

DEPARTMENT OF WATER AFFAIRS

CLOSING DATE : 30 June 2010
NOTE : 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. 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.

MANAGEMENT ECHELON

POST 24/50 : **DIRECTOR: HUMAN RESOURCE PLANNING AND RECRUITMENT**

SALARY : R652 572 per annum
CENTRE : Pretoria
REQUIREMENTS : A Bachelors Degree or equivalent qualification in Human Resource Management /Social Science and / or related fields. Relevant experience in HR Planning, Recruitment and Selection, An in-depth understanding of enabling legislation (BCEA, Employment Equity Act, Labour Relations Act, Skills Development Act, Public Service Act, Public Service Regulations), Appropriate management experience in the HR environment. Knowledge of HR Planning, Recruitment and Selection processes, Excellent communication and writing skills, Advanced Computer literacy. Ability to manage the compilation of statistics, conduct trend analysis and compile reports.

DUTIES : The incumbent will oversee, co-ordinate and manage the overall HR Planning, Recruitment and Selection component. Advise and consult with Top Management as well as relevant stakeholders on planning, formulating and implementing the HR Plan, Recruitment and Selection principles and practices relevant to the Department. Oversee that the right people are attracted by quality assuring the content of post advertisements for placement in the relevant media. Render expert advice on the screening and selection of most suitable candidates in line with Employment Equity prescripts in order to support the strategic objectives and post requirements of the Department's core mandate. Coordinate, compile and submit the Employment Equity Report, HR Plan and HR Planning Reports of the Department within prescribed timeframes. Ensure compliance with relevant Recruitment legislation. Ensure and oversee strategic business planning and reporting (operational, financial and HR management) for the Directorate. Manage budget and ensure expenditure controls for the Directorate: Planning, Recruitment & Selection. Manage the implementation of PMDS for the Directorate.

ENQUIRIES : Mr AM Bogoshi, Tel: (012) 336 7404
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 24/51 : **DIRECTOR: WATER SECTOR SUPPORT**
 5 Year Contract

SALARY : R652 572 per annum (all inclusive remuneration package)
CENTRE : Mafikeng
REQUIREMENTS : Relevant tertiary qualification in any of these fields: Legal, Economics, Civil Engineering, Environmental and Social Sciences plus extensive experience in the water and local government sector. Knowledge of water related and local government legislation and policies. Appropriate experience in the co-ordination of water services programmes. Good programme, human resources and financial management skills. Ability to interact at a high level, excellent written and verbal

communication skills, public presentation skills. Computer literacy. Ability to work independently, willingness to travel and work irregular hours. A valid driver's licence.

- DUTIES** : Strategic direction and guidance within the Directorate. Manage the Directorate, including human resources, financial and business. Lead Directorate planning, monitoring and reporting. Advise top management as well as relevant sector institutions on sector policies and strategies. Guide water services policy implementation and common approaches by local government. Provide guidance regarding adherence to relevant legislation e.g. PFMA, DORA, WSA and NWA. Lead the development and coordinate the implementation of all water sector support programmes in the North West Region. Ensure effective water services institutions. Lead the establishment and facilitation of Provincial and District collaboration forums. Communicate effectively with sector stakeholders to keep them informed of developments in the sector. Implement the cooperative governance framework. Promote gender equity, appropriate technology and the use of community based approaches. Support and monitor local government implement programmes such as municipal infrastructure, free basic water services, backlog eradication, water quality management and the operation and maintenance of water services infrastructure. Support the implementation of the regional bulk infrastructure programme. Manage other specific initiatives such as Ministerial Summits, Imbizo's and Masibambane.
- ENQUIRIES APPLICATIONS** : Ms Marie Brisley - Clarvis Tel (018) 387 9547
- FOR ATTENTION** : The Chief Director; Department of Water Affairs, Private Bag X 5, Mmabatho, 2735
Mr J Manqandela

OTHER POSTS

- POST 24/52** : **CHIEF ENGINEER GRADE A**
- SALARY CENTRE REQUIREMENTS** : R507 114 per annum (All inclusive salary package)
Bellville
Engineering Degree (BEng/BSC Eng). Six years post qualification experience required as a registered professional Engineer. Valid Drivers License. Compulsory registration with ECSA as a professional Engineer.
- DUTIES** : The Deputy Chief Engineer will be responsible for Water Use Management and related duties in the Berg Water Management Area, the evaluation and submission of water use licensing applications, registration of water use, negotiations with water users, attendance of meetings, correspondence and writing of reports, establishment and maintenance of Water Management Institutions, advising of water users on aspects of the National Water Act, Dam safety classifications, identification of available water resources and developmental needs, coordination and processing of inputs from a wide range of disciplines, comparative analysis, optimization and reporting of feasibility investigations of possible water resource developments, selection, appointment and control of professional services providers, capacity building and mentoring of young engineers and technicians. It will be expected from the incumbent to travel frequently.
- ENQUIRIES APPLICATIONS** : Ms A Schreuder (021) 950 7102
The Chief Director: Western Cape Regional office, Department of Water Affairs, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.
- FOR ATTENTION** : Mr B Saki (021) 941 6018
- POST 24/53** : **DEPUTY DIRECTOR: RECRUITMENT SPECIALIST**
- SALARY CENTRE REQUIREMENTS** : R378 456 per annum
Pretoria
A Bachelors Degree or equivalent qualification in Human Resource Management / Social Science and / or related fields. Relevant experience in Recruitment and Selection. An in-depth understanding of enabling legislation (BCEA, Employment Equity Act, Labour Relations Act, Skills Development Act, Public Service Act, Public Service Regulations), Appropriate knowledge and experience in the drafting of advertisements, liaison with Line Managers regarding the filling

of vacant posts, managing the allocated budget and the actual expenditure of advertising. Excellent communication and writing skills, Advanced Computer literacy. Ability to manage the compilation of statistics, conduct trend analysis and compile reports.

DUTIES : The incumbent will drive the recruitment process and ensure a coordinated approach in collaboration with Line Managers on the end to end recruitment process including the scheduling of the filling of vacant positions. Collaborate with internal HR Directorates to ensure that the post is reflected on the approved structure and the establishment of the relevant component. Ensure total quality management, 100% accuracy and sign-off on advertisements before cost effective placement in the relevant media. The incumbent will also be required to manage the screening, quality assurance and co-ordination of the placement of advertisements for the Occupational Specific Dispensation vacant posts. Will conduct age analysis on the recruitment process to identify bottlenecks in the cycle and compile reports for management intervention. Acknowledge receipt of all requests for placement of advertisements and ensure strict adherence to specific timeframes for the placement of advertisements within standard operating procedures and service level agreement timelines. Manage the allocated budget for advertising and report on actual expenditure on a monthly basis.

ENQUIRIES : Ms L Van Wyk, Tel (012) 336 7147
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 24/54 : **DEPUTY DIRECTOR: STRATEGIC SUPPORT**
 Office of the Deputy Director-General: International Relations

SALARY : R378 456 per annum (All inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Three Bachelor Degree/ Diploma plus relevant experience at a junior management level. Should have prior experience in support services or project management. Sound knowledge and understanding of public management. Understanding of legislative regime. Strategic capability and leadership. Programme and project management. Financial Management. Knowledge Management. Problem solving and analysis. People management and empowerment. Client orientation and customer focus.

DUTIES : Develops systems to co-ordinate flow of correspondence between all relevant role players. Manages all incoming and outgoing strategic documents. Prepares documents for the DDG signature, including appraisal of technical content and making necessary recommendations. Oversees the planning and preparation of meetings. Co-ordinates the support of external services required by the Branch. Liaises with Service providers to negotiate service level agreements. Ensures the development and maintenance of a business plan. Ensures the co-ordination and monitoring of progress in terms of the business plan. Provides regular feedback to the DDG with recommendations regarding required. Ensures the co-ordination of the performance monitoring system of the managers reporting to the DDG. Ensures that action plans are met and delivered accordingly as required by the DDG. Ensures the monitoring and financial planning relating to the immediate Branch requirements. Develops submission of projections as well as monthly expenditure reports. Analyses the entire branch budget and expenditure reports to provide the DDG with a summarized version of activities taking place and areas that may require the manager's focus or intervention. Ensures effective management of all projects. Monitors and evaluates flagship projects. Reports and provides feedback on all relevant f projects.

ENQUIRIES : MS DH Twayi, Tel-012 336 7118
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 24/55 : **MANAGER: REGIONAL INFORMATION SERVICES SUPPORT**

SALARY : R378 456 per annum

CENTRE REQUIREMENTS : Bellville
 : A Three year Degree/ National Diploma in Information Technology or an equivalent relevant Degree/ National Diploma. Extensive appropriate experience in Information Technology. Knowledge and understanding of IT facilities, IT Infrastructure, IT Change Management and IT Service Level Agreement. Knowledge and understanding ITVL and COBIT. A Valid driver's license (certified copy must be attached).

DUTIES : Manage the IT function of the region. Manage IT Procurement, including the establishment of the regional IT committee. Perform regional IT contract and SLA in the region. Manage performance of all IT Service providers within the region. Ensure regional compliance to IT Governance framework. Compile and manage IT budget. Ensure proper facility management and implement security policies. Provide training and support to end users. Analyse service desk reports and make recommendations. Ensure smooth linkages between operations and technical functions.

ENQUIRIES APPLICATIONS : Ms K. Ntshingane Tel: (021) 941 6006
 : The Chief Director: Western Cape Regional office, Department of Water Affairs, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Mr. B. Saki 021 941 6018

POST 24/56 : **DEPUTY DIRECTOR: BUDGET CONTROLLERS REGIONS 4 POSTS**

SALARY CENTRE REQUIREMENTS : R378 456 per annum
 : Pretoria (Head Office)
 : • A 3 year tertiary qualification in management accounting/financial accounting/economics • Appropriate experience in financial management with considerable experience of at least 2 – 5 years in a financial management environment • Extensive knowledge of government accounting financial systems (BAS) as well as MS Word, Excell, Powerpoint • Highly familiar with governance regulations (PFMA and Treasury Regulations) • Possess organisational, analytical, verbal and written, problem finding, communicating and time management skills, with attention to detail and high level of accuracy • Ability to develop strategic plans • The person/s should be able to work independently and in a team, under extreme pressure in a demanding environment • He/she should be able to resolve problems, have a sense of responsibility, initiative, creativity, objective and demonstrate good work ethics, and be service orientated towards Batho Pele principles • Drivers licence

DUTIES : • Monitoring of expenditure to ensure alignment with approved budget and cash flow projections/expenditure control • Ensure compliance with PFMA and Treasury Regulation • Assist programme/budget managers in compiling and co-ordinating MTEF and ENE • Assist requests (budget bids) • Prepare database of budget inputs acquired by the programme/budget managers in accordance with National Treasury prescriptions • Assist Managers with DORA • Monitor donor funding/expenditure including expenditure control • Resolve all budget related audit queries • Provide evidence to programme/budget managers in respect of all budgeting related matters • Design and evaluate design elements

ENQUIRES APPLICATIONS : C. Kleynhans Tel (012) 336-7374
 : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 24/57 : **DEPUTY DIRECTOR: COMMUNICATIONS**

SALARY CENTRE REQUIREMENTS : R378 456 per annum
 : Bellville
 : An appropriate three-year Degree or National Diploma in communications, journalism, marketing and Public Relations. Excellent knowledge of public relations, corporate communications, media liaison and media productions. Exceptional skill in project and events management. Experience in communication strategy development and execution. Provide leadership to Section with regards to human resource management and financial management.

DUTIES : Good knowledge of government communications. Ability to work under pressure and a valid driver's license (a certified copy must be attached)

: Organize corporate functions, events, seminars and launches of DWA and ensure that the correct target audience and stakeholders are invited. Maintain a suitable and updated data-base on venues, stakeholders and service providers/suppliers for events management. Manage all aspects of communications and marketing of different branches in terms of the framework of its legislation by developing and implementing communications strategies with managers of Water Services, Water Resource, Corporate Communications and Water Sector Support. Manage the initiation, design, monitoring and evaluation of communications and marketing campaigns with the directorate sector partners. Provide communication advice across all directorates. Advice and assist with media liaison activities across all directorates. Manage all media production requirements within the region. Write articles for internal and external publications. Ensure effective and efficient administrative and financial management of the region. Develop, build and maintain public and private partnership with stakeholders in the different sectors relating to regional communications.

ENQUIRIES : Ms K. Ntshingane Tel: (021) 941 6006

APPLICATIONS : The Chief Director: Western Cape Regional office, Department of Water Affairs, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Mr. B. Saki 021 941 6018

POST 24/58 : **CONTROL ENVIRONMENTAL OFFICER GRADE A**

SALARY : R238 551 per annum

CENTRE : Bellville

REQUIREMENTS : An appropriate four-year degree or National Diploma in Aquatic Sciences Environmental Management Geomorphology Hydrology or Environmental Engineering or equivalent qualification, plus at least 5 years of appropriate experience in the field of Resource Directed Measures. Knowledge of National Water Act and all water-related and relevant Environmental Management legislation and policies. Sound knowledge of all aspects and processes related to Resource Directed Measures and Integrated Water Resource Management. Basic Hydrological Modelling background or experience. Knowledge of hydraulic and hydrological application in terms of Water Resource Protection. Knowledge and experience on River Health Monitoring and indices. Knowledge and understanding of the tools developed for Reserve determination. Proven ability and experience to write and interpret technical and scientific reports and documents and assist with the management of projects. Proven management and negotiation skills. Ability to work productively in an environment consisting of multi-disciplinary internal and external DWA staff and stakeholders. Computer literacy with practical experience in using software packages such as MS Word, Excel, PowerPoint and Outlook. A valid drivers license (a certified copy must be attached). Good written and verbal communication, presentation and report writing skills. Able to provide technical and scientific support to other DWA functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Innovative, enthusiastic and creative. Able to manage stress and large workloads. Good interpersonal skills.

DUTIES : The successful candidate will implement the National Water Act 36 of 1998 with the focus on Resource Directed Measures (RDM) including the implementation of the Reserve in the 4 WMAs as well as the River Health Monitoring Programme and Adopt-a-River Initiative. Conduct low confidence reserves, including running the hydrological and other relevant models. Organise field trips and assist with the preparation of the required supportive technical information as well as the writing of technical and other reports. Liaise with the National RDM office on (higher confidence) reserve determination and implementation. Liaise with internal and external stakeholders regarding RDM initiatives. Integrate reserve determinations with other DWA functions within the Regional Office such as licence applications and provide general technical and scientific support. Develop TORs and manage PSPs. Be willing to undertake substantial travelling that could result in being out of office for a week or more at a time. Participate in capacity building programmes and mentorship programmes for junior staff. Appropriate testing of skills may be undertaken.

ENQUIRIES : Ms. W Kloppers, Tel. 021-9507100
APPLICATIONS : The Chief Director: Western Cape Regional office, Department of Water Affairs, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Mr B. Saki 021 941 6018

POST 24/59 : **PERSONAL ASSISTANT**

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : National 3-year Diploma/Degree. Project management course/certificate plus relevant experience. Interpersonal relations skill. Organisational skill. Communication skill (verbal and written). Research skill. Computer literate. Financial management. Project management. People management and empowerment. Analytical thinking. Knowledge and understanding of Human Resources policies/guidelines. Problem solving skills and analysis.

DUTIES : The successful candidate will be responsible with the following: Arrangement/organisation of workshops and management meetings. Represent the manager at certain meetings. Co-ordination and monitoring of projects. Management of the budget. Management of Human Resource functions. Management of procurement.

ENQUIRIES : MS DH Twayi, Tel-012 336 7118
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 24/60 : **PROFESSIONAL SCIENTIST (PRODUCTION) GRADE A – C**
 Directorate: Strategy Coordination

SALARY : R298 053 – 456 921 per annum (offer based on proven year of experience)
CENTRE : Pretoria
REQUIREMENTS : Science Degree (Bsc) (Hon) or equivalent qualification. . Three years post qualifications experience. Compulsory registration as a Professional Scientist with the South African Council for Natural and Scientific (SACNASP). A valid driver's license. Project management experience. Computer literacy including MS-Power point excel and word. Ability to write, interpret and apply policy and legislation. Proficiency in English and at least one other official language. Ability to interpret Water Resource Management (WRM) policies and legislation. Ability to work independently and the willingness to travel and work irregular hours. Experience in the management of stake-holder relations.

DUTIES : The successful incumbent will be a self –motivated individual who will support the Strategy –Co-ordination Sub-Directorate in the Directorate; Policy and Strategy Co-ordination (WRM). The incumbent will be based at Head office in Pretoria central where she/he will be responsible for the following; Provide specialist and technical support in the development of Water Resource Management Systems (WRMS). Support the sub-directorate-Strategy Co-ordination in formulating and coordinating legislation and policy which will promote long term sustainable institutional arrangements for National water resources Management. Developing strategies and guidelines to support the National management of Water resources. Support the process of drafting and reviewing guidelines for the establishment of Catchment management strategies. Co-ordinate in-depth water legislation issues in the Sub-Directorate; Strategy co-ordination. Support the development of relevant DWA documents, such as the Strategic Planning, Estimates for National Expenditure, DWAF Annual report, especially the WRM inputs. Support the development of water associated policies and strategies (within the Directorate) to ensure that strategic objectives of the Department are driven to the appropriate manner. Perform any other tasks that may be assigned from time to time.

ENQUIRIES : MS. Matho Gwala (012) 336-8768
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

<u>POST 24/61</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A</u>
<u>SALARY</u>	:	R238 551 per annum
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	An appropriate four-year degree in Aquatic Sciences Environmental Management Geomorphology Hydrology or Environmental Engineering or equivalent qualification, plus at least 5 years of appropriate experience in the field of Resource Directed Measures. Knowledge of National Water Act and all water-related and relevant Environmental Management legislation and policies. Sound knowledge of all aspects and processes related to Resource Directed Measures and Integrated Water Resource Management. Basic Hydrological Modelling background or experience. Knowledge of hydraulic and hydrological application in terms of Water Resource Protection. Knowledge and experience on River Health Monitoring and indices. Knowledge and understanding of the tools developed for Reserve determination. Proven ability and experience to write and interpret technical and scientific reports and documents and assist with the management of projects. Proven management and negotiation skills. Ability to work productively in an environment consisting of multi-disciplinary internal and external DWA staff and stakeholders. Computer literacy with practical experience in using software packages such as MS Word, Excel, PowerPoint and Outlook. A valid drivers licence. Good written and verbal communication, presentation and report writing skills. Able to provide technical and scientific support to other DWAF functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Innovative, enthusiastic and creative. Able to manage stress and large workloads. Good interpersonal skills.
<u>DUTIES</u>	:	The successful candidate will implement the National Water Act 36 of 1998 with the focus on Resource Directed Measures (RDM) including the implementation of the Reserve in the 4 WMAs as well as the River Health Monitoring Programme and Adopt-a-River Initiative. Conduct low confidence reserves, including running the hydrological and other relevant models. Organise field trips and assist with the preparation of the required supportive technical information as well as the writing of technical and other reports. Liaise with the National RDM office on (higher confidence) reserve determination and implementation. Liaise with internal and external stakeholders regarding RDM initiatives. Integrate reserve determinations with other DWA functions within the Regional Office such as licence applications and provide general technical and scientific support. Develop TORs and manage PSPs. Be willing to undertake substantial travelling that could result in being out of office for a week or more at a time. Participate in capacity building programmes and mentorship programmes for junior staff. Appropriate testing of skills may be undertaken.
<u>ENQUIRIES</u>	:	Ms. W Kloppers, Tel. 021-9507100
<u>APPLICATIONS</u>	:	The Chief Director: Department of Water Affairs, Private Bag X 16, Sanlamhof, 7532, OR Hand deliver @ No 3 Sigma Building, Blanckenberg Road, Bellville 7530
<u>FOR ATTENTION</u>	:	Mr B. Saki
<u>POST 24/62</u>	:	<u>IMPLEMENTATION MANAGER: KZN ALIEN INVASIVE PLANTS WORKING FOR WATER</u> (5 Year Contract)
<u>SALARY</u>	:	R192 540 + 37% in lieu of benefits
<u>CENTRE</u>	:	Midmar Dam Office
<u>REQUIREMENTS</u>	:	A Degree or National Diploma in Natural Science or Forestry or Environmental Alien invasive plants management and working experience (experience in alien alien invasive plants management will be an added advantage). Management skills. Financial management, project management and people management skills. Computer literacy. A valid driver's license. Willingness to travel. Ability to communicate in isiZulu and English. The following will serve as recommendations: Excellent communication and people management skills, systems and analytical skills. Knowledge of the legislative context of alien plant clearing methods. Understanding and knowledge of PFMA, Public Service Prescripts and Transformation in the public service
<u>DUTIES</u>	:	Develop, implement, co-ordinate, monitor and evaluate regional annual plans of operation regarding alien invasive plants clearing. Monitor and evaluate the

project performance and compliance of implanting agents. Monitor operation and financial project performance against planned targets and budgets (KPI'S). Ensure development and monitor compliance to safety, social development and training. Ensure liaison with relevant stakeholders, partnerships and landowners/users. Integrate the training plans, social development activity plans and biological control and water weeds methods within the project clearing plans. Manage and oversee Alien invasive plants implementation personnel. Draw up business plans, management of the unit clearing plans and strategic plans

ENQUIRIES : Ms. T Motolwana – Tel. (033) 239 1202
APPLICATIONS : The Regional Programme Leader: Working for Water: KZN, Department of Water Affairs and Forestry, Private Bag x 24, Howick, 3290
FOR ATTENTION : Ms S Bayat

POST 24/63 : **ASSISTANT DIRECTOR: AGRICULTURAL WATER USE DEVELOPMENT FINANCE**
 Sub-Directorate: Institutional Development and Reform

SALARY : R192 540 per annum
CENTRE : Nelspruit
REQUIREMENTS : An appropriate recognised Bachelor's degree in Agricultural Economics or Agribusiness Management. Profound knowledge of and experience in irrigation and rain-fed agriculture in South Africa, with a focus on subsistence, small scale as well as commercial agriculture. Ability to appraise water use development projects. Sound knowledge of Socio-economic development principles and practices. Experience in project management, monitoring and evaluation. Understanding of DWAF financial assistance policy and regulations. Knowledge of the application of the Public Finance Management Act (PFMA) and the National Water Act. Presentation, community development facilitation and problem solving skills. Computer literacy. Communication skills (written and verbal). Stakeholder liaison/relations and networking skills at different levels. Ability to work effectively under pressure. A valid driver's licence.

DUTIES : Key Performance Areas: Promote, support and facilitate the implementation of financial assistance to resource poor farmer's for water use development. Support regions with identification and prioritisation of projects for DWAF financial assistance. Monitor and evaluate the implementation and application process of DWAF financial assistance to resource poor farmers. Assist with evaluation of financial assistance applications and project proposals. Assess the impact of DWAF financial assistance on socio-economic development of resource poor farmers. Co-ordinate reports from the regions. Liaise with other Government Departments on agricultural water use development for resource poor farmers. Align DWAF financial support programme with other Government agricultural support programmes. Represent the Department on a wide range of Provincial and National forums, this will include active participation in the Coordinating Committee on Agricultural Water (CCAW) meetings in all the provinces. Assist with management of other rural livelihoods improvements support programmes such as rainwater harvesting for family food production and other household uses.

ENQUIRES : Mr. PH Ntabeni Tel no. 013-932 2061
APPLICATIONS : The Regional Head: Mpumalanga, Department of Water Affairs, Private Bag X 11259, Nelspruit 1200

FOR ATTENTION : Ms. FM Hlatshwayo

POST 24/64 : **SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A-C 3 POSTS**

SALARY : R153 312-R228 132 per annum (offer based on proven years of experience)
CENTRE : Nelspruit
REQUIREMENTS : National Diploma in Engineering. Three years post qualification technical experience. A valid driver's license. Compulsory registration with ECSA as a Professional Engineering Technician .Computer literacy. Good verbal and communication skills. Knowledge of guidelines, protocols, standards and norms for groundwater development, protection and management. Knowledge of use and application of geotechnological equipment as well as geohydrological field processes.

DUTIES : Provide groundwater management support in respect of quality and quantity. Monitor natural and artificial groundwater trends. Undertake groundwater extension services. Assist in registration and licensing of groundwater use.

ENQUIRIES : Silo Kheva tel no. 013-759 7524

APPLICATIONS : The Regional Head: Mpumalanga, Department of Water Affairs Private Bag X 11259, Nelspruit 1200. Attention: Ms. FM Hlatshwayo

POST 24/65 : **SENIOR STATE ACCOUNTANT (BUDGETS AND EXPENDITURE)**

SALARY : R161 970 per annum

CENTRE : Pretoria (NWRI, Central Operations)

REQUIREMENTS : Three year National Diploma or equivalent qualification in Finance with Cost and Management or Financial Accounting as a major subject. Appropriate experience in SAP environment. Knowledge and understanding of Management Accounting processes. Knowledge of accrual Accounting, Computer literacy. The ability to work under pressure. Good Communication and interpersonal relations skills. Problem solving skills. A valid driver's license.

DUTIES : Compiling, capturing and balancing budgets and changes there-to into computerized Financial Accounting System. Maintain a schedule of changes to budget. Maintain analytical analysis on budgets and expenditure. Compile Medium term expenditure framework (MTEF), Roll-overs, Adjustment estimates on National expenditure (ENE), Compile early warning system timely. Provide inputs for Clusters budget submissions and management reports. Manage and Monitor O&M and Capital projects budgets and expenditure. Attend to all staffing matters and their PMDS.

ENQUIRIES : Mr. M. Ndlovu Tel (012) 392 1315

APPLICATIONS : The Director: Central Operations, Department of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Bothongo Plaza East 15th Floor, Pretoria

FOR ATTENTION : Ms P Nyaniso

POST 24/66 : **SENIOR ADMINISTRATION OFFICER: LABOUR RELATIONS**

SALARY : R161 970 per annum

CENTRE : Pretoria (NWRI, Central Operations)

REQUIREMENTS : A three year recognized National Diploma or Degree in Labour Relations or Human Resources or LLB. Appropriate experience in Labour Relations, knowledge of employment legislation and the Public Service Regulatory Framework. A strong understanding of the Public Service Disciplinary code and Grievance Procedure. Knowledge of the PFMA, sound knowledge of HR Policies. Knowledge of the Bargaining Council structures and dispute resolution proceedings. Competencies in administration and record-keeping of investigations, grievances and disciplinary hearing records. Case flow management, strong communication skills with ability to motivate and direct people, problem solving and conflict management, Computer literacy with practical knowledge of Micro Soft outlook, excel, PowerPoint and Word programmes. A valid driver's licence along with a willingness to work long hours and travel.

DUTIES : Support the Assistant Director on the day to day administrative functions of the unit. Ensure departmental compliance with labour Legislations including amongst others Grievance, discipline and dispute resolution procedures. Manage document flow and a case management data base on all labour related matters, Render advisory service to management and employees at all area offices and divisions of the Directorate: Central Operations. Serve as Secretariat to all Labour Relations meetings. Liaise with all stakeholders in the department. Develop and maintain a filing system for the unit.

ENQUIRIES : Mr. M Mahlangu Tel (012) 392 1457

APPLICATIONS : The Director: Central Operations, Department of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Bothongo Plaza East 15th Floor, Pretoria

FOR ATTENTION : Ms P Nyaniso

POST 24/67 : **SENIOR ADMINISTRATION OFFICER (FINANCE)**

SALARY : R161 970 per annum

CENTRE : Tugela Vaal (Jagersrust)

- REQUIREMENTS** : A three year National Diploma or Degree or equivalent qualification in finance with accounting as a passed subject. At least three years experience in a Finance environment. Knowledge and basic application of PFMA, Treasury regulations, Computer literacy and good communication (written and verbal) skills. Ability to work under pressure and to meet prescribed deadlines. Knowledge of PERSAL and SAP. A valid Driver's license. The candidates may be subjected to a test.
- DUTIES** : Monitor, analyse and review ledger accounts, prepare monthly financial reports, monitor expenditure and analyse expenditure trends. Check and control the reconciliation of suspense accounts and pay over salary deductions to the relevant institutions. Clear and report on outstanding balances monthly. Check and authorize payment of salaries, allowances and claims. Analyse of PERSAL balances, assist with audits. Supervision of finance personnel. Allocation of work, ensuring orderliness in work performance, quality and turnover, ensuring office discipline and providing on the job training to subordinates.
- ENQUIRIES** : Mr .HG Van Der Merwe Tel. (036) 438 6211
APPLICATIONS : The Area Manager, Department of Water Affairs, Private Bag X1652, Bergville, 3350
- FOR ATTENTION** : Ms. P.P Tibe
- POST 24/68** : **SENIOR STATE ACCOUNTANT: BUDGET**
- SALARY** : R161 970 per annum
CENTRE : Pretoria (Regional Office- Gauteng)
REQUIREMENTS : An appropriate recognized 3 year Degree(or equivalent) Accounting as Major subject with at least 3 years experience in budgeting)or 5 years experience in experience in budgeting environment. Knowledge of the budgeting process in Government. Report writing skills. Analytical skills. Communication skills. Computer literacy. Knowledge of SAP/BAS. Sound knowledge of the PFMA and Treasury Regulations. Computer Literacy (Ms Word, MS Excel, Power Point). Valid driver's license.
- DUTIES** : Key Performance Areas: Assist with the preparation of the Early Warning Report, as prescribed by National Treasury. Capture the Region's budget on a financial system (SAP) and BAS. Ensure expenditure and revenue flows to the correct profit/ cost centre. Assist with the monitoring of the Region's expenditure. Control expenditure and the budget. Handle rollovers, virement and additional funding. Assist with the provision of information for financial statements. Re-allocate expenditure to expenditure reports and analyse same.
- ENQUIRIES** : Ms G.M. Skosana, tel. (012) 392-1312
APPLICATIONS : The Acting Regional Head: Gauteng, Department of Water Affairs, Private Bag X995, Pretoria, 0001. Physical address: Bothongo Plaza East, 285 Schoeman Street, Pretoria.
- FOR ATTENTION** : K. Mathole
- POST 24/69** : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING**
- SALARY** : R161 970 per annum
CENTRE : Pretoria (Regional Office- Gauteng)
REQUIREMENTS : An appropriate Bachelors degree/diploma with strong Accounting skills, supplemented by extensive experience in Public Financial Management and Administration (preferably in accounts payable, Salary Admin, and General Ledger) or working towards a Bachelors degree/ diploma and supplemented by relevant extensive experience in Public Financial Management (preferably in accounts payable, salary administration and General Ledger). Working knowledge of the BAS and PERSAL Systems, working knowledge of PFMA, Treasury Regulations, and relevant Public Service Financial Prescripts. Computer Literacy is essential on Ms Office (Ms Word, Excel). The candidate should possess strong analytical and problem solving abilities, interpersonal and organizing skills, and supervisory skills. Strong sense of responsibility and ability to work independently and in a team. A VALID DRIVER'S LICENSE WILL BE AN ADDED ADVANTAGE.
- DUTIES** : Ensure reconciliation of the major suppliers accounts of the Gauteng Region. Ensure effective payroll management within the Gauteng Region. Check, verify and certify as correct and ensure compliance to all sundry payments and salary related claims, allowances as well as deduction. Approve and Authorize

transactions for payments, allowances, deductions and debts (disallowances) on the BAS and PERSAL System. Ensure the clearing of ledger accounts and suspense accounts. Ensure that all audit requests and information is available, and assist with audit queries and responses. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system. Supervising and Manage performance of Staff in accordance with the departmental policies and ensure compliance with policies & prescripts.

ENQUIRIES : Mr V Mashaba. (012) 392-1318
APPLICATIONS : The Acting Regional Head: Gauteng, Department of Water, Private Bag X995, Pretoria, 0001. Physical address: Bothongo Plaza East, 285 Schoeman Street, Pretoria.

FOR ATTENTION : K. Mathole

POST 24/70 : **SENIOR ADMINISTRATION OFFICER: ASSET MANAGEMENT**

CENTRE : Pretoria: Gauteng Region
SALARY : R161 970 per annum
REQUIREMENTS : A B/degree in Accounting or NQF Level 6 equivalent qualifications. A minimum of three years relevant experience in asset management environment. Sound knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations •Knowledge of SAP. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook. A valid driver's license.

DUTIES : Assist in developing, implementing and monitoring acquisition, maintenance and disposal plans for assets. Ensure that all assets are properly recorded and accounted for in the asset register. Verify the existence of assets and prepare reconciliation thereof. Efficient and effective disposal of redundant or obsolete assets. Dispose assets in accordance with the requirements of the Treasury Regulations and internal prescripts. Implement and manage registers for leases. Ensure proper monthly and annual reporting and reconciliation on assets is done. Respond to audit queries. Attend to all personnel matters and their Performance Management. Supervising officials

ENQUIRIES : Ms K Ferreira (012 392 1334)
APPLICATIONS : The Regional Director: Gauteng Region: Department of Water Affairs, Private Bag X995, Pretoria, 0001

FOR ATTENTION : Ms K Mathole

POST 24/71 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A - C: SURVEY. (TOPOGRAPHIC SURVEYS: SPATIAL AND LAND INFORMATION MANAGEMENT)**

SALARY : R161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must have a National Diploma in Surveying or equivalent qualification accompanied by proven appropriate experience. Proven supervisory skills complemented by a thorough knowledge of the Land Survey Act No 8 of 1997. Extensive practical Survey experience in Topographic surveys, levelling, triangulation, traversing, tacheometry, and global positioning systems is required. 4 or more years of practical field surveying experience. Organizational and problem solving skills. Computer literacy in Model Maker, MS Excel, MS Word, Network adjustment and GPS post processing software. Valid Code EB driver's licence. Registration with the South African Council for Professional Land and Technical Surveyors (PLATO) at least at 'Engineering Surveyor' level.

DUTIES : Perform all topographic surveys according to DWA set standards. (Levelling, Traversing, Triangulation, Tacheometry, As-build surveys). Calculate and evaluate final topographic survey data and compile final plans/maps and survey reports. Use of survey software for topographic Training of junior Technicians survey data acquisition & final reports. Assist the S&LIM Training Officer with the training of Learning Academy graduates and Interns. Staff supervision and performance evaluation. Assist with Deformation surveys and Hydrographic surveys. (Precise Traverse, Precise levelling, Network observations)

ENQUIRIES : Ms. C Rajah, Tel (012) 336 8130
NOTE : Candidates may be subjected to a practical examination during the interview.

APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 24/72 : **SENIOR STATE ACCOUNTANT (MANAGEMENT ACCOUNTING)**

SALARY : R161 970 per annum
CENTRE : Bloemfontein
REQUIREMENTS : A three year qualification in finance coupled with at least two years experience in budgeting and revenue management in Public service. Working knowledge of PFMA, Treasury Regulations and Divisions of Revenue Act (DORA). Practical understanding of BAS, LOGIS, PERSAL and Excel is essential. Ability to work under pressure and meet deadlines. Good planning and reporting skills. A Valid driver's license. Knowledge of SAP will serve as an advantage.

DUTIES : Assist with the preparation of the early warning report as prescribed by National Treasury. Capture the regions budget of financial systems. Assist with the preparation of the adjustment budget estimates. Monitor the expenditure trends in the region and communicate with programme managers. Handle rollovers, virements and additional funding. Check and authorize all the payments on Dora & Donor Funding. Prepare monthly reports for management reporting. Ensure compliance with the PFMA and Treasury regulations. Personnel management

ENQUIRIES : Ms. MB Keele Tel. (051) 405 9000
FOR ATTENTION : Ms. P Mogolo
APPLICATIONS : The Regional Head: Free State Private Bag 258 Bloemfontein 9300

POST 24/73 : **SENIOR ADMINISTRATION OFFICER: CONTRACT MANAGEMENT [WTE]**

SALARY : R161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : The formal requirement for appointment is at least an appropriate recognised 3 years Diploma/Degree and appropriate, minimum 5 years, Supply Chain Management experience. A Law degree would be an advantage. To comply with the requirements of the posts, the successful candidate must have the following competency profile: Knowledge of policies relating to Supply Chain Management and Systems, Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Government SCM Framework. SAP system knowledge will be an advantage. Interpersonal skills, good communication skills (verbal and written), outstanding planning-, organizing- and people management skills. Computer literacy.

DUTIES : The incumbent will be responsible for monitoring and ensuring compliance to applicable regulatory framework (PFMA; PPPFA), ensure compliance with the Framework for Supply Chain Management. Maintain a database of contracts. Review existing DWA contracts for expiry. Inform relevant project managers and users on contract renewal or new procurement process to be followed. Liaise and guide project managers on contract issues. Monitor Supply Chain Management compliance. Review contract forms and documents. Monitor BEE and SMME participation on contracts. Implement and monitor compliance of Departmental Contract Management Guidelines. Maintain record of supplier/ consultant performance. Maintain record of contract expenditure. Provide support to project managers with non-performance of suppliers/consultants.

ENQUIRIES : Mrs. A. Murray-[012] 336 6796
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 24/74 : **SENIOR DEVELOPMENT EXPERT 2 POSTS**
 Directorate: Institutional Establishment
 Sub-Directorate: Catchment Management

SALARY : R161 970 per annum
CENTRE : Durban

<u>REQUIREMENTS</u>	:	An appropriate recognized three-year tertiary qualification in the field of Town and Regional Planning, Community Development, Development Studies, Economic, Human, Social or Natural Sciences coupled with two to five years of relevant experience. The appropriate candidate must have extensive knowledge of water related legislation, policies and practices. Must be computer literate. Have an understanding of roles and responsibilities of different spheres of government. An understanding of water resources programmes. Excellent verbal and written communication skills are essential. The candidate must be able to work independently or in a team. Must have proven experience in community or rural development as well as interacting with Traditional Leadership and all other spheres of Government. Must have the ability to manage conflict through a transparent and participatory approach, solve complex project related problems, interpret and apply legislation, policy and strategy. Have a sound understanding of integrated water resource management. A valid driver's licence is essential. Willingness to travel extensively and work irregular hours. The candidate will be expected to possess excellent presentation, research, time management and project management skills.
<u>DUTIES</u>	:	We require a self-motivated and independent individual that must have the ability to liaise closely and provide support to various stakeholders including Traditional Leadership, Farmers (both commercial and emerging), all spheres of government, Industries, local communities and other external institutions. Providing advice and support to the institutional development function of water resources management. Facilitation, chairing, assist in the establishment, co-ordination and management of Catchment Management Agencies, Catchment Management Fora and Water User Associations within the respective Water Management Areas. Provide support to the Water Conservation and Water Demand Management and the Integrated Water Resource Management Programmes.
<u>ENQUIRIES</u>	:	Mr J.G. Reddy – Tel. (031) 336 2858
<u>APPLICATIONS</u>	:	Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000
<u>FOR ATTENTION</u>	:	The Manager (Human Resources)
<u>POST 24/75</u>	:	<u>SENIOR ADMINISTRATION OFFICER: CONTRACT MANAGEMENT [WTE]</u>
<u>SALARY</u>	:	R161 970 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The formal requirement for appointment is at least an appropriate recognised 3 years Diploma/Degree and appropriate, minimum 5 years, Supply Chain Management experience. A Law degree would be an advantage. To comply with the requirements of the posts, the successful candidate must have the following competency profile: Knowledge of policies relating to Supply Chain Management and Systems, Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Government SCM Framework. SAP system knowledge will be an advantage. Interpersonal skills, good communication skills (verbal and written), outstanding planning-, organizing- and people management skills. Computer literacy.
<u>DUTIES</u>	:	The incumbent will be responsible for monitoring and ensuring compliance to applicable regulatory framework (PFMA; PPPFA), ensure compliance with the Framework for Supply Chain Management. Maintain a database of contracts. Review existing DWA contracts for expiry. Inform relevant project managers and users on contract renewal or new procurement process to be followed. Liaise and guide project managers on contract issues. Monitor Supply Chain Management compliance. Review contract forms and documents. Monitor BEE and SMME participation on contracts. Implement and monitor compliance of Departmental Contract Management Guidelines. Maintain record of supplier/ consultant performance. Maintain record of contract expenditure. Provide support to project managers with non-performance of suppliers/consultants.
<u>ENQUIRIES</u>	:	Mrs. A. Murray-[012] 336 6796
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
<u>FOR ATTENTION</u>	:	Ms T Bapela

<u>POST 24/76</u>	:	<u>SENIOR DEVELOPMENT EXPERT 2 POSTS</u> Directorate: Institutional Establishment Sub-Directorate: Catchment Management
<u>SALARY</u>	:	R161 970 per annum
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year tertiary qualification in the field of Town and Regional Planning, Community Development, Development Studies, Economic, Human, Social or Natural Sciences coupled with two to five years of relevant experience. The appropriate candidate must have extensive knowledge of water related legislation, policies and practices. Must be computer literate. Have an understanding of roles and responsibilities of different spheres of government. An understanding of water resources programmes. Excellent verbal and written communication skills are essential. The candidate must be able to work independently or in a team. Must have proven experience in community or rural development as well as interacting with Traditional Leadership and all other spheres of Government. Must have the ability to manage conflict through a transparent and participatory approach, solve complex project related problems, interpret and apply legislation, policy and strategy. Have a sound understanding of integrated water resource management. A valid driver's licence is essential. Willingness to travel extensively and work irregular hours. The candidate will be expected to possess excellent presentation, research, time management and project management skills.
<u>DUTIES</u>	:	We require a self-motivated and independent individual that must have the ability to liaise closely and provide support to various stakeholders including Traditional Leadership, Farmers (both commercial and emerging), all spheres of government, Industries, local communities and other external institutions. Providing advice and support to the institutional development function of water resources management. Facilitation, chairing, assist in the establishment, co-ordination and management of Catchment Management Agencies, Catchment Management Fora and Water User Associations within the respective Water Management Areas. Provide support to the Water Conservation and Water Demand Management and the Integrated Water Resource Management Programmes.
<u>ENQUIRIES</u>	:	Mr J.G. Reddy – Tel. (031) 336 2858
<u>APPLICATIONS</u>	:	Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000
<u>FOR ATTENTION</u>	:	The Manager (Human Resources)
<u>POST 24/77</u>	:	<u>PRINCIPAL COMMUNICATION OFFICER</u>
<u>SALARY</u>	:	R161 970 per annum
<u>CENTRE</u>	:	Regional Office: Pretoria
<u>REQUIREMENTS</u>	:	A recognised National Diploma / Degree with relevant experience in Communications. The ability to organise and co-ordinate, communicate clearly and concisely at different levels. Knowledge of organising skills, problem solving, maintaining discipline, formulation and editing experience. Good interpersonal relationships, marketing communication and project management experience. Computer literacy, including programmes used to develop newsletters. A valid driver's licence.
<u>DUTIES</u>	:	Render administrative support to Communications. Assist with the planning and management of Communications projects and events. Represent the Communications Unit in relevant structures. Be responsible for corporate communications by distributing information to internal and external stakeholders through memoranda, newsletters, emails, faxes, meetings and workshops. Conduct research. Compile annual reports. Participate in policy development. Contribute to strategic planning. Plan exhibitions. Edit and translate documents. Provide advice and support to line managers, Area Offices and other role players on communication practices. Deal with enquiries.
<u>ENQUIRIES</u>	:	Ms. K Mathole (012) 392 1324
<u>APPLICATIONS</u>	:	Department of Water Affairs, Private Bag X 995, Pretoria, 0001 or hand deliver at Bothongo Plaza East Building, 285 Schoeman Street, Pretoria
<u>FOR ATTENTION</u>	:	Ms. K Mathole

<u>POST 24/78</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING (MAIN ACCOUNT)</u>
<u>SALARY</u>	:	R161 970 per annum (level 8)
<u>CENTRE</u>	:	Pretoria (Regional Office- Gauteng)
<u>REQUIREMENTS</u>	:	An appropriate Bachelors degree/diploma with strong Accounting skills, supplemented by extensive experience in Public Financial Management and Administration (preferably in accounts payable, Salary Admin, and General Ledger). Working knowledge of the BAS and PERSAL Systems, working knowledge of PFMA, Treasury Regulations, and relevant Public Service Financial Prescripts. Computer Literacy is essential on Ms Office (Ms Word, Excel). The candidate should possess strong analytical and problem solving abilities, interpersonal and organizing skills, and supervisory skills. Strong sense of responsibility and ability to work independently and in a team. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Ensure reconciliation of the major suppliers accounts of the Gauteng Region. Ensure effective payroll management within the Gauteng Region. Check, verify and certify as correct and ensure compliant to all sundry payments and salary related claims, allowances as well as deduction. Approve and Authorize transactions for payments, allowances, deductions and debts (disallowances) on the BAS and PERSAL System. Ensure the clearing of ledger accounts and suspense accounts. Ensure that all audit requests and information is available, and assist with audit queries and responses. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system. Supervising and Manage performance of Staff in accordance with the departmental policies and ensure compliance with policies & prescripts.
<u>ENQUIRIES</u>	:	Mr V Mashaba. (012) 392-1318
<u>APPLICATIONS</u>	:	The Acting Regional Head: Gauteng, Department of Water Affairs, Private Bag X995, Pretoria, 0001. Physical address: Bothongo Plaza East, 285 Schoeman Street, Pretoria.
<u>FOR ATTENTION</u>	:	K. Mathole
<u>POST 24/79</u>	:	<u>HEALTH AND SAFETY OFFICER</u>
<u>SALARY</u>	:	R161 970 per annum
<u>CENTRE</u>	:	Regional Office: Pretoria
<u>REQUIREMENTS</u>	:	A recognised degree/national Diploma in Engineering/ Environmental Science. Knowledge of the OHS Act and Regulations (Act 85 of 1993), and Regulations. Certificate of Occupational Health and management SAMTRAC or equivalent course. The risk assessment theory and practical auditor's assessment. Computer Literacy. Good communication skills (written and verbal). Valid driver's license.
<u>DUTIES</u>	:	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. Manage implementation of the Hazard Identification Risk assessment. Facilitate Training. Compile Corporate Standards and Policies. Investigate all fatalities and report to the Department of Labour and the persons appointed in terms of Section 16.2. Compile Health and Safety budget. Facilitate studies on personal protective equipment. Conduct regular site inspection. Develop quarterly reports of fatalities, serious injuries and all related issues described on the incident report matrix. Manage COIDA.
<u>ENQUIRIES</u>	:	Ms. K Mathole (012) 392 1324
<u>APPLICATIONS</u>	:	Department of Water Affairs, Private Bag X 995, Pretoria, 0001 or hand deliver at Bothongo Plaza East Building, 285 Schoeman Street, Pretoria
<u>FOR ATTENTION</u>	:	Ms. K Mathole
<u>POST 24/80</u>	:	<u>GEO-INFORMATION SCIENCE (GIS) TECHNICIAN (PRODUCTION) GRADE A-C: DAM SAFETY OFFICE</u>
<u>SALARY</u>	:	R148 818 -R235 026
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Diploma in Geo-Information Science (GISc); At least 3 years post qualification experience related to the development and management of databases and

information systems; Registration with the South African Council for Professional and Technical Surveyors (PLATO); A valid driver's licence; A working knowledge of MS Access, MS Excel, ARC Map / ArcGIS, WARMS, WULATS, MS Word and MS PowerPoint will get preference.

DUTIES : To act as Database Administrator for the Dam Safety Office database for the administration of Dam Safety Legislation in South Africa, including maintenance and improvement of the database, controlling access to the database, regular backups of the database and data capturing into the database; To manage a project to link the Dam Safety Office database with Warms and to register dams registered on WARMS onto the Dam Safety Office database; To manage a project to develop an electronic document filing system for the Dam Safety Office as an extension of the existing Aces database; To assist the Dam Safety Office and the Directorate: Water Abstraction and Instream Use to access information from other databases like the Licence Applications Tracking System (WULATS) and the Water Use Authorisation Registration Management System (WARMS); To train other staff in the Dam Safety Office and Regional Offices / proto Catchment Management Agencies in the use of the database; To maintain links between the database and Geographic Information Systems showing the position of dams (like Google Earth) and to perform title deed searches; Maintain and improve the Dam Safety Office Internet site on a continuous basis; Produce graphs and tables for annual, quarterly and monthly reports and for performance assessments and desktop publishing of Dam Safety Office Annual Report; Advise on computer hardware and software requirements of the Dam Safety Office and the Directorate: Water Abstraction and In-stream Use and assist with computer problems.

ENQUIRIES : Ms Sarah M Modipane, Tel: 012 336-8015
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 24/81 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A - GRADE C (HYDROLOGY MPUMALANGA) 4 POSTS**

SALARY : R148 818 – R228 132 per annum (offer based on proven years of experience)
CENTRE : Middelburg / Nelspruit
REQUIREMENTS : A National Diploma (S4) in Civil Engineering/Survey with 3-years post qualification technical experience and compulsory registration as Professional Engineering Technician with ECSA • High degree of computer literacy and Qualified in the usage and application of AutoCAD, Modeller and various Windows-driven programmes such as MS Word, Excel, and Power Point etc. • Knowledge and practical experience in the Collection and Processing of Hydrological data • Skillful in the execution of Calibration and Evaluation activities in terms of Hydrological gauging weirs • Appropriate experience in project management • Managerial abilities to co-ordinate and manage technical personnel • Sound knowledge in the writing of technical reports • Preference will be given to candidates who possess knowledge of the different data acquisition instrumentation • Proven technical problem solving abilities. Willingness to travel. Code 8 driver's license.

DUTIES : Execute Hydrological Data Collection and Processing within Mpumalanga region • Produce and Evaluate Technical reports • Manage and Execute the installation and maintenance of Data acquisition instrumentation • Training of sub-ordinates in terms of Hydrological Data Collection and relevant activities • Execute calibration activities such as surveying of gauging structures, drawing of relevant plans, flood observations and producing calibration reports

ENQUIRIES : Deon Joubert tel no. 012 336 7928
APPLICATIONS : The Regional Head: Mpumalanga, Department of Water Affairs Private Bag X11259, Nelspruit, 1200, for attention Ms Fikile Hlatshwayo

POST 24/82 : **ENVIRONMENTAL OFFICER (PRODUCTION) GRADE A – GRADE C X3**

CENTRE : Bellville
SALARY : R130 155 – R228 132 per annum Offer based on proven years of experience

REQUIREMENTS : National Diploma or Degree in Environmental Management or Natural Sciences. At least 2- years appropriate/recognisable experience in an area after obtaining relevant qualification. A valid driver's license (a certified copy must be attached), Computer literacy, 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, The following will serve as recommendations: Good communication skills (both written and verbal), Flexibility and strong organisational skills, Initiative and innovative skills, Knowledge of Departmental processes and programmes, Knowledge of the Acts of the Department. Ability to negotiate and monitor municipalities to facilitate delivery of water and sanitation services. Understanding of the transformation and imperatives of the national government. The post requires a dynamic, self-motivated individual with good interpersonal relations who is prepared to travel extensively and work irregular hours.

DUTIES : Implementation and enforcement of the National Water Act, 36 of 1998, National Environmental Management Act, and F 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 authorization process.

ENQUIRES APPLICATIONS : Mr. S. Mashicila, Tel. 021 950 7127
 : The Chief Director: Western Cape Regional office, Department of Water Affairs, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Mr. B. Saki 021 941 6018

POST 24/83 : **ENVIRONMENTAL OFFICER (PRODUCTION) GRADE A-C**

SALARY : R130 155-R228 132 per annum (offer based on proven years of experience)
CENTRE : Lydenburg

REQUIREMENTS : National Diploma or Degree in Environmental Management or Natural Sciences. At least 2- years appropriate/recognisable experience in an area after obtaining relevant qualification. •A valid drivers license•Computer literacy. Recommendations: •Broad experience in the environmental and water management field, waste management, industries, urban development and especially mining•A clear understanding of the departments 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 : implement and enforce the National Water Act, 36 of 1998, National Environmental Management Act, and DWAF policies and regulations•Assist in the development of policy and regulation•Assist in the facilitation and co-ordination of the training and career development of staff•Assist with the supervision of Water Pollution Control Officers and other officers at lower ranks•Assist in the establishment and regulation of water management institutions•Manage Water Quality in the designated catchment areas•Undertake both routine and special investigations, prepare reports and interpret analytical results•Project Management•Promote water conservation and efficient water utilization through the authorization process.

ENQUIRIES : Mr. S Macavele tel. (013) 932 2061

APPLICATIONS : The Regional Head: Mpumalanga, Department of Water Affairs Private Bag X 11259, Nelspruit 1200.

FOR ATTENTION : Ms. FM Hlatshwayo

POST 24/84 : **ENVIRONMENTAL OFFICER (PRODUCTION) GRADE A-C 2 POSTS**

SALARY : R130 155-R228 132 (offer based on proven years of experience)

CENTRE : Nelspruit & Lydenburg

REQUIREMENTS : National Diploma or Degree in Environmental Management or Natural Sciences. At least 2- years appropriate/recognisable experience in an area after obtaining relevant qualification. A valid drivers license and computer literate. Recommendations: At least three years experience in the environmental and water management field, 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 : •Implement and enforce the National Water Act, 36 of 1998, National Environmental Management Act and DWAF policies and regulations •Assist in the development of policy and regulation •Facilitation and co-ordination of the training and career development of staff •Supervision of Water Pollution Control Officers and other officers at lower ranks •Assist in the establishment and regulation of water management institutions •Manage Water Quality in the designated catchments areas •Undertake both routine and special investigations, prepare reports and interpret analytical results •Project Management and supervision of line function consultants •Promote water conservation and efficient water utilization through the authorization process.

ENQUIRIES : Mr. S Macavele tel (013)-759 7436

APPLICATIONS : The Regional Head: Mpumalanga, Department of Water Affairs Private Bag X 11259, Nelspruit 1200.

FOR ATTENTION : Ms. FM Hlatshwayo

POST 24/85 : **ENVIRONMENTAL OFFICER (PRODUCTION) GRADE A-C**
Directorate: Water Sector Regulation & Use

SALARY : R130 155-R228 132 per annum (offer based on proven years of experience)

CENTRE : Nelspruit

REQUIREMENTS : National Diploma or Degree in Environmental Management or Natural Sciences. At least 2- years appropriate/recognisable experience in an area after obtaining relevant qualification. Proven work experience in the bio-monitoring (River Health Programme) related to water resource management. 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, Knowledge of Human Resource policies, Clear understanding of transformation in the Public Service, Valid Code 08 driver's license, Advanced computer literacy.

DUTIES : Championing the River Health Programme in both the Inkomati and Olifants, Support the determination of the Reserve in the Region, Profiling of the adopt-a-river programme, Implement the National Water Act, 36 of 1998, and DWAF policies and regulations, Facilitate and co-ordinate the training and career development of staff, Supervise staff in the SEA section, Undertake field visits to collect fish, invertebrates, vegetation, etc on routine and/or special investigations, Prepare reports and interpret SASS results.

ENQUIRIES : Ms MJ Kadiaka Tel (013) 759 7313

APPLICATIONS : The Regional Head: Mpumalanga, Department of Water Affairs, Private Bag X11259, Nelspruit 1200,

FOR ATTENTION : Ms FM Hlatshwayo

POST 24/86 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING (MAIN ACCOUNT)**

SALARY : R130 425 per annum

CENTRE REQUIREMENTS : Pretoria (Regional Office- Gauteng)
: Applicants must be in a possession of a National Diploma/Degree with strong Accounting skills preferably in accounts payable and salary administration). Working knowledge of the BAS, SAP and PERSAL Systems, knowledge of PFMA, Treasury Regulations, and relevant Public Service Financial Prescripts. Computer Literacy is essential on Ms Office (Ms Word, Excel). The candidate should possess analytical and problem solving abilities, interpersonal and organizing skills, and communication skills both verbal and written. Strong sense of responsibility and ability to work independently and in a team. A valid driver's license will be an added advantage

DUTIES : Ensure reconciliation of the major suppliers accounts of the Gauteng Region. Effective payroll management within the Gauteng Region. Compile, Check, verify and certify as correct and compliant all sundry payments and salary related claims and allowances as well as deduction. Capture transactions i.e. sundry/order payments, allowances, deductions and debts (disallowances) on the BAS, SAP and PERSAL System. Clearing of ledger accounts and suspense accounts. Assist in attending to audit queries. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system.

ENQUIRIES APPLICATIONS : Mr V Mashaba. (012) 392-1318
: The Acting Regional Head: Gauteng, Department Water, Private Bag X995, Pretoria, 0001. Physical address: Bothongo Plaza East, 285 Schoeman Street, Pretoria.

FOR ATTENTION : K. Mathole

POST 24/87 : **SENIOR SAFETY OFFICER: SAFETY, HEALTH AND ENVIRONMENT, ROODEPLAAT DAM**

SALARY CENTRE REQUIREMENTS : R130 245 per annum
: Pretoria, Roodeplaat Dam
: National Diploma in Occupational Safety, Health and Environment (SHE) Management or appropriate experience in the field. Certificates in Occupational Health and Safety. (SAMTRAC, etc.) Knowledge and understanding of the COID Act. Clearance of Secret is a condition for the applicants of this position. Risk Management (Proficiency in emergency preparedness). Computer literacy. Good communication/interpersonal skills. Must be able to work under pressure. Valid code EB driver's license. Understanding of the OHS Act, Risk Assessments Theory and Practical Auditors Assessment. Experience in implementation of the OHS Act and its regulations.

DUTIES : Formulate and develop a SHE Management System to ensure a safe working environment. Implement the Departmental OHS Policy, rules and regulations. Responsible for the Environmental Management Issues. Conduct internal/external audits to ensure legal compliance and risk management. Collecting and analysing data on Safety incidents and making recommendations. Develop monthly reports on fatalities, injuries and all relating issues described on the incident reporting matrix. Implement risk identification and provide assessment programmes. Investigate all incidents and fatalities and report to Head: Safety and Security Management. Provide input on emergency response and evacuation plans. Regular internal communication at all levels by way of routing meetings and discussions regarding Health and Safety issues. Creating, implementing and maintaining a safety administration system. Developing and implementing safety policies and procedures. Plan, co-ordinate and present safety talks and awareness campaigns on OHS. Chair the regular (quarterly) internal OHS Committee meetings.

ENQUIRIES APPLICATIONS : Dr. N. Slabbert, tel (012) 808 9500
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria, 0001 or hand-deliver at the Continental Building, Cnr Visagie and Bosman, Room 714

FOR ATTENTION : Ms. T. Bapela

POST 24/88 : **CHIEF ADMINISTRATION CLERK: LABOUR RELATIONS**

SALARY CENTRE : R130 425 per annum
: Pretoria (NWRI, Central Operations)

<u>REQUIREMENTS</u>	:	A minimum of three year qualification in Human Resources or Social Science or equivalent qualification and appropriate experience in Labour Relations or labour law. Sound knowledge of Labour Legislations. Ability to deal with grievances and discipline within the Public Sector environment. Knowledge of the Bargaining Council structures and dispute resolution proceedings. Sound knowledge of Human Resource practices and policies. . Case flow management, strong communication skills with ability to motivate and direct people, problem solving and conflict management. A valid driver's licence along with a willingness to work long hours and travel.
<u>DUTIES</u>	:	Assist the Assistant Director with the day to day administrative functions of the unit. Keep a database of all disciplinary cases and grievances. Keep track of all cases referred for disputes. Compile a final report of all cases and submit the necessary Labour Relations statistics to relevant line managers. Ensure departmental compliance with labour legislations including amongst others grievance, discipline and dispute resolution procedures. Assist with administrative duties in preparation for training courses offered by the Labour Relations division. Serve as secretariat to all Labour Relations meetings. Responsible for the procurement of goods and services for the unit. Liaise with all stakeholders in the department.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Mahlangu Tel (012) 392 1457
<u>FOR ATTENTION</u>	:	The Director: Central Operations, Department of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Bothongo Plaza East 15 th Floor, Pretoria Ms P Nyaniso
<u>POST 24/89</u>	:	<u>CHIEF PROVISIONING ADMINISTRATION CLERK: 2POSTS</u> Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R130 425 per annum Pretoria (NWRI, Central Operations)
<u>DUTIES</u>	:	The successful candidate must be in possession of a Grade 12 certificate or equivalent with relevant experience in the field of Supply Chain Management. Computer literacy .PAS 1, SCM Block 1 & 2 and SAP. A valid driver's license. Good verbal and written communication skills are essential. Knowledge of SCM Practice notes and Circulars, PFMA, Treasury Regulations and PPPFA. Problem solving skills and ability to prioritize work. Work under pressure. Supervision experience.
<u>ENQUIRIES APPLICATIONS</u>	:	Attend to enquiries regarding SCM, delegations and payments. Release purchase orders and purchase requisitions on SAP system. Check purchase requisitions for correctness and sign. Compile Bid documents and evaluate tenders. Ensure that outstanding payments are followed up and payments are done within 30 days. Compile audit reports. Check documentation for correctness and sign order document. Quarterly reviews for subordinates. Ensure the smooth running of Transit in/out. Identify which items need to be kept in stock. Identify and maintain minimum and maximum stock levels. Establish the concept of just in time delivery. Implement controls to ensure that purchase orders placed for items on contract. Implement controls to ensure that where contract does not exist, the price quotation or bidding process of ordering is applied. Ensure that all inventories are posted on ledger, inventories and stocktaking list. Ensure that reconciliation of stocktaking summaries is done and correction is made. Evaluation of disposal and losses report. Arrange investigation to the lost. Determine the value of the loss and disposed items. Compile all reporting documents. Update the suspense register and loss register. Attend to all personnel matters and PMDS.
<u>FOR ATTENTION</u>	:	Mr M.I. Ndlovu Tel (012) 392 1315 Department of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Bothongo Plaza East 15 th Floor, Pretoria P Nyaniso
<u>POST 24/90</u>	:	<u>PRINCIPAL WATER PLANT SUPERINTENDENT</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R130 425 per annum Tugela Vaal (Jagersrust)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Water Purification, dam control and pump station operating certificate. Five years relevant experience. Good communication

skills, supervisory skills and ability to work as team A Valid driver's license. The candidates may be subjected to a testing.

DUTIES : Operate plant machinery and installations. Supply water according to required quantities and standards. Check machinery and reports faults. Ensure the safety of water plant installations. Calculate water and electrical consumptions. Inspect pipelines. Assist with cathodic protection of pipelines. Operate telemetry systems. Perform standby and overtime duties when required. Taking and recording readings of dam levels and condensation tank. Rain fall readings and lightning counter. Adhere to OHS Act and Safety regulations.

ENQUIRIES : Mr A Abrahamse Tel. (036) 438 6211
APPLICATIONS : The Area Manager, Department of Water Affairs, Private Bag X1652, Bergville, 3350
FOR ATTENTION : Ms PP Tibe

POST 24/91 : **SENIOR WATER PLANT SUPERINTENDENT 2 POSTS**

SALARY : R105 645 per annum
CENTRE : Tugela Vaal (Jagersrust)
REQUIREMENTS : Grade 12 or equivalent qualification. Water Purification, dam control and pump station operating certificate. 3 years relevant experience. Good communication skills, Supervisory skills and ability to work as a team. Valid driver's licence. The candidates may be subjected to testing.

DUTIES : Operate plant machinery and installations. Supply water according to required quantities and standards. Check machinery and reports faults. Ensure the safety of water plant installations. Calculate water and electrical consumptions. Inspect pipelines. Assist with cathodic protection of pipelines. Operate telemetry systems. Perform standby and overtime duties when required. Taking and recording readings of dam levels and condensation tank. Rain fall readings and lightning counter. Adhere to OHS Act and Safety regulations.

ENQUIRIES : Mr A Abrahamse Tel. (036) 438 6211
APPLICATIONS : The Area Manager, Department of Water Affairs, Private Bag X1652, Bergville, 3350.
FOR ATTENTION : Ms P.P Tibe

POST 24/92 : **SENIOR ADMINISTRATION CLERK GRADE III**

SALARY : R 105 645 per annum
CENTRE : Pretoria (NWRI, Central Operations)
REQUIREMENTS : The successful candidate must be in possession of a Grade 12 certificate with two years relevant administrative experience. Background and experience in the field of communication. Computer literacy (MS Word, MS Excel, and MS Power point) are a strong recommendations. Valid driver's license is a necessity. Good written and verbal communications. Good command of the business language. Flexibility, resilience, planning, organising and problem solving skills. Good interpersonal skills. Knowledge of communication issues. Ability to work under pressure and to work as a team. Willingness to travel.

DUTIES : The successful candidate will be required to: Render specific administrative support to communications activities. Assist with the planning and managing of communication projects and events. Represent communication unit in relevant structures. Assist in programmes related to National Water Resource Infrastructure – Central Operations. Organize communication meetings; take minutes and records of proceedings and follow-up on activities/ decisions. Table reports. Assist in media monitoring and distributing information to managers. Report writing. Performs other communications related tasks as requested by the unit manager. Provide general administrative support to the rest of the Directorate.

ENQUIRIES : Mr J Mohoboko, Tel (012) 392 1439
APPLICATIONS : Department of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Bothongo Plaza East 15th Floor, Pretoria
FOR ATTENTION : Ms P Nyaniso

POST 24/93 : **SENIOR ADMINISTRATION CLERK GRADE III**

SALARY : R 105 645 per annum

CENTRE REQUIREMENTS : Pretoria (NWRI, Central Operations)
Candidate must be in possession of a Grade 12 certificate PLUS relevant experience in general administration. Ability to interpret policies and directives. Candidate must be Computer literate (proficient in MS Word, Excel and Outlook). Must be in possession of a valid driver's licence. Good written and verbal communications skills. Good interpersonal skills and ability to liaise with staff. Good planning, organising and problem solving skills. Ability to work under pressure and as a team member. Good report writing skills.

DUTIES : Candidate will be expected to render a wide variety of tasks in connection with the support of line functionaries in the Administration Support unit including management of various contracts. Handle landline and cellphone accounts. Liaise with stakeholders regarding the general maintenance of the building and day to day running of the office. Liaise with service providers, reports faults and defects in the building. Draft letters, submission, memoranda and reports. Maintain the filing and record keeping system.

ENQUIRIES APPLICATIONS : Ms M Makhoana, Tel (012) 392 1432
The Director: Central Operations, Department of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Buthongo Plaza East 15th Floor, Pretoria

FOR ATTENTION : Ms P Nyaniso

POST 24/94 : **SENIOR PERSONNEL OFFICER (REGISTRY)**

SALARY CENTRE REQUIREMENTS : R105 645 per annum
Pretoria (NWRI, Central Operations)
A Grade 12 certificate, with practical experience in Registry. Computer literate, Knowledge of National Archives and Records Service Act, Public Finance Management Act, the Promotion of access to information Act and Courier Services. Knowledge of Registry procedures and processes. File management experience. Working knowledge of registered mail, priority mail and the sorting of mail. Organizational, verbal and writing skills. Good interpersonal skills and computer literacy.

DUTIES : Efficient running of the Human Resource Registry. Open post and parcels and direct to relevant people. Accurate filing of all documents on a daily basis. Open and close files according to the policy. Assist with the execution of functions attached to the registry office. Responsible for the operation and control over the franking machine. Disposal of files. Quarterly audit of files. Maintain a register of documents received and delivered. Order stationery for the section. Receiving and dispatching of courier items. Ensure that there is no backlog on documents to be filed. Ensure that there is no file that leaves registry without being recorded. Issue and collect files from officials. Replace file covers and ensure that registry is efficient and effective. Deal with all registry related queries on a daily basis in accordance with Batho Pele Principles.

ENQUIRIES APPLICATIONS : Ms P Nyaniso, Tel (012) 392 1465
The Director: Central Operations, Department of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Buthongo Plaza East 15th Floor, Pretoria

FOR ATTENTION : Mr B Mhlanga

POST 24/95 : **SENIOR SECURITY OFFICER I**

SALARY CENTRE REQUIREMENTS : R105 645 per annum
Vaal Dam
Grade 12 or equivalent qualifications, PSIRA Grade C, National Key Point certificate with appropriate experience and in depth knowledge of security. Knowledge of CCTV surveillance system, Firearm Sassetta competency certificate. Must be able to write reports, communicate effectively and problem solving. Planning, organising and controlling skills. Valid drivers licence code 8, (B) will be added as an advantage

DUTIES : Guarding and patrolling of the National Key Point, Monitoring of Surveillance system and Assess control, Handling and use of fire arm, Participation in emergency exercises, Use of Biometric system, Investigate of crime related incidents, Use of Maxi track patrol system, Escort and administration duties.

ENQUIRIES APPLICATIONS : Mr S J Mokoena, Tel (016) 371 3042, Cell 082 906 2765
The Area Manager: Central Operations, Department of Water Affairs, Private Bag X 2, Deneysville, 1932

FOR ATTENTION : Ms T M Matome

POST 24/96 : **SENIOR ACCOUNTING CLERK (BUDGET AND EXPENDITURE) 2 POSTS**

SALARY : R 105 645 per annum
CENTRE : Pretoria (NWRI, Central Operations)
REQUIREMENTS : Grade 12 certificate with accounting as a passed subject, supplemented by appropriate experience in financial field. Computer literacy. Experience in Sap or similar packages. Knowledge of the PFMA, Treasury regulations and financial policies. Possession of a valid driver's license will be an added advantage.

DUTIES : The successful candidate will be responsible for checking expenditure and budget allocations, compile journals for the section, assist with the preparation of EWS Monthly, and assist in reporting and Safekeeping of documents.

ENQUIRIES : Mr. M. Ndlovu Tel (012) 392 1315
APPLICATIONS : The Director: Central Operations, Department of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Bothongo Plaza East 15th Floor, Pretoria

FOR ATTENTION : Ms P Nyaniso

POST 24/97 : **SENIOR ADMINISTRATION CLERK III (CASHIER)**

SALARY : R105 645 per annum
CENTRE : Tugela Vaal (Jagersrust)
REQUIREMENTS : Grade 12 certificate or equivalent qualification with Accounting / Mathematics as a passed subject, Three years practical experience in a Finance environment. Knowledge of PFMA, Numeric Skills and Computer literacy. Good written and verbal communication skills. Self-driven, ability to work under pressure. Knowledge of SAP and PERSAL system and a valid driver's license.

DUTIES : Capturing of payments. Processing of ALL allowances and deductions and sundry payments. Control and reconciliation of Petty cash, receipts and performing daily banking duties. Maintaining a filling system.

ENQUIRIES : Ms. J Padayachee Tel. (036) 438 6211
APPLICATIONS : The Area Manager, Department of Water Affairs, Private Bag X1652, Bergville, 3350.

FOR ATTENTION : Ms P. P. Tibe

POST 24/98 : **SENIOR ADMINISTRATION CLERK GRADE III (SUPPLY CHAIN)**

SALARY : R105 645 per annum
CENTRE : Tugela Vaal (Jagersrust)
REQUIREMENTS : Grade 12 or equivalent qualification with two years experience in Supply Chain. Good written and verbal communication skills. Good interpersonal skills. Ability to work under pressure. Computer literacy. Knowledge of SAP system and valid drivers License.

DUTIES : Receive order documents and prepare for Economic control committee (ECC). Take and compile minutes of ECC and send them to relevant chief user. Create purchase order on SAP system. Prepare and update data base. Prepare all necessary documents for monthly audit meeting at regional office.

ENQUIRIES : Mr S Mthabela Tel. (036) 438 6211
APPLICATIONS : The Area Manager, Department of Water Affairs, Private Bag X1652, Bergville, 3350

FOR ATTENTION : Ms P P Tibe

POST 24/99 : **SENIOR ADMINISTRATION CLERK GRIII: SUPPLY CHAIN MANAGEMENT**

SALARY : R105 645 per annum
CENTRE : Pretoria, Roodeplaam Dam
REQUIREMENTS : A Senior Certificate PLUS three years experience in Supply Chain Management preferably asset management in the public sector. An appropriate/ relevant tertiary qualification will be an added advantage. Sound knowledge and experience in BAS, LOGIS. Knowledge of relevant government procedures and provisioning regulations. Computer literacy and skills are essential Computer literacy in Microsoft excel and word. Ability to work under pressure and meet deadlines. Good planning and organisational skills. Sound analytical and problem solving skills. Be able to work in a team and supervisory skills.

DUTIES : The successful candidate will be responsible for the proper control of Departmental assets. Developing and implementing action plans for asset management in terms of asset verification, disposal, etc. Compiling and typing of submissions. Bar-coding of Assets and updating of the Asset register. Maintain the physical movement of assets and update the asset register in terms of the movement, additions and disposal. Handling asset related queries. Reconciliation of BAS and LOGIS system. Conduct asset verification in the Directorate. Compile an asset verification report. Ensuring that assets are repaired and well maintained. Identify, investigate and report on discrepancies found during the monthly asset verification. Update all inventory lists. Ensuring that assets are disposed physically and on the system. Ensure the optimal utilization of all assets, and maintaining registers and relevant rosters. Ensure that all documents and information relating to assets is in line with the departmental records management policy. Supervision of staff.

ENQUIRIES : Ms S Brill, Tel (012) 808 9500

APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria, 0001 or hand-deliver at the Continental Building, Cnr Visagie and Bosman, Room 714

FOR ATTENTION : Ms. T. Bapela

POST 24/100 : **CHIEF AUXILLIARY SERVICES OFFICER (ANALYTICAL SERVICES: BIOLOGICAL LAB)**

SALARY : R105 645 per annum

CENTRE : Pretoria, Roodeplaas Dam

REQUIREMENTS : Candidates must be in possession of a Grade 12 certificate or an equivalent qualification. The following factors will serve as a recommendation: Experience/knowledge in laboratory work. The ability to plan and organise work according to laboratory activities. Experience in minor administrative tasks. Knowledge of what is accreditation. Knowledge of Occupational Health and Safety Act and safety principles/practices. Computer literacy (basics). A driver's license will be an added recommendation.

DUTIES : Preparation of solutions, media, standards and reagents. Cleaning of laboratory and culture fish tanks. Cleaning of glassware according to procedures. Conductivity, Oxygen, pH and free chlorine measurements and calibrations of instruments. Glassware calibration. Removal of toxic waste. Update accreditation system. Capture of data onto Laboratory Information Management System or similar software packages. Assist with the execution of analysis on water samples. Laboratory stocktaking. Collection of samples.

ENQUIRIES : Mr C Carelsen, Tel (012) 808 9562

APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria, 0001 or hand-deliver at the Continental Building, Cnr Visagie and Bosman, Room 714

FOR ATTENTION : Ms. T. Bapela

POST 24/101 : **SENIOR ADMINISTRATION CLERK GRIII: SUPPLY CHAIN MANAGEMENT**

SALARY : R105 645 per annum

CENTRE : Pretoria, Roodeplaas Dam

REQUIREMENTS : A Senior Certificate PLUS three years experience in Supply Chain Management preferably asset management in the public sector. An appropriate/ relevant tertiary qualification will be an added advantage. Sound knowledge and experience in BAS, LOGIS. Knowledge of relevant government procedures and provisioning regulations. Computer literacy and skills are essential. Computer literacy in Microsoft excel and word. Ability to work under pressure and meet deadlines. Good planning and organisational skills. Sound analytical and problem solving skills. Be able to work in a team and supervisory skills.

DUTIES : The successful candidate will be responsible for the proper control of Departmental assets. Developing and implementing action plans for asset management in terms of asset verification, disposal, etc. Compiling and typing of submissions. Bar-coding of Assets and updating of the Asset register. Maintain the physical movement of assets and update the asset register in terms of the movement, additions and disposal. Handling asset related queries. Reconciliation of BAS and LOGIS system. Conduct asset verification in the Directorate.

Compile an asset verification report. Ensuring that assets are repaired and well maintained. Identify, investigate and report on discrepancies found during the monthly asset verification. Update all inventory lists. Ensuring that assets are disposed physically and on the system. Ensure the optimal utilization of all assets, and maintaining registers and relevant rosters. Ensure that all documents and information relating to assets is in line with the departmental records management policy. Supervision of staff.

ENQUIRIES : Ms S Brill, Tel (012) 808 9500
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria, 0001 or hand-deliver at the Continental Building, Cnr Visagie and Bosman, Room 714
FOR ATTENTION : Ms. T. Bapela

POST 24/102 : **CHIEF AUXILLIARY SERVICES OFFICER (ANALYTICAL SERVICES: BIOLOGICAL LAB)**

SALARY : R105 645 per annum
CENTRE : Pretoria, Roodeplaas Dam
REQUIREMENTS : Candidates must be in possession of a Grade 12 certificate or an equivalent qualification. The following factors will serve as a recommendation: Experience/knowledge in laboratory work. The ability to plan and organise work according to laboratory activities. Experience in minor administrative tasks. Knowledge of what is accreditation. Knowledge of Occupational Health and Safety Act and safety principles/practices. Computer literacy (basics). A driver's license will be an added recommendation.

DUTIES : Preparation of solutions, media, standards and reagents. Cleaning of laboratory and culture fish tanks. Cleaning of glassware according to procedures. Conductivity, Oxygen, pH and free chlorine measurements and calibrations of instruments. Glassware calibration. Removal of toxic waste. Update accreditation system. Capture of data onto Laboratory Information Management System or similar software packages. Assist with the execution of analysis on water samples. Laboratory stocktaking. Collection of samples.

ENQUIRIES : Mr C Carelsen, Tel (012) 808 9562
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria, 0001 or hand-deliver at the Continental Building, Cnr Visagie and Bosman, Room 714
FOR ATTENTION : Ms. T. Bapela

POST 24/103 : **SENIOR ACCOUNTING CLERK: FINANCIAL ACCOUNTING**

SALARY : R105 645 per annum
CENTRE : Pretoria (Regional Office- Gauteng)
REQUIREMENTS : Applicants must be in a possession of a National Senior Certificate (Grade 12) with accounting as a passed subject, a tertiary qualification or studying towards a qualification in finance/ accounting would be added advantage. Working experience in an accounting or finance environment (salary administration and accounts payable) would be added advantage. Knowledge of Treasury Regulations, PFMA, Basic Accounting System (BAS), PERSAL and SAP would be an added advantage. Computer literacy in MS Office (MS Word, Ms Excel), good interpersonal, communication skills (verbal and written) and attention to details.

DUTIES : Compile and capture sundry and order payments on BAS and SAP. Compile and capture journals on BAS and SAP. Clear Ledger and Suspense Accounts. Control the payroll of the Gauteng Region. Capturing of salary related claims, allowances and deductions on the PERSAL system. File all face value books and documents (Filing).

ENQUIRIES : Mr V Mashaba. (012) 392-1318
APPLICATIONS : The Acting Regional Head: Gauteng, Department of Water, Private Bag X995, Pretoria, 0001. Physical address: Bothongo Plaza East, 285 Schoeman Street, Pretoria.

FOR ATTENTION : K. Mathole

POST 24/104 : **SENIOR REGISTRY CLERK**

SALARY : R105 645 per annum
CENTRE : Pretoria
REQUIREMENTS : Matric/Grade 12. Computer literacy and knowledge of MS Excel, MS Outlook. Ability to work under pressure, strong interpersonal relations, good planning and organizing skills, good client relations and communication skills.

DUTIES : Management of the various employees' files and files security. Manage incoming and outgoing correspondence. Tracing of files and issuing of files to officials, retrieval of files. Assist with auditors' requests for files. Ensure a proper and neat filing system. Maintain confidentiality over sensitive documentation. Assist internal and external clients with general registry matters.

ENQUIRIES : Mrs L Zondo Tel (012) 336 7047
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 24/105 : **SENIOR WATER CONTROL OFFICER 2 POSTS**

SALARY : R105 645 per annum
CENTRE : Water Resource Management Office, Upper Vaal (Stander-ton Office)
REQUIREMENTS : Grade 12 or Grade 10 with 8 years appropriate experience. A valid driver's license. The following departmental courses must be successfully completed: Water Measurement course, Water Distribution course, Water Test course, Water Resource Management course, Dam Control course and inland Boat Handling course. Applicants must have mathematical background and good verbal and written communication skills. Appropriate experience in Catchment Management and computer literacy will be a recommendation. Certified proof must be submitted of the above requirements.

DUTIES : The successful candidate will be responsible for using GPS, maps and satellite images identify and investigate possible unlawful water works in their areas. Monitor and control water abstraction in the area. Undertake inspection of dams in accordance with dam safety legislation. Assist with water registration and updating of water licenses. Travel extensively in the execution of their duties. Support water utilization and water resource strategy. Assist in catchment area management and monitor water use in the area. Interact with water users and farmers in their respective areas. Assist in various water related tasks (river control, flood control and loss control) in the Water Control Division office at Upper Vaal.

ENQUIRIES : Mr. G.Young. Tel (016) 371-3082 (fax) (016) 371-1746
APPLICATIONS : Control Water Control Officer. Water Resource Management Office, Department of Water Affairs , P.O. Box 238, Deneysville, 1932

FOR ATTENTION : G Young

POST 24/106 : **GIS OPERATOR (5 YEAR CONTRACT) WORKING FOR WATER**

SALARY : R105 645 + 37% in lieu of benefits
CENTRE : Regional office- Howick
REQUIREMENTS : The requirement for appointment to this position is matric or a Grade 12 certificate with appropriate relevant experience or a Tertiary qualification in Geography or Natural Sciences with appropriate relevant experience. The following will serve as recommendations: A valid code B/EB drivers licence, excellent written and verbal skills. The competencies required are: Proven above average computer proficiency in MS Office software, ESRI Arc software and Geographic Information Systems (GIS) knowledge.

DUTIES : Please note that short listed candidates will be required to take a competency test as part of the interview process. support to the Area Managers and Data Manager by maintaining and doing Quality assurance on the Working for Water Spatial and Non-Spatial database. Generate maps for the water management areas and annual plans of operations (APO). Capture, editing and importing of raw alien vegetation spatial data into the WIMS (Working for Water Information management System).Generate and identify discrepancies in contract maps. Willingness to develop a comprehensive understanding and knowledge of the WfW field operations.

DUTIES : The successful candidate will be responsible to: Provide

ENQUIRES APPLICATIONS : Ms NT Motolwana (033 -2391202)
FOR ATTENTIONS : The Regional Programme Leader: Department of Water Affairs, Private Bag X24, Howick, 3290.
Mrs S Bayat

POST 24/107 : **ADMINISTRATIVE CLERK**

SALARY CENTRE REQUIREMENTS : R87 978 per annum
Pretoria
To be considered for appointment, applicants must be in possession of at least a Grade 12 certificate. And appropriate working experience. Excellent communication and writing skills, organisational skills, interpersonal sensitivity, flexibility, personal motivation, computer skills [Microsoft packages: Word, Excel, PowerPoint and Outlook], willingness to work irregular hours.

DUTIES : The successful candidate will be responsible for the general administrative support required by four sub units within the Directorate: Water Services Regulation. Duties will include the following: Capturing of data on the national regulation system, dealing with consumer queries, filing, managing S & T claims, organising meetings and workshops, taking minutes, making travel arrangements, typing correspondence, providing support services to the directorate and performing all other administrative duties as requested.

ENQUIRIES APPLICATIONS : Ms Revi Naiker on (012) 336-6511
Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION NOTE : Ms T Bapela
Short listed candidates will be required to go through an interview process that will include a computer writing test.

POST 24/108 : **SECRETARY GRADE IV TO THE DIRECTOR: WATER SERVICES REGULATION**

SALARY CENTRE REQUIREMENTS : R87 978 per annum
Pretoria
To be considered for appointment, applicants must be in possession of a Grade 12 certificate and Secretarial Diploma or have at least four years appropriate working experience. Good telephone etiquette, inter-personal relations and organizational skills. Good written and verbal communication skills. Experience in office administration and co-ordination. Ability to perform under pressure and adhere to strict timeframes. Ability to take initiative and work independently. Ability to identify and handle confidential matters. Experience and knowledge in taking minutes. Ability to organize and prioritise work. Knowledge of Ms Word, Ms Excel, Ms Powerpoint, Ms Outlook and Internet coupled with sound typing skills. Willingness to work after hours when required. Filing skills and ability to keep record of flow of documents.

DUTIES : Key Performance Areas: The successful candidate will be responsible for the overall administration of the Director's office. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination of and preparation for meetings, workshops, typing of documents. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the Directorate. Making travel and accommodation arrangements as well as processing of all subsistence and travel claims. Handling of confidential documents. Operate standard office equipment (Fax, photocopy machine and telephone). Type correspondence such as reports, submissions and letters. Perform administrative tasks such as taking minutes and arranging/serving refreshments.

ENQUIRIES APPLICATIONS : R87 978 per annum
Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 24/109 : **SECRETARY TO DIRECTOR LITIGATION**

SALARY : R87 978 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 with typing as subject or