management. Ensure that the DORA Municipal Infrastructure Grant (MIG) agreements are appropriate for Water Services. Assist in the updating of MIG functional process (registration of MIG projects). Report on the MIG expenditure on Water projects. Tracking progress in terms of Water and Sanitation projects to be registered at Department of Provincial and Local Government National and inform regions of the progress. Provide strategic inputs to the sector through Municipal Infrastructure Technical Task Team (MIT3) and MIG quarterly meeting. Provide strategic input, advice and guidance to sector structures in all the Provinces in relation to institutional issues. Attend to sector forum meetings to ensure that institutional priorities are on track and to share lessons learned. Apply Project Management tools in the office. Monitor budget operations and cash flows

**ENQUIRIES
APPLICATIONS**

: Mr Sibusiso Mthembu Tel (012) 336-8065

: The Director-General, Department: Water Affairs and Forestry, Private Bag X313, PRETORIA, 0001

**FOR ATTENTION
CLOSING DATE**

: Ms C Mazibuko, ZwaMadaka Building 610

: 06 March 2009

POST

: **ASSISTANT DIRECTOR: RESOURCE QUALITY
INFORMATION**

SALARY

: R 217 482 per annum

CENTRE

: Roodeplaat Dam

REQUIREMENTS

: A relevant nationally-recognised BSc Honours Degree in Geographic Information Systems or Natural Science. (An

appropriate MSc degree or higher postgraduate qualification will serve as a recommendation). A demonstrable ability to lead a scientific team and manage water resource quality projects. (Management experience and the willingness to be trained). Experience in management and administration would be recommended. Knowledge of the National Water Act. Good computer skills in "office" software (word processing, spreadsheets, graphical presentation) and spatial analysis tools (geographical information systems, remote sensing). Open source software skills will be a recommendation. Excellent verbal and written communication skills. A valid Code 08 driver's licence.

DUTIES

: Key Performance Areas: The assistant director will be responsible for programmes, projects and tasks related to the use of spatial information systems and models for the analysis and presentation of water resource quality data. The incumbent will support the line functions in the Resource Quality Information (RQI) section, including: Leading a multi-disciplinary scientific and technical team that supports the Resource Quality Services (RQS) directorate in planning and managing national monitoring programmes, and in reporting the results. Providing scientific and technical advice for the integration of water quality and spatial information to assess and disseminate water resource quality information to support water resource management. Managing and supporting the development of water resource quality assessment tools in a spatial context, using ESRI applications, models and off-the-shelf or open source software.

**ENQUIRIES
APPLICATIONS**

: Ms E Vermaak Tel (012) 808 9625
: The Director General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001
: Ms C Mazibuko, ZwaMadaka Building, Room 610
: 06 March 2009

**ATTENTION
CLOSING DATE**

POST

: **ASSISTANT DIRECTOR: INDUSTRIES**
(Directorate: Resource Protection and Waste)

SALARY

: R 217 482 per annum

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate, recognised three year tertiary qualification in Chemistry/ Biochemistry/ Microbiology/ Water Utilisation/ Environmental/ Science/ Biological Science/ Geohydrology or an appropriate degree in Civil or Chemical Engineering. Appropriate experience in water quality management or a related field. Excellent knowledge and understanding of the water sector: i.e. relevant legislations including the National Water Act (Act 36 of 1998)-NWA and the National Environmental Management Act (Act 107 of 1998)- NEMA together with the related policies, regulations, principles, guidelines, tools and procedures, policy development, implementation and monitoring and other relevant legislations such as the Mineral and Petroleum Resources Development Act (Act 28 of 2002), Environmental Conservation Act , and agriculture related legislation. Thorough knowledge and understanding of the principles of Integrated Water Resource Management (IWRM) and their applications at catchments levels; key water use sectors in

relation to water quality approaches, standards, best practices, key performance indicators. Knowledge of key departmental programmes such as Water Allocation reform (WAR); Water for Growth and Development (WfGD), Waste Discharge System, etc. Sound knowledge and understanding of water management in the department's regional and national offices. Sound knowledge and experience in water use compliance monitoring and enforcement. Proven practical experience in evaluating water use license applications (WULAs) and waste disposal site permit applications. Proven liaison and networking skills especially as related to corporate governance and stakeholder engagement. Excellent communication skills including: verbal, report writing, presentation and ICT skills as well as innovative thinking and analytical/ problem-solving skills. Sound strategic planning and project management skills, proven experience in compilation, implementation, monitoring, reporting on business plans and budgets as well as human management skills (in a multidisciplinary environment), proven experience in procurement and management of contracts, PSP and associated budgets. Sound interpersonal, conflict resolution and leadership skills. Clear understanding of transformation in the Public Service. Willingness to work abnormal hours and under pressure as well as traveling country wide. A valid Code 8 (EB) driver's license.

DUTIES

: Key Performance Areas: Assist in the development of policies and strategies to manage industrial impacts in accordance with the National Water Act, 1998, and other Departmental policies and strategies. Provide assistance and support to the Regional Offices of the department on water resource management and industrial impacts. Play a role in the budgeting and expenditure for the Directorate. Assist in the implementation of policy and strategy through the development of procedures and guidelines, and auditing the bodies responsible for implementation, including at the Regional Offices. Assist in the evaluation of license application, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management, and make recommendations regarding the issuing of licenses. Be involved in the management of projects relevant to the management of water resource management initiated by the Department. Ensure transparent governance through negotiations, capacity building and liaison with existing and potential users of the water resource, whose use may contribute to the deterioration of water quality, and the users affected by or interested in the potentially detrimental water use, such as community, NGO's, local, provincial and national government.

**ENQUIRIES
APPLICATIONS**

: Mr M E Matseba Tel (012) 336 7554
: The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
: Ms C Mazibuko, ZwaMadaka Building, Room 610
: 06 March 2009

**FOR ATTENTION
CLOSING DATE**

POST

: **ASSISTANT DIRECTOR: ORGANISATIONAL
DEVELOPMENT AND TRANSFORMATION**

SALARY

: R 174 243 per annum

CENTRE

: Gauteng Regional Office

REQUIREMENTS

: Appropriate Bachelor's degree/diploma or equivalent qualification. Extensive experience in the field of organisational design and transformation. Knowledge of relevant legislation and prescripts. Understanding of policy and strategy implementation. Strong interpersonal skills. Good management and analytical skills. Computer literacy. Valid driver's licence. Recommendations: A background in the field of organisational design, organisational effectiveness and change management, gender, disability and youth development, coupled with an in-depth knowledge of transformation interventions in the public sector. Ability to communicate with people at all levels. Organising skills.

DUTIES

: Key Performance Areas: Maintain the organisational structure and post establishment of the region and ensure the implementation of the organisational structure. Advise the region on the proper configuration of the structure and its alignment with strategic objectives of the Department. Advise management and employees on the migration process on approval of organisational structure. Conduct organisational diagnosis and implement OD intervention strategies. Manage change management process and organisational development at various levels of the organisation. Co-ordinate the regional activities of Women in Water, Sanitation and Forestry organisation. Monitor and evaluate the region's performance and transformation interventions of the Government. Facilitate and co-ordinate all special programmes in the region (Gender, Disability and Youth Development). Represent the Department in all committees that relate to organisational development and transformation. Responsible for the management of the section, including employee wellness. Responsible for planning, implementation and monitoring of business processes. Act as regional business champion.

**ENQUIRIES
APPLICATIONS**

: Ms K. Mathole Tel (012) 392 1324

: The Acting Regional Head: Gauteng: Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001.

**ATTENTION
CLOSING DATE**

: Ms B. Mekwa
: 06 March 2009

POST

: **ASSISTANT DIRECTOR: FORESTRY REGULATIONS**

SALARY

: R217 482 per annum

CENTRE

: Pretoria

REQUIREMENTS

: A recognised three year qualification in the field of Forestry or a related environmental field. Computer literacy, especially word processing, spreadsheet and database management. Good verbal, written communication and reporting skills. Fluency in English. A valid driver's licence. The following serve as recommendation: Post graduate qualification in environmental management or environmental law. Experience in the regulation of natural resources. Knowledge and experience in legal administration. Experience in administration. Knowledge of the National Forest Act, 1998 and National Environmental Management Act. An understanding of current environmental legislation,

as well as legislation relating to development and land reform. Exposure and understanding of the forestry sector. Ability to communicate in more than one official language.

DUTIES

: Key Performance Areas: Provide support to the implementation, administration and enforcement of the National Forest Act, 1998. Develop and manage business processes. Develop and manage relevant awareness materials. Manage and provide capacity building on the provisions of the National Forests Act and relevant administrative procedures. Assess licence application queries and any query relating to compliance with the National Forests Act, and where necessary conduct field assessments and draft reports and recommendations. Support the development of regulatory mechanisms. Review and assess other relevant regulatory mechanisms as they relate to the National Forests Act and the forestry sector. Interact and liaise with other national and provincial government departments and private institutions, as well as local institutions and communities. Support DWAF regional offices in the implementation of the National Forests Act.

**ENQUIRIES
APPLICATIONS**

: Ms J Kock Tel (012) 336 7732
: Director General, Department: Water Affairs and Forestry,
Private Bag x313, Pretoria, 0001.

**FOR ATTENTION
CLOSING DATE**

: Ms C Mazibuko, ZwaMadaka Building, Room 610
: 06 March 2009

POST

: **CONTROL INDUSTRIAL TECHNICIAN**

SALARY

: R217 284 per annum

CENTRE

: Hartbeespoort

REQUIREMENTS

: An appropriate Engineering Degree or Technical Diploma in an Engineering related field plus extensive experience in the field of operations or maintenance or engineering related projects. Managerial and administrative experience. Experience in budgeting and financial management. Experience in conflict management, facilitation and negotiation. Advance knowledge of the Occupational Health and Safety Act. Computer literacy. A valid drivers license

DUTIES

: Key Performance Areas: Supervise the operations and maintenance of dams and water resources related infrastructure. Manage Operation and Maintenance contracts with water institutions. Manage the safety of dams and related infrastructure. Manage maintenance projects / contracts. Manage bulk water supply agreements. Manage state owned land and water surfaces related to water resources infrastructure. Interact with water use clients. Manage Occupational Health and Safety in the workplace.

**ENQUIRIES
APPLICATION**

: Mr MR Williams Tel (012) 253 1093
: Director Northern Operations, NWRI – Branch, P/Bag X352,
Hartbeespoort, 0216

**ATTENTION
CLOSING DATE**

: Mr MR Williams
: 06 March 2009

POST

: **SENIOR INDUSTRIAL TECHNOLOGIST**

SALARY

: R217 482 per annum

CENTRE

: Hartbeespoort

REQUIREMENTS

: A recognised three-year National Diploma in Mechanical Engineering or equivalent as prescribed by the Engineering Council of South Africa, with appropriate work experience. Registered with the Engineering Council of South Africa as a Professional Technologist or eligible for registration. Fully conversant with the latest design techniques, maintenance techniques, 3-D CAD draughting, cost estimating procedures, quality control techniques, corrosion protection, project management, technical report writing, compilation of tender specifications for mechanical equipment as used in dam outlet structures and bulk water transfer systems. Working knowledge of the Occupational Health and Safety Act and FIDIC Conditions of Contract. A valid driver's licence and willingness to travel. Ability to work independently and to function as a production unit. Strong problem solving ability, good leadership abilities and excellent communication skills are essential.

DUTIES

: Key Performance Areas: Formulate policies and guidelines relative to the Sub-directorate's functions. Render specialist, professional and technical service to the clients and customers of the Directorate and Sub-directorate. Perform factory inspections and fabrications. Develop, educate and train personnel and keep abreast with the latest technology. Supervise the designs and drawings, compilation of tender documents for the procurement of mechanical equipment, systems and installations and subsequently, the adjudication of tenders. Train young engineers and technicians in the Sub-directorate

ENQUIRIES

: Mr MR Williams tel (012) 253 1093

APPLICATION

: Director Northern Operations, NWRI – Branch, P/Bag X352, Hartbeespoort, 0216

ATTENTION

: Mr MR Williams

CLOSING DATE

: 06 March 2009

POST

: **SENIOR INDUSTRIAL TECHNOLOGIST**

SALARY

: R217 482 per annum

CENTRE

: Hartbeespoort

REQUIREMENTS

: A recognised three-year National Diploma in Mechanical Engineering or equivalent as prescribed by the Engineering Council of South Africa, with appropriate work experience. Registered with the Engineering Council of South Africa as a Professional Technologist or eligible for registration. Analytical and innovative thinking. A valid driver's licence and willingness to travel. Good leadership abilities and excellent communication skills are essential. Fully conversant in the latest design techniques, maintenance techniques, cost estimating procedures, quality control techniques, technical report writing, compilation of tender specifications. Knowledge of telemetry, communication systems, security and audio-visual systems will be an added advantage. Working knowledge of the Occupational Health and Safety Act and FIDIC Conditions of Contract.

DUTIES

: Key Performance Areas: Formulate policies and guidelines relative to the Subdirectorate's functions. Render specialist, professional and technical service to the clients and customers of the Directorate and Sub-directorate. Develop, educate and train personnel and keep abreast with the latest technology. Supervise the designs and drawings, compilation of tender documents for the procurement of telemetry systems, including SCADA, UHF, VHF and microwave radio networks for pump stations, water purification works, dams, large civil construction sites, etc and subsequently, the adjudication of tenders. Train young engineers and technicians in the Sub-directorate.

**ENQUIRIES
APPLICATION**

: Mr MR Williams Tel (012) 253 1093
: Director Northern Operations, NWRI – Branch, P/Bag X352, Hartbeespoort, 0216

**ATTENTION
CLOSING DATE**

: Mr MR Williams
: 06 March 2009

POST

: **CHIEF DEVELOPMENT EXPERT**
(Directorate: Water Services Policy and Strategy)

SALARY

: R217 482 per annum

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate Bachelor's degree in Social/Natural Sciences (Policy Studies) / Law or equivalent qualification with appropriate working experience in the water or municipal services sector is required. The following are essential requirements: The ability to think conceptually and not lose sight of strategic objectives in a complex environment; The ability to adapt to a changing environment. Excellent verbal and writing communication skills, including public speaking. The ability to interact with sector stakeholders, including the national department, Provincial and Local Governments, as well as at political level. The ability to write, interpret and apply policy and legislation. Project management skills. Computer skills, including MS PowerPoint, Excel and Word. The ability to work independently. The willingness to travel and work irregular hours. A valid drivers license. The following are strongly recommended: Lateral thinking skills. Experience in water and /or other municipal services, or water- related institutional arrangements.

KEY PERORMANCE AREAS

: The successful candidate will be a self motivated individual who will join the Policy and Strategy Coordination Sub-directorate, which has the objective to develop and co-ordinate sector policies and strategies, among which is policy to ensure appropriate institutional arrangements for long term sustainable water services provision. The incumbent will be stationed at Head Office in Pretoria Central, where he/she will be responsible for the following work-related areas: Key project responsibilities on Ad-hoc requests. Environmental linkages to the water sector. Water for Growth and Development. Water Service/ Water Resource interface. Technical reports and Policy co-ordination

**ENQUIRIES
APPLICATIONS**

: Ms S Harigobin Tel (012) 336 6561
: Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.

**FOR ATTENTION
CLOSING DATE**

: Ms C Mazibuko, ZwaMadaka Building, Room 610
: 06 March 2009

POST

: **CHIEF DEVELOPMENT EXPERT (SANITATION)**
(Directorate: Water Services Policy and Strategy)

SALARY

: R217 482 per annum

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate degree in Social/Political/Natural Science (Policy Studies)/Law or equivalent qualification. Appropriate working experience in the water sector. Good knowledge of policy and legislation in the water sector. The following are essential requirements: The ability to interpret and translate policy and legislation to a local level. Excellent report writing skills. Presentation skills. Public consultation skills. Project management skills. Office-based but also occasional travel for meetings. The ability to meet deadlines for ad hoc work and projects. The ability to work in a dynamic and changing environment. Computer skills, including Ms PowerPoint, Excel and Word. Strategic thinking. The ability to work independently. Legislative knowledge of the Water Sector. Knowledge of Sanitation issues. A Driver's licence.

DUTIES

: Key Performance Areas: The successful candidate will be a self motivated individual who will join the Policy and Strategy Co-ordination sub-directorate , which has the objective to develop and co-ordinate sector policies and strategies, among which is policy to ensure appropriate institutional arrangements for long- term sustainable water services provision. The incumbent will be responsible for the following work-related areas: Formulating and coordinating policy which that will promote long term sustainable institutional arrangements for water services provision, especially in the rural context. Supporting the Department's regional offices with related policies and guidelines. Developing strategies and guidelines to support the selection and procurement of appropriate water services providers, especially from a practical perspective. Drawing out lesson from practice and developing these into strategies and guidelines. Giving input into various other related aspects of water services. Organising and facilitating workshops with stakeholders, including presentations. Responding to Ministerial enquiries and performing ad-hoc related tasks. Key projects are review of the Water Services Act, Support the National Sanitation Programme, Analysis of sector policies, identification of legislative gaps and linkages to Local Government. Provincial and National structures.

**ENQUIRIES
APPLICATIONS**

: Ms S Harigobin Tel (012) 336 6561
: Director General, Department: Water Affairs and Forestry,
Private Bag x313, Pretoria, 0001.

**FOR ATTENTION
CLOSING DATE**

: Ms C Mazibuko, ZwaMadaka Building, Room 610
: 06 March 2009

POST

: **CONTROL INDUSTRIAL TECHNICIAN: MECHANICAL**

SALARY : R217 482 per annum

CENTRES : Hartbeespoort

REQUIREMENTS : Minimum requirements are an appropriate (S4) National Diploma in Mechanical or electrical Engineering with appropriate experience in water related engineering. Registered with the Engineering Council of South Africa and have appropriate experience in water related engineering. Registered with the Engineering Council of South Africa or B- Tech degree with appropriate experience in water related engineering. A Valid drivers License. A management qualification is recommended.

DUTIES : Key Performance Areas: A successful incumbent will ensure that all maintenance regarding mechanical and electrical engineering are at all times in good working conditions. Be responsible for artisans and workshop personnel. Manage the human and financial resources. Develop systems and programs For Predictive, Preventative and machine maintenance. Ensure that Safety Health Environment and Quality Systems be maintained. Maintain a training and development program for all supporting staff Members.

ENQUIRIES APPLICATIONS : Mr MR Williams, Tel 012 253 1093
: Director Northern Operations; NWRI – Branch; P/Bag X352 Hartbeespoort ; 0216

FOR ATTENTION CLOSING DATE : Mr MR Williams
: 06 March 2009

POST : **PRINCIPAL COMMUNITY DEVELOPMENT OFFICER**
(Water Management Institutions Governance)

SALARY : R174 243 per annum

CENTRE : Pretoria

REQUIREMENTS : A recognised Bachelor's degree or equivalent qualification coupled with relevant experience. An understanding of organisational development, cooperative governance, institutional structures, corporative governance and risk management as well as integrated water resource management is imperative. Extensive knowledge on Governance and Risk Management is essential. Experience in the water sector, the ability to function in a multi-disciplinary team, creative thinking and willingness to operate and adapt to changing circumstances. The ability to liaise with key stakeholders in the major water use sectors is essential and being computer literate, a must. Project management and financial management experience essential. Good written and verbal communication as well as a valid code 08 driver's licence.

DUTIES : Key Performance Areas: Facilitation of public participation processes in water management institutions process. In Institutional framework be responsible for developing and communicating generic and WMA specific policies and guidelines on the institutional arrangement between WMI and other institutions. In establishment and development of water management institutions and non-statutory bodies. Organisation and operation of water management institutions and non-statutory bodies. In Institutional Development promote, facilitate and oversee the process of

establishing and developing water management institutions through the DWAF Regional Offices, including review of proposals for establishment and delegation of functions. Administering the process of water management institutions, establishment, development and oversight as well as advisory committees. In WMI Oversight develop the requirement and guidelines for water management institutions functioning, and perform the institutional regulation. Reviewing and approving water management institutions business plans as well as oversight of water management institutions operations against annual reports and business plans. In cooperative governance provide linkage between organs of state, government departments and other institutions. Ensuring the practical implementation of the water legislation as it relates to water management institutions, with particular reference to the establishment of water user associations, catchment management agencies and the development of catchment management strategies. Ensuring the development in association with the regional offices and stakeholders of the necessary policy and strategies for water management institutions and ensuring the implementation thereof. Providing support to and auditing of regional offices regarding the establishment of water management institutions. Extensive travelling to consult with the public and to visit regional offices on a regular basis.

**ENQUIRIES
APPLICATIONS**

**FOR ATTENTION
CLOSING DATE**

: Ms E Bofilatos Tel (012) 336 7562
: Director General, Department: Water Affairs and Forestry,
Private Bag x313, Pretoria, 0001.
: Ms C Mazibuko, ZwaMadaka Building, Room 610
: 06 March 2009

POST

SALARY

CENTRE

REQUIREMENTS

DUTIES

PRINCIPAL HYDROLOGIST: ANALYTICAL SERVICES

: R174 243 per annum

: Roodeplaat Dam

: An appropriate minimum four-year B Sc Honours, MTech degree or an equivalent qualification in Chemistry. The essential requirements for the post are: Research based experience in organic, analytical and/or inorganic chemistry. Experience and /or expertise in the use of analytical equipment such as GC-MS, HPLC, GC, UV-Spectrometer, Atomic Absorption spectroscopy (AAS), FIA, IC and Segmented Flow Analysis (SFA). Advanced computer literacy. The following will be additional recommendations: Knowledge of LIMS and ISO 17025, good communications skills, knowledge of OHSA Act 85 of 1993, ability to develop and validate current methodology, ability to train and mentor junior staff, oversee the technical aspects of the organic analysis and interpretation of results. A valid drivers license.

: Key Performance Areas: To provide the national water resource management function, through research and development, with resource quality information, necessary to address the strategic and operational requirements for the protection and assessment of water resource quality. To provide an advanced level of scientific expertise in organic, analytical and/or inorganic chemistry and to ensure the

availability of chemical data and information in support of the National Programmes. To provide an advanced level of scientific and technical knowledge and expertise in any of the above fields in order to assess, develop, protect, use, conserve, manage and control water resources as required by the National Water Act 1998 and the National Water Resource Strategy. Attendance, on a monthly basis at recognised institutions, of special training programmes in order to advance academically and experientially.

**ENQUERIES
APPLICATIONS**

: Dr T W Duma, Tel (012) 808 9608
: The Director General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001.
: Ms C Mazibuko, ZwaMadaka Building, Room 610
: 06 March 2009

**ATTENTION
CLOSING DATE**

POST

: **PRINCIPAL HYDROLOGIST**

SALARY

: R174 243 per annum

CENTRE

: Roodeplaat Dam

REQUIREMENTS

: Applicants must be in possession of an appropriate four year BSc Honours degree in Hydrology, Environmental Management, Natural Sciences or equivalent coupled with relevant experience. Knowledge of Integrated Water Resources Management, Environmental Legislations, NWA, wetlands management, MIRAI, IHI and Computer literacy are required. A valid Code 08 driver's licence and willingness to travel will serve as recommendations.

DUTIES

: Key Performance Areas include use of MIRAI, IHI In assessing ecosystems health of rivers and wetlands, basic GIS knowledge, information generation and dissemination, databases management, participation on wetlands forums and initiate, undertake & support research and development in freshwater resource management.

**ENQUIRIES
APPLICATIONS**

: Mr R Sekwele Tel (012) 808 9614
: The Director General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001
: Ms C Mazibuko, ZwaMadaka Building, Room 610
: 06 March 2009

**ATTENTION
CLOSING DATE**

POST

: **PRINCIPAL HYDROLOGIST (2 POSTS)**

SALARY

: R174 243 per annum

CENTRE

: Gauteng Regional Office

REQUIREMENTS

: An appropriate recognized three-year tertiary qualification in Hydrology, Geohydrology or other fields relevant to Water Resources planning and Management plus extensive appropriate experience. Knowledge of the National Water Act (Act 36 of 1998). Computer literacy. Good verbal and written communication skills. A valid code 08 drivers licence.

DUTIES

: Key Performance Area: Water Resource Management. Register and licence water use. Liaise and guidance to water users and/or potential water users. (Note that the majority of water users in this area are Afrikaans speaking). Enquiries and transfers regarding water use authorizations. Land

**ENQUIRIES
APPLICATIONS**

**ATTENTION
CLOSING DATE**

matters and dam safety. Flow and flood management. Water abstraction control. Water conservation and demand management. Prepare and control budget, expenditure and revenue. Stakeholder liaison. Supervise and training staff.
: Mr W van der Westhuizen Tel (012) 392-1305 / 082 807 3527
: Act. Regional Head: Gauteng, Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001.
: Ms K. Mathole
: 06 March 2009

POST

SALARY

CENTE

REQUIRMENTS

DUTIES

**ENQUIRIES
APPLICATIONS**

**FOR ATTENTION
CLOSING DATE**

POST

SALARY

CENTRE

REQUIREMENTS

: PRINCIPAL DEVELOPMENT EXPERT

: R174 243 per annum

: Pretoria

: An appropriate three year degree in Natural Science, Social Science or Economics plus appropriate working experience. Ability to adapt to a changing environment. Ability to define and manage projects effectively. Good written and verbal communication skills. Computer literacy including Ms Word, Excel, Outlook and PowerPoint. Ability to work in a team. Good interpersonal skills and ability to work under pressure. Understanding of the water policies, legislation and other initiatives.

: Key performance areas: A self motivated individual who will join the sub directorate: Water Services Strategic Assessment the person will be involved the development, implementation and review of Water Supply and Sanitation policies, strategies and guidelines. The person with also provide inputs on the Annual Assessment of the Water Services Sector performance. Attend to Ministerial enquiries and perform related ad hoc tasks. Conduct presentations for stakeholder engagement. Ability to organize and facilitate meetings and workshops. The person maybe required to travel and work irregular hours.

: Ms IT Ndlovu Tel (012) 336 6555

: Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.

: Ms C Mazibuko, ZwaMadaka Building, Room 610

: 06 March 2009

: SENIOR INSTITUTIONAL DEVELOPMENT OFFICER
(Water Management Institution Governance)

: R174 243 per annum

: Pretoria

: A recognised Bachelor's degree or equivalent qualification coupled with relevant experience. An understanding of organisational development, cooperative governance, institutional structures, corporative governance and risk management as well as integrated water resource management is imperative. Extensive knowledge on Governance and Risk Management is essential. Experience in the water sector, ability to function in a multi-disciplinary team, creative thinking and willingness to operate and adapt to changing circumstances. The ability to liaise with key stakeholders in the major water use sectors is essential and

being computer literate, a must. Project management and financial management experience is essential. Good written and verbal communication as well as a valid code 08 driver's licence.

DUTIES

: Key Performance Areas: Facilitation of public participation processes into water management institutions Process. In Institutional Framework be responsible for developing and communicating generic and WMA specific policies and guidelines on the institutional arrangements between WMI and other institutions. Establishment and development of water management institutions and non-statutory bodies. Organisation and operation of water management institutions and non-statutory bodies. In institutional Development promote, facilitate and oversee the process of establishing and developing water management institutions through the DWAF Regional Offices, including review of proposals for establishment and delegation of functions. Administering the process of water management institutions, establishment, development and oversight as well as advisory committees. In WMI Oversight develop the requirements and guidelines for water management institutions functioning, and perform the institutional regulation. Reviewing and approving water management institutions business plans as well as oversight of water management institutions operations against annual reports and business plans. In cooperative Governance provide linkages between organs of state, government departments and other institutions. Ensuring the practical implementation of the water legislation as it relates to water management institutions, with particular reference to the establishment of water user associations, catchment management agencies and the development of catchment management strategies. Ensuring the development in association with the regional offices and stakeholders of the necessary policy and strategies for water management institutions and ensuring the implementation thereof. Providing support to and auditing of regional offices regarding the establishment of water management institutions. Extensive travelling to consult with the public and to visit regional offices on a regular basis.

**ENQUIRIES
APPLICATIONS**

: Ms E Bofilatos Tel (012) 336 7562
: Director General, Department: Water Affairs and Forestry,
Private Bag x313, Pretoria, 0001.

**FOR ATTENTION
CLOSING DATE**

: Ms C Mazibuko, ZwaMadaka Building, Room 610
: 06 March 2009

POST

: **PRINCIPAL WATER POLLUTION CONTROL OFFICER (2 POSTS)**

SALARY

: R174 243 per annum

CENTRE

: Gauteng Regional Office

REQUIREMENTS

: Three year tertiary qualification in the Natural Sciences or equivalent qualification in one of the following fields: Earth Science, Environmental Science, Water Care or Engineering plus appropriate experience. A valid driver's licence. Computer literacy. Recommendations: Broad experience in the environmental and water management fields, waste management, industries, urban development and especially

mining. 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, and related policies, strategies, and guidelines. Understanding the principles of Integrated Water Resource Management. Innovative thinking. Negotiating and networking skills. Proven managerial and communication skills. Knowledge of Human Resource policies. A clear understanding of transformation in the Public Service.

DUTIES

: Key Performance Areas: Implementation and enforcement of the National Water Act, 36 of 1998, National Environmental Management Act, and DWAF policies and regulations. Assisting in the development of policy and regulations. Assisting in the facilitation and co-ordination of the training and career development of staff. Assisting with the supervision of staff. Assisting in the establishment and regulation of water management institutions. Managing Water Quality in the designated catchment areas. Undertaking both routine and special investigations. Preparing reports and interpret analytical results. Project Management. Promoting water conservation and efficient water utilization through the authorisation process.

**ENQUIRIES
APPLICATIONS**

: Mr L. Makhubela Tel (012) 392 1374

: The Acting Regional Head: Gauteng, Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001.

**ATTENTION
CLOSING DATE**

: Ms. K. Mathole
: 06 March 2009

POSITION

: **SENIOR COMMUNITY DEVELOPMENT OFFICER (2 POSTS)**

(Water Management Institutions Governance)

**SALARY
CENTER
REQUIREMENTS**

: R 174 243 per annum

: Pretoria

: A recognised Bachelor's degree or equivalent qualification coupled with relevant experience. An understanding of organisational development, cooperative governance, institutional structures, corporate governance and risk management as well as integrated water resource management is imperative. Extensive knowledge on Governance and Risk Management is essential. Experience in the water sector, the ability to function in a multi-disciplinary team, creative thinking and willingness to operate and adapt to changing circumstances. The ability to liaise with key stakeholders in the major water use sectors is essential and being computer literate, a must. Project management and financial management experience is essential. Good written and verbal communication as well as a valid 08 driver's licence.

DUTIES

: Key performance areas: Facilitation of Public Participation Processes into water management institutions process. In Institutional Framework be responsible for developing and communicating generic and WMI specific policies and guidelines on the institutional arrangements between WMI and other institutions. Establishment and development of water management institutions and non-statutory bodies. Organisation and operation of water management institutions and non-statutory bodies. In Institutional development, promote, facilitates and oversee the process of establishing and developing water management institutions through the DWAF Regional Offices, including

review of proposals for establishment and delegation of functions. Administering the process of water management institutions, establishment, development and oversight as well as advisory committees In WMI Oversight develop the requirements and guidelines for water management institutions functioning, and perform the institutional regulation. Reviewing and approving water management institutions business plans as well as oversight of water management institutions operations against annual reports and business plans. In Cooperative Governance provide linkages between organs of the state, government department and other institutions. Ensuring the practical implementation of the water legislation as it relates to water management institutions, with particular reference to the establishment of water user associations, catchment management agencies and the development of catchment management strategies. Ensure the development in association with the regional offices and stakeholders of the necessary policy and strategies for water management institutions and ensuring the implementation thereof. Providing support to and auditing of regional office regarding the establishment of water management institutions. Extensive travelling to consult with the public and visit regional offices on a regular basis.

**ENQUIRIES
APPLICATIONS**

: Ms E. Bofilatos (012) 336 7562
: The Director-General, Department: Water Affairs and Forestry, Private Bag 313, Pretoria, 0001
: Ms C. Mazibuko, ZwaMadaka Building, Room 610
: 06 March 2009

**FOR ATTENTION
CLOSING DATE**

POST

: **PRINCIPAL ENVIRONMENTAL OFFICER (2 POSTS)**

SALARY

: R174 243 per annum

CENTRE

: Hartbeespoort

REQUIREMENTS

: B.Sc qualification with majors in natural sciences or environmental management/sciences or an appropriate recognized tertiary qualification. A postgraduate degree in this field will be an added advantage. Appropriate experience in the environmental and monitoring field. Computer literacy (MS Word, MS Excel, MS Project, MS Power Point, etc). Strong knowledge of environmental legislation and policies. Good communication (both verbal and written), negotiation, and interpersonal skills. Project management, conflict management and financial management Ability to function well under pressure. A valid driver's license .

DUTIES

: Key Performance Areas: Provide support to the Assistant Director on all line functions matters within the sub-directorate. Conduct regular site/technical visits for the water resource infrastructure as required for existing and new Infrastructure within a particular geographical area. Generate technical/monitoring reports. Provide support to the risk management champions where necessary. Be able to work as a project team member in the contingency planning and emergency preparedness and providing feedback continual improvement. Assist in reviewing environmental performance to identify opportunities for enhancing

environmental best practices at the dams/reservoirs. Assist in the development of an environmental monitoring check list as an operational tool. Assist in monitoring the social and ecological issues arising during the water resource infrastructure operations, construction and upgrading. Participate on Climate Change Matters.

**ENQUIRIES
APPLICATION**

: Mr MR Williams Tel (012) 253 1093
: Director Northern Operations, NWRI – Branch, P/Bag X352,
Hartbeespoort, 0216
: Mr MR Williams
: 06 March 2009

**ATTENTION
CLOSING DATE**

POST

: **SENIOR FRESHWATER SCIENTIST (SENIOR
HYDROLOGIST): BIOLOGICAL AND CHEMICAL
MONITORING**

SALARY

: R 145 920 per annum

CENTRE

: Roodeplaat Dam

REQUIREMENTS

: Candidates must be in possession of an appropriate minimum four-year B Sc Hons. degree or equivalent qualifications, majoring in Natural / Environmental Sciences (basic Microbiology or Chemistry degree). The following factors will serve as a strong motivation for appointment: The ability to integrate and interpret water quality data and draw scientifically sound conclusions based on fundamental data Knowledge of microbiological and physico-chemical water quality monitoring and assessment (both surface and groundwater resources). Ability to communicate scientific information succinctly and clearly, verbally and in writing. Knowledge of the National Water Act, Water Services Act, SANS 241: 2006 and related drinking water quality guiding documents will be a benefit. Applicant must be computer literate and know how to use software packages such as MS Word, Excel, Power-point, MS Project and Internet. The candidate MUST have a code 08 driver's licence

DUTIES

: Key Performance Areas: The duties of the incumbent of this post will include the following: Coordinate and assist in microbiological surface and ground water quality investigations, provide scientific support to the Directorate: Water Services Regulation. Provide assistance to the regional offices of DWAF and other clients on scientific and technical aspects regarding quality of surface and ground water resources. Assessment, verification and checking of data on WMS (DWAF's database, Water Management System). Participate in sampling and give training where needed. Report (verbally and in writing) on microbiological water quality investigations. Assist with administration tasks related to the project(s)

**ENQUIRIES
APPLICATIONS**

: Mr GJ Cilliers, Tel (012) 808 9500
: The Director General, Department of Water Affairs and
Forestry, Private Bag X 313, Pretoria, 0001
: Ms C Mazibuko, ZwaMadaka Building, Room 610
: 06 March 2009

**ATTENTION
CLOSING DATE**

POST : **SENIOR WATER POLLUTION CONTROL OFFICER (2 Posts)**

SALARY : R145 920 per annum

CENTRE : Gauteng Regional Office

REQUIREMENTS : An appropriate three year degree or diploma in Natural Science, Biological Science, Geohydrology, Civil Engineering, Hydrology, Chemistry plus appropriate experience. Good knowledge of the National Water Act (NWA), 1998 (Act 36 of 1998) and related environmental legislation. Good understanding of catchment management and environmental impact assessments and studies. Appropriate experience in water resource management. A valid driver's licence. Computer literacy. Good written and verbal communication skills. Willingness to travel extensively and perform field work.

DUTIES : Key Performance Areas: Apply knowledge of policies and strategies to implement integrated water resource management, resources protection and waste management. Ensure that all water users comply with legal and technical principles. Render special services in respect of the issuing of water use licenses in terms of the NWA. Facilitate integrated monitoring programmes in terms of water quality, microbial, biological and other aspects of river health. Negotiate with industries, mines, Local Authorities and other water users. Evaluate and comment on environmental management plans. Responsible for scoping reports and technical documents. Perform general administration duties relating to aforementioned functions.

ENQUIRIES APPLICATIONS : Mr. L. Makhubela Tel (012) 392 1374

ATTENTION CLOSING DATE : The Acting Regional Head, Department of Water Affairs & Forestry, Private Bag X995, Pretoria, 0001.
: Ms K Mathole
: 06 March 2009

POST : **CHIEF INDUSTRIAL TECHNICIAN**

SALARY : R145 920 per annum

CENTRE : Gauteng Regional Office

REQUIREMENTS : An appropriate National Diploma (T or N Stream) or equivalent qualification plus appropriate post qualification experience or registration as Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act 1990 plus appropriate post registration experience. Knowledge of the National Water Act (Act 36 of 1998). Computer literacy.

DUTIES : Key Performance Area: Water Resource Management. Register and licence water use. Liaise and guidance to water users and/or potential water users. (Note that the majority of water users in this area are Afrikaans speaking). Enquiries and transfers regarding water use authorizations. Water abstraction control. Water conservation and demand management.

ENQUIRIES : Mr W van der Westhuizen Tel (012) 392 1305 / 082 807 3527

APPLICATIONS

: Act. Regional Head: Gauteng, Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001.
: Ms K. Mathole
: 06 March 2009

**ATTENTION
CLOSING DATE**

POST

: **CHIEF INDUSTRIAL TECHNICIAN**

SALARY

: R145 920 per annum

CENTRE

: Gauteng Regional Office

REQUIREMENTS

: National Diploma in Civil Engineering or equivalent qualification plus appropriate experience in Water Services. Managerial experience. Knowledge of the Water Services Act and the Strategic Framework for Water Services. Project Management, research, interpersonal relations/conflict management, negotiation and facilitation skills. Computer literacy. Drivers licence.

DUTIES

: Key Performance Area: Assist with the coordination within the MIG programme in the region. Assist municipalities with the identification registration of MIG Water and Sanitation projects. Evaluate and recommend registered projects on the MIG and generate approval certificates to municipalities, DLG and DPLG. Monitor and evaluate the implementation of MIG projects. Make regular site visits to Water and Sanitation projects. Liaise with municipalities and DLG, DPLG and other stakeholders on the status of projects. Provide Technical assistance to municipalities on request. Provide Technical assistance with the implementation of Bulk Infrastructure projects in the region. Co-ordinate the transfer process to municipalities in the region. Assist with the Drinking Water Quality Management Regulation. Assist with the Drought Relief programme within Gauteng region. Assist with the Regulatory Performance Management programme with municipalities. Must be willing to travel considerably.

**ENQUIRIES
APPLICATIONS**

: Mr. T Mnguni Tel (012) 392 1511
: Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001.

**ATTENTION
CLOSING DATE**

: Ms K. Mathole
: 06 March 2009

POST

: **CHIEF INDUSTRIAL TECHNICIAN (CIVIL): DAM SAFETY
OFFICE (2 POSTS)**

**SALARY
CENTRE**

: R145 920 per annum
: Pretoria

REQUIREMENTS

: A National Diploma in Civil Engineering or an appropriate three-year qualification PLUS appropriate experience in dam safety, dam design, construction of dams, water resources engineering/management and flood hydrology. Must be computer literate and have good verbal and written communication skills. A valid driver's licence (minimum code EB) as the successful applicant may be required to travel throughout South Africa for execution of some of his/her duties.

DUTIES

: Key Performance Areas: Process classification and registration applications for dams with a safety risk. Assist with the evaluation of technical documents including design reports, operation and maintenance manuals and emergency preparedness plans for dams as required by the dam safety regulations. Provide technical support and perform ad hoc tasks for Chief Engineers in the Dam Safety Office. Maintain and update the Dam Safety Office databases. Inspect and visit dams for classification purposes, existing dams with problems or defects, and dams under construction as requested by the responsible Chief Engineer. Communicate verbally and in writing with dam owners, engineers, technicians, interested and affected parties, and the public. Process applications for financial assistance.

ENQUIRIES

: Mr JH Nortje Tel (012) 336 8010

Mr AG Chemaly Tel (012) 336 8707

APPLICATIONS

: Director General, Department: Water Affairs and Forestry,
Private Bag x313, Pretoria, 0001.

**FOR ATTENTION
CLOSING DATE**

: Ms C Mazibuko, ZwaMadaka Building, Room 610

: 06 March 2009

POST

: **CHIEF INDUSTRIAL TECHNICIAN: INORGANIC
LABORATORY**

SALARY

: R145 920 per annum

CENTRE

: Roodeplaat Dam

REQUIREMENTS

: Candidates must be in possession of a tertiary qualification with Analytical Chemistry or Chemistry as a major. The following factors will serve as a recommendation: Appropriate in depth experience in standard water related analysis using the following techniques or instruments: Atomic Absorption Spectroscopy (AAS), Flame Emissions Spectroscopy (FES), Segmented Flow Analysis (SFA), Flow Injection analysis (FIA), Ion Chromatography (IC), pH meter, EC meter and Turbidity meter. Experience auditing methods, procedures and laboratory facilities. Extensive experience gained in an accredited chemistry laboratory and good laboratory practices. Knowledge of ISO 17025. Experience in the use of a Laboratory Information Management System (LIMS) for data handling. Supervisory skills. Knowledge of statistical analysis. Knowledge of Occupational Health and Safety Act and safety principles. Good communication skills and the ability to work in a team. Advanced computer literacy computer literacy and ability to use various software packages such as MS Word, Excel, Power point, Microsoft Outlook and Internet. A valid driver's license will be an added recommendation.

DUTIES

: Key Performance Areas: The Chief Industrial Technician is mainly responsible for the quality assurance and tasks related to providing technical and scientific support. The incumbent is also responsible for executing a wide variety of tasks in relation to the analysis of water samples including the following: Practice quality assurance on all analysed data and results as per RQS accreditation quality system. Maintain and improve the RQS accreditation quality system. Develop, validate, improve and audit analytical methods.

Provide the necessary technical and scientific guidance to the analysts to ensure the delivery of quality data. Operate Laboratory Information Management System (LIMS). Supervise and train laboratory personnel to have a highly motivated and effective team. Maintain and upgrade analytical instruments. Participate in Planned Job Observations (PJOs) on all methods and procedures to be declared competent in terms of the RQS accreditation quality system and thereafter be assessed by SANAS as a technical signatory. Prepare and analyse water samples with accredited methods and procedures. Participate in proficiency testing exercises.

**ENQUIRIES
APPLICATIONS**

: Dr TW Duma, Tel (012) 808 9608
: The Director General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001.
: Ms C Mazibuko, ZwaMadaka Building, Room 610
: 06 March 2009

**ATTENTION
CLOSING DATE**

POST

: **SENIOR ADMINISTRATION OFFICER**

SALARY

: R145 920 per annum

CENTRE

: Gauteng Regional Office

REQUIREMENTS

: A three year Degree or Diploma in Human Resource Management. Extensive appropriate experience in this field. Recommendation: Knowledge of the PERSAL system, database and spreadsheet applications. Knowledge of the PSA, PSR and/or any other Human Resource Management enabling or relevant legislation. Ability to communicate at strategic levels (verbal and written).

DUTIES

: Key Performance Area: The successful candidate will be responsible for: Rendering professional advice to line function on the effective and efficient interpretation and implementation of the departmental HR policies, systems, regulations, guidelines, resolutions and other prescripts. Administer recruitment and selection, pension and leave. Ensure effective implementation of the department's performance management and development system with the region. Provide training of HRM functions, policies and systems. Approval of PERSAL implementations. Development and maintenance of an effective computerised human resource management information system. Supervision and providing guidance and direction to staff.

**ENQUIRIES
APPLICATIONS**

: Ms K. Mathole Tel (012) 392-1324
: The Acting Regional Head: Gauteng, Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001.

**ATTENTION
CLOSING DATE**

: Ms B. Mekwa
: 06 March 2009

POST

: **SENIOR SAFETY OFFICER**

SALARY

: R145 920 per annum

CENTRE

: Groblersdal Area Office

REQUIREMENTS

: An appropriate recognised National Diploma in Mechanical or Electrical Engineering, Environmental Sciences or Security

Studies. B Tech Degree will be an added advantage. A valid driver's license. Occupational Health and Safety Management certificate. Audit qualifications.

DUTIES

: Key Performance Areas: Implement OHS Act system which is ODHAS 18001/2. Audit OHS Act systems. Train employees on SHE management. Establish SHE committees according to OHS Act .Investigate all OHS Act incidence .Develop financial budget for OHS Act. Manage and co-ordinate implementation of the OHS Act. Develop SHE management systems. Interpret and co-ordinate recommendations from external audit reports. Conduct internal audits. Conduct regular site inspection. Develop quarterly reports on fatalities, serious injuries and all related issues described on the incident reporting matrix. Manage COIDA. Help in the implementation of security policies and procedures.

**ENQUIRIES
APPLICATIONS**

: Mr M R Williams, tel. (012) 253 1093
: Director Northern Operations, NWRI- Branch,P/Bag, X352,Hartbeespoort 0216

**FOR ATTENTION
CLOSING DATE**

: Mr M R Williams
: 06 March 2009

POST

: **CHIEF PERSONNEL OFFICER**

SALARY

: R145 920 per annum

CENTRE

: Tzaneen

REQUIREMENTS

: A Senior Certificate (Grade 12) plus experience in human resources management.. Knowledge of the Public Service Act, 1994, Public Service Regulations,2001, relevant Human Resources Legislation and PSCBC Resolutions, Labour Relations, Basic Conditions of Employment Act, Public Finance Management Act, Performance Management, Policy and Procedure on Incapacity Leave and Ill Health Retirement (PILIR), Minimum Information on Security Systems (MISS) document. White Paper on Human Resources Management. Presentation and communication skills (written and verbal). Basic understanding of budgeting. A valid code 08 (Code B) driver's license. Recommendations: Project Management, sound managerial, communication and interpersonal skills. Analytical skills, problem solving and decision-making skills. Computer literacy with specific reference to functional use of MS Excel, MS Word and PowerPoint. Extensive knowledge and experience in administering PERSAL.

DUTIES

: Key Performance Areas: Management of Human Resources Administration functions and practices (e.g. issuing of appointment letters, transfers, Performance Management and Development system, Injury on duty, conditions of service, leave administration, termination of service, overtime and PERSAL. Personnel filing and the implementation of job evaluation results. Develop and implement procedures and standards and interpret legislation, guidelines and circulars from Department of Public Service and Administration. Make recommendations on appointments, Conditions of service and performance assessments. Make projections for personnel expenditure. Give advice and monitor compliance on all matters pertaining to appointments, service benefits .Provide training

and development to junior colleagues .Provide statistics and inputs for annual reports. Approve/Authorise transactions on PERSAL. Liaise with Senior Managers and colleagues regarding the application of prescripts. Conduct elementary research and provide Line Managers with advice and guidance regarding the application of prescripts. Participate in the budget preparation.

**ENQUIRIES
APPLICATIONS**

: Mr M R Williams, tel. (012) 253 1093
: Director Northern Operations, NWRI- Branch, P/Bag, X352,Hartbeespoort 0216
: Mr M R Williams
: 06 March 2009

**FOR ATTENTION
CLOSING DATE**

POST

: **SENIOR LIMNOLOGICAL TECHNICIAN: BIOLOGY
LABORATORY**

SALARY

: R 117 501 per annum

CENTRE

: Roodeplaat Dam

REQUIREMENTS

: Candidates must be in possession of a National Diploma in Microbiology/Biotechnology/Water Care or an appropriate minimum three-year BSc degree in Microbiology as a major. The following factors will serve as a recommendation: Knowledge in standard analytical techniques for Hydrobiology, Microbiology and Toxicity. The use of a Laboratory Information Management System (LIMS) for data handling. The ability to plan, organize and analyze samples. The ability to perform administrative tasks. Knowledge of ISO 17025. Knowledge of statistical analysis. Knowledge of Occupational Health and Safety Act and safety principles. Computer literacy and ability to use various software packages such as MS Word, Excel, Power point, Microsoft Outlook and Internet. A driver's license will be an added recommendation.

DUTIES

: Key Performance Areas: The duties of the incumbent of the post will include the following: Analyses of water/sediment samples using Microbiological, Hydrobiological and Toxicity methods. Algal identification. Preparation of media, solutions and standards. Maintenance of cultures. Maintenance of laboratory instruments. Maintain, update and improve the accreditation quality system. Training of subordinates. Capturing of data on LIMS and similar software packages. Assist with the development, validation, improvement and auditing of analytical methods and standard operating procedures. Purchase of consumables/instruments according to government procedures.

**ENQUIRIES
APPLICATIONS**

: Mr C Carelsen, Tel (012) 808 9562
: The Director General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001
: Ms C Mazibuko, ZwaMadaka Building, Room 610
: 06 March 2009

**ATTENTION
CLOSING DATE**

POST

: **SENIOR INDUSTRIAL TECHNICIAN: ANALYTICAL
SERVICES**

SALARY

: R117 501 per annum

CENTRE

: Roodeplaat Dam

REQUIREMENTS

: An appropriate three-year degree/ diploma with Analytical Chemistry or Chemistry as a major. The following factors will serve as a recommendation: Appropriate in depth experience in standard water related analysis using the following techniques or instruments: Atomic Absorption Spectroscopy (AAS), Flame Emission Spectroscopy (FES), Segmented Flow Analysis (SFA), Flow Injection analysis (FIA), Ion Chromatography (IC), pH meter, EC meter and Turbid meter. Experience in auditing methods, procedures and laboratory facilities. Experience gained in an accredited chemistry laboratory and good laboratory practices. Knowledge of ISO 17025. Experience in the use of a Laboratory Information Management System (LIMS) for data handling. Good communication skills and the ability to work in a team. Supervisory skills. Knowledge of statistical analysis. Knowledge of Occupational Health and Safety Act and safety principles. Advanced computer literacy computer literacy and ability to use various software packages such as MS Word, Excel, Power point, Microsoft Outlook and Internet. A valid driver's license will be an added recommendation.

DUTIES

: Key Performance Areas: Prepare and analyse water samples with accredited methods and procedures. Analyse water samples using analytical instruments such as Atomic Absorption Spectrometer, Flame Emission Spectrometer, Turbidimeter, pH meter, Conductivity meter, Ion Chromatograph and UV-Vis (Aquakem) and Segmented Flow analysers. Maintain and upgrade analytical instruments. Practice quality assurance on all analysed data and results as per RQS accreditation quality system. Maintain and improve the RQS accreditation quality system in the Inorganic Chemistry laboratory. Develop, validate, improve and audit analytical methods. Operate Laboratory Information Management System (LIMS). Supervise and train laboratory personnel to have a highly motivated and effective team. Participate in Planned Job Observations (PJOs) on all methods and procedures to be declared competent in terms of the RQS accreditation quality system and thereafter be assessed by SANAS as a technical signatory. Purchase of consumables/instruments according to government procedures. Participate in proficiency testing exercises.

**ENQUERIES
APPLICATIONS**

: Dr T W Duma, Tel (012) 808 9608
: The Director General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001

**ATTENTION
CLOSING DATE**

: Ms C Mazibuko, ZwaMadaka Building, Room 610
: 06 March 2009

POST

: **SENIOR INDUSTRIAL TECHNICIAN**
(Resource Quality Information)

SALARY

: R117 501 per annum

CENTRE

: Roodeplaat Dam

REQUIREMENTS

: A three year tertiary qualification. Excellent verbal and written communication skills. Ability to organise. Good interpersonal relations. Computer literacy. A valid driver's licence.

DUTIES

: Key Performance Areas: The incumbent will be responsible for training users of Water Management System (WMS) on existing and new functionality. Prepare presentations to demonstrate the use of WMS. Update the WMS user manual.

**ENQUIRIES
APPLICATIONS**

: Ms E Vermaak Tel (012) 808 9625
: The Director General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001

**ATTENTION
CLOSING DATE**

: Ms C Mazibuko, ZwaMadaka Building, Room 610
: 06 March 2009

POST

: **COMMUNITY LIAISON OFFICER: BUSINESS PLAN
APPRAISALS**

SALARY

: R 117 501 per annum

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate Social Sciences Degree or Civil Engineering Diploma . Proven track record in Water Services. Good knowledge of Local Government. Excellent networking and communication skills. Strong critical analytical writing skills. Extensive experience on strategic facilitation, presentation and PFMA. Good presentation skills. Computer literacy. Possession of a valid code 08 driver's license.

DUTIES

: Key Performance Areas: Manage the implementation of Water Services Provider / Water Services Authorities as required by the Water Sector Strategy. Provide monthly and quarterly reporting of progress in Water Sector programmes. Provide strategic input, advice and guidance to sector structures in all the Provinces in relation to institutional issues. Facilitate and support improved development of provincial water sector strategies in all the Provinces. Work with team leaders in all the Regions on demand driven basis to coordinate water sector support programmes to Water Service Authorities municipalities. Support Department of Provincial and Local Government with the administration of Municipal System Improvement Grant (MSIG). Attend to sector forum meetings to ensure that institutional priorities are on track and to share lessons learned. The incumbent will also be expected to perform administrative duties, attend workshops and meetings, plan and coordinate meetings.

**ENQUIRIES
APPLICATIONS**

: Mr Sibusiso Mthembu Tel: (012) 336-8065
: The Director General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001

**ATTENTION
CLOSING DATE**

: Ms C Mazibuko, ZwaMadaka Building, Room 610
: 06 March 2009

POST

: **WATER POLLUTION CONTROL OFFICER (2 POSTS)**

SALARY

: R117 501 per annum

CENTRE

: Gauteng Regional Office

REQUIREMENTS

: An appropriate three-year degree or Diploma in Natural Sciences, Chemistry, Hydrology, Civil Engineering. Good knowledge of the National Water Act (NWA), 1998 (Act No.

36 of 1998) and related environmental legislation. Good understanding of catchment management and environmental impact assessment and studies. Computer literacy. Good written and verbal communication skills. Valid Code 08 driver's licence.

DUTIES

: Key Performance Areas: Ensure compliance and routine monitoring of water resources, authorities water. Be involved in project management and the development of catchment management agencies. Negotiate with industries, mines, Local Authorities. Perform biomonitoring. Evaluate candidates.

**ENQUIRIES
APPLICATIONS**

: Mr L Makhubela Tel (012) 392 1374
: The Acting Regional Head: Gauteng, Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001.

**ATTENTION
CLOSING DATE**

: Ms. K. Mathole
: 06 March 2009

POST

: **HYDROLOGIST: RESOURCE QUALITY INFORMATION**

SALARY

: R117 501 per annum

CENTRE

: Pretoria, Roodeplaat Dam

REQUIREMENTS

: An appropriate three year BSc degree with Honours or equivalent qualifications in Numerical, Earth and Natural Science or related Sciences with proven experience in a scientific environment. Excellent water resources experience and skills and knowledge of Geography. Training in GIS applications will be an advantage

DUTIES

: Key Performance Areas: Provide accurate spatial representations of water resource information, from the information on the Water Management System. Coordinated and consolidated National and Regional water resource quality monitoring programmes that have been registered on the Water Management System (WMS). Monitoring point data capture and updating. Do data maintenance and updating of the water resource database. Quality Assurance of Resource Quality Features on Water Management System (WMS). Assess, restore and increase capacity to address present requirements and to support increased activities required by CD: WRIM and the National Water Act.

**ENQUIRIES
APPLICATIONS**

: Ms E Vermaak Tel (012) 808 9625
: The Director General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001.

**ATTENTION
CLOSING DATE**

: Ms C Mazibuko, ZwaMadaka Building, Room 610
: 06 March 2009

POST

: **PROJECT MANAGER (5-year fixed-term contract)**

SALARY

: R117 501 per annum plus 37% lieu benefits

CENTRE

: Gauteng Regional Office (Vaaldam)

REQUIREMENTS

: Grade12 or equivalent qualification. Relevant working experience in management of Alien Invasive Plants Programmes. Knowledge of Project management. Understanding and knowledge of PFMA, Public Service

prescripts and CARA. The following will serve as recommendations: GPS and mapping/map reading skills. Herbicide, biological control and chainsaw management. Good people management skills. Administrative and financial skills. Computer literacy. A valid driver's licence and willingness to travel extensively.

DUTIES

: Key Performance Areas: Facilitate the development of project clearing plans and annual plans of operations. Oversee and co-ordinate project technical operations and work standards. Manage the project budget. Oversee training and social development programmes. Liaise with relevant stakeholders and land owners/users. Conduct field inspections to ensure compliance to Working for Water norms and standards.

**ENQUIRIES
APPLICATIONS**

: Mr. C Sambo Tel (012) 392 1353
: The Acting Regional Head: Gauteng, Department of Water Affairs and Forestry Private Bag X995, Pretoria 0001

**ATTENTION
CLOSING DATE**

: Ms K Mathole
: 06 March 2009

POST

: **SENIOR SECRETARY**
(Directorate: Business Risk Management)

SALARY

: R117 501 per annum

CENTRE

: Pretoria

REQUIREMENTS

: A senior certificate or equivalent qualification with extensive experience in office management along with an advantage computer literacy skills (Ms Word, Ms Excel, Ms PowerPoint and SAP) and knowledge, communication efficiency (verbal and written), good interpersonal relations and telephone conduct and protocol, planning, organisation and analytical abilities, problem solving and innovative thinking, ability to work dependently and under pressure.. A valid driver's license is a requirement. Candidates must be willing to undergo a typing skills test. He/she must be able to maintain confidentiality and security of the manager's office.

DUTIES

: Key Performance Areas: The prospective incumbent will be responsible for: the compilation and type letters, reports and submissions to management and relevant stakeholders. Execute and effective Administrative Support and Provisioning matters for the directorate. Keep diary of the Director, book venues, manage travel arrangements, meetings and attend to all related arrangements (Travel and Accommodation). Compilation of information on Excel and Access spreadsheets including preparation of presentation using PowerPoint. Response for documents control and management (i.e. filing system, registers, etc). Assist the Director to monitor and keep track of tasks. Ensure that submissions are in compliance with format, task directives and instructions. Manage office supplies stock (ordering of new stock).

**ENQUIRIES
APPLICATIONS**

: Mrs V Pillay Tel (012) 336 8107
: Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.

**FOR ATTENTION
CLOSING DATE**

: Ms C Mazibuko, ZwaMadaka Building, Room 610
: 06 March 2009

POST : **CHIEF AUXILLIARY SERVICES OFFICER: RESOURCE QUALITY INFORMATION**

SALARY : R94 326 per annum

CENTRE : Roodeplaar Dam

REQUIREMENTS : Candidates must be in possession of a grade 12 certificate. Have excellent verbal and written communication skills. Ability to work in an organised manner. Good interpersonal skills. Computer literacy and ability to use software packages such as MS Word, Excel and Internet.

DUTIES : Key Performance Areas: The incumbent will be responsible for the following: Receive and log water quality samples on the computer system. Handle problem samples. Pack water quality samples according to the Worksheets. Pack sampling material for dispatch to water quality monitors. Gather information for water quality audit reports. Handle orders for purchasing of sampling equipment. Assist with water quality monitoring tasks

ENQUIRIES APPLICATIONS : Ms E Vermaak Tel (012) 808 9625
: The Director General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001

ATTENTION CLOSING DATE : Ms C Mazibuko, ZwaMadaka Building, Room 610
: 06 March 2009

POST : **SENIOR PROVISIONING ADMINISTRATION CLERK: ORDERING**

SALARY : R 94 326 per annum (level 6)

CENTRE : Gauteng Regional Office

REQUIREMENTS : Grade 12 or equivalent qualification. Good knowledge of Supply Chain Management Policies and processes. Experience in ordering of goods and services. Knowledge of PFMA and Treasury Regulations. Knowledge of LOGIS and BAS systems. Good communication skills (specially with clients). Problem solving and negotiation skills. Planning and organizing skills. Ability to work in a team and independently. Accurate and trustworthy. Computer literacy and valid driver license. Must be able to work under pressure essential.

DUTIES : Key Performance Areas: Ensure that correct procedures are followed before placing an order according to the PAS Manual and SCM prescripts. Source quotations from suppliers. Completing of VA1 forms. Control and manage the roster system. Rotate the suppliers on database. Update database. Perform as a member of ECC. Maintenance of period contracts. Ensure that supplier is on Database before using a supplier. Filing on daily basis. Follow up on outstanding orders or quotations. Arrange delivery dates with suppliers. Promote speedy delivery. Handle queries from chief users and suppliers. Ensure that correct allocations are used. Manage and submit the Entity forms to Head office. Help in stores. Quarterly reviews.

ENQUIRIES APPLICATIONS : Karin Ferreira Tel (012) 392 1334
: Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001.

**ATTENTION
CLOSING DATE**

: Ms K. Mathole
: 06 March 2009

POST

: **SENIOR PROVISIONING ADMINISTRATION CLERK:
ORDERING**

SALARY

: R94 326 per annum

CENTRE

: Gauteng Regional Office

REQUIREMENTS

: Grade 12 or equivalent qualification. Good knowledge of Supply Chain Management Policies and processes. Experience in ordering of goods and services. Knowledge of PFMA and Treasury Regulations. Knowledge of SAP system. Good communication skills (specially with clients). Problem solving and negotiation skills. Planning and organizing skills. Ability to work in a team and independently. Accurate and trustworthy. Computer literacy and valid driver license. Must be able to work under pressure essential.

DUTIES

: Key Performance Areas: Ensure that correct procedures are followed before placing an order according to the PAS Manual and SCM prescripts. Source quotations from suppliers. Completing of relevant SAP forms. Control and manage the roster system. Rotate the suppliers on database. Update database. Perform as a member of ECC. Maintenance of period contracts. Ensure that supplier is on Database before using a supplier. Filing on daily basis. Follow up on outstanding orders or quotations. Arrange delivery dates with suppliers. Promote speedy delivery. Handle queries from chief users and suppliers. Ensure that correct allocations are used. Manage and submit the Vendor Entity forms to Head office. Help in stores. Quarterly reviews.

**ENQUIRIES
APPLICATIONS**

: Karin Ferreira Tel (012) 392 1334
: Department of Water Affairs and Forestry, Private Bag X995,
Pretoria, 0001.

**ATTENTION
CLOSING DATE**

: Ms K. Mathole
: 06 March 2009

POST

: **SENIOR ADMINISTRATION CLERK (3 POSTS)
(WATER SECTOR SUPPORT)**

SALARY

: R94 326 per annum

CENTRE

: Gauteng Regional Office

REQUIREMENTS

: Grade 12 or an equivalent qualification plus appropriate experience in administration, Finance, and Supply Chain Management. Computer skills, with high level of proficiency in using MS Word, Excel and Outlook. Essential competencies: Good Verbal and written communication skills, organisational and interpersonal skills. The ability to work under pressure and use own initiative.

DUTIES

: Key Performance Areas: Rendering an efficient general office administrative support service. Assist with Water Services Educational programmes. Obtain quotations on request for procurement services. Taking minutes of meetings.

**ENQUIRIES
APPLICATIONS**

Providing assistance with regard to secretarial duties, and office services (accommodation, flights, catering).
: Mr. T Mnguni Tel (012) 392 1511
: The Acting Regional Head: Gauteng: Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001.
: Ms K. Mathole
: 06 March 2009

**ATTENTION
CLOSING DATE**

POST

: **ARTISAN / SENIOR B-GROUP: CIVIL**

SALARY

: R94 326 per annum

CENTRE

: Area Office Potchefstroom

REQUIREMENTS

: Grade 12 or equivalent qualifications. Completed Apprenticeship and proof of passing a trade test, or Certificate issued under the provisions of the Manpower Training Act. Extensive appropriate experience. A valid Code 10/08 drivers license. Prepared to work overtime.

DUTIES

: Key Performance Area: Knowledge of erection of shuttering, concrete works, steel reinforcing (binding and placing), erection and maintenance of buildings, laying of pipes, maintenance, construction and repairs to canals as well as drainage canals. Training of, supervision over and advice to skilled and unskilled workers. Be able to interpret structure plans, work out quantities and build structures according to specifications.

**ENQUIRIES
APPLICATIONS**

: Mr MJD Ackerman Tel (018) 297 3867
: The Area Manager, Department of Water Affairs and Forestry, Private Bag X 936, Potchefstroom, 2520.

**ATTENTION
CLOSING DATE**

: Mr. MJD Ackerman
: 06 March 2009

POST

: **SENIOR PROVISIONING ADMINISTRATION CLERK (4 POSTS)**

SALARY

: R94 326 per annum

CENTRE

: Groblersdal

REQUIREMENTS

: Grade 12 with appropriate asset management experience. Good communication skills, computer literacy, problem solving skills, ability to translate policy, SAP knowledge will be an additional recommendation. Recommendations: Bachelors degree or diploma with Supply Chain Management background would be an added advantage. A valid drivers licence.

DUTIES

: Key Performance Areas: Maintain and update the asset register, perform relevant reconciliation, verify movable asset register, administer property and lease contracts, monitor compliance to lease agreements, compile documents for disposal committee, reports on disposal items to the committee, inspect items for reuse. Filing of all lease contracts, completion of disposal documents

**ENQUIRIES
APPLICATIONS**

: Mr M R Williams, Tel (012) 253 1093
: Director Northern Operations, NWRI – Branch, P/Bag X352, Hartbeespoort, 0216

FOR ATTENTION

: Mr MR Williams

CLOSING DATE

: 06 March 2009

POST

: **WATER CONTROL OFFICER**

SALARY

: R76 194 per annum

CENTRE

: Schoonspruit GWS Ventersdorp

REQUIREMENTS

: Grade 10 Certificate or an equivalent qualification plus extensive appropriate experience. Completed the Water Measurement, Water Distribution and Water Test courses. Supervisory skills. Knowledge of the National Water Act. Verbal and written communication skills. Computer literacy. Valid driver's licence.

DUTIES

: Key Performance Area: Planning and priorities duties of subordinates. Assist with processing of license applications. Water distribution within the Government waterworks to be controlled according to regulations daily. Minor maintenance on structures, dams, fences and sluices. Proposal report for the scheme. Produce flood warning list of all water users/clients and flood control. Progress reports in respect of tasks. Collection and safekeeping of equipment and supplies daily. Control time register and leave forms.

ENQUIRIES

: Mr. C. du Plessis, Tel (018) 297 3867

APPLICATIONS

: The Area Manager, Department of Water Affairs and Forestry, Private Bag X936, Potchefstroom, 2520

ATTENTION

: Ms E. Ackerman

CLOSING DATE

: 06 March 2009

POST

: **ARTISAN (CIVIL)**

SALARY

: R76 194 per annum

CENTRE

: Groblersdal Area Office

REQUIREMENTS

: Proof of having passed an appropriate Civil Orientated trade test in terms of the provisions of section 13[2][h] of the Manpower Act 1981, as amended. Appropriate Civil/ Building experience in the disciplines of bricklaying, plastering, painting, glazing, carpentry, plumbing and concrete work including shuttering. A valid Code EB driver's license.

DUTIES

: Key Performance Areas: Performing tasks of planning, allocation and controlling, executing of repair jobs, maintenance jobs and new jobs. Management of supplies and material. Management of Equipment. Management of personnel/staff. Conducting of estimated costs/ monitoring of expenditure: per repair/ maintenance/ new job. Implementation and Monitoring of Health and Safety Standards within the team. Perform Quality assurance during the performance and after completing the task to assure that prescribed standards are adhere to.

ENQUIRIES

: Mr. MR Williams Tel (012) 253 1093

APPLICATION

: Director Northern Operations, NWRI – Branch, P/Bag X352, Hartbeespoort, 0216

ATTENTION

: Mr MR Williams

CLOSING DATE

: 06 March 2009

POST : **DATA CAPTURER (Working for Water)**
(5 Year fix-term contract)

SALARY : R76 194 per annum plus 37% in lieu of benefit

CENTRE : Gauteng Regional Office

REQUIREMENTS : Grade 12 or equivalent qualifications. Appropriate experience in data capturing. Computer literacy.

DUTIES : Key Performance Areas: Quality control, report inconsistencies to Data Manager. Identify gaps and errors in contract documentation and report these to the Data Manager. Manage time effectively to ensure that all information is captured before reporting deadlines. Report progress and backlogs in data capturing to the Data Manager. Compile report to assist Data Managers in regional management. Capturing all new employees into the Personnel database. Checking that all contract sheets have been captured correctly when contracts are delivered. Approve/reject contract as complete. Data capturer is accountable for accurate and up to date data capturing and reporting problems.

ENQUIRIES : Mr. C Sambo Tel (012) 392 1353
APPLICATIONS : The Acting Regional Head: Gauteng, Department of Water Affairs and Forestry, Private Bag X995, Pretoria 0001

ATTENTION : Ms K. Mathole
CLOSING DATE : 06 March 2009

POST : **SENIOR ADMINISTRATIVE CLERK**
(Water Tribunal Register)

SALARY : R76 194 per annum

CENTRE : Pretoria

REQUIREMENTS : Matric certificate plus appropriate working experience. Excellent communication, organisational skills. interpersonal sensitivity. Flexibility. Personal motivation. Computer skills (Ms Word, Excel, PowerPoint and Outlook). Problem solving skills. the ability to use own initiative. Experience and insight in filing of records and general office administrative.

DUTIES : Key Performance Areas: Render general office admin support to the Water Tribunal. Keep records of decisions made by the Water Tribunal. Assist in processing legal documents such as tender documents, contracts, international agreements/directives, delegations, assignments and memoranda, co-ordinate meetings and hearings for the Tribunal members, handle routine correspondence and enquiries, faxing, photocopying, bind documents, make travel and accommodation arrangements, type letters and memorandums and prepare PowerPoint presentations. Manage S&T claims. Maintain a good document and record management system for the Directorate. Order and maintain office equipment and stationery.

ENQUIRIES : Ms L Sishuba Tel (012) 336 8297
APPLICATIONS : Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.

FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building, Room 610

CLOSING DATE

: 06 March 2009

POST

: **SENIOR ADMINISTRATION CLERK GRADE I**

SALARY

: R64 410 per annum

CENTRE

: Pretoria

REQUIREMENTS

: A Matric Certificate or equivalent qualification plus experience in Supply Chain Management. Good communication skills (written and verbal). Computer literate with a good knowledge of Ms Word, Ms Excel, Ms Outlook and Ms PowerPoint. Knowledge of administration procedures. Good interpersonal relations and the ability to work under pressure. A valid code EB driver's licence.

DUTIES

: Key Performance Areas: A wide variety of administration functions. Complete VAS2's and all enquiries related to Supply Chain Management. Typing of all correspondence. Administer filing system. Receive, distribute and send faxes/post, etc. render personnel administration duties. Upkeep and control key registers. Maintain records. Upkeep and control inventories.

**ENQUIRIES
APPLICATIONS**

: Ms Susan Arrow Tel (012) 336 8190
: Director General, Department: Water Affairs and Forestry,
Private Bag x313, Pretoria, 0001.

**FOR ATTENTION
CLOSING DATE**

: Ms C Mazibuko, ZwaMadaka Building, Room 610
: 06 March 2009

POST

: **SENIOR ADMINISTRATION CLERK GRADE I**

SALARY

: R64 410 per annum

CENTRE

: Groot Marico

REQUIREMENTS

: Senior Certificate or equivalent qualification plus appropriate experience. Knowledge of SAP. Good verbal and written communication skills. Basic computer literacy. Appropriate experience in filing, registry of documents and general office administration.

DUTIES

: Key Performance Areas: Render efficient general Administrative support functions to the Scheme Manager. Co-ordinate workshops, schedule meetings, provide secretarial support at the meetings and co ordinate reports. Taking and typing minutes. Control, manage filing, registry of records/documents, faxing, photocopying and binding of documents. Arranging meetings with relevant customers and clients. Handle routine correspondence and enquiries.

**ENQUIRIES
APPLICATIONS**

: Mr M R Williams, Tel (012) 2531093
: Director Northern Operations, NWRI – Branch, P/Bag X352,
Hartbeespoort, 0216

**ATTENTION
CLOSING DATE**

: Mr M R Williams
: 06 March 2009

POST

: **DRIVER II**

SALARY

: R47 787 per annum

CENTRE

: Groblersdal Area Office

REQUIREMENTS

: A valid driver's license with and Public Service driving permit (PDP). Good knowledge of Pretoria and Johannesburg areas and the ability to read and interpret roadmaps will be an added advantage

DUTIES

: Key Performance Areas: Transport DWAF officials between area offices, Head Office, Groblersdal surroundings as well as Johannesburg. Deliver and collect documents when the need arises. Take vehicle to service centre.

**ENQUIRIES
APPLICATION**

: Mr MR Williams Tel (012) 253 1093

: Director Northern Operations, NWRI – Branch, P/Bag X352,
Hartbeespoort, 0216

**ATTENTION
CLOSING DATE**

: Mr MR Williams

: 06 March 2009

Applications must be submitted on forms Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. For all posts, please forward your application, quoting the relevant reference number, to the address mentioned at each post. No faxed applications will be accepted.

Note: If you have not heard from us within 6 weeks of the closing date, please accept that your application was unsuccessful

The Department of Water Affairs and Forestry is an equal opportunity, affirmative action employer. The intention is to promote representivity

in the Public Service through the filling of this post and persons whose appointment will promote representivity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered.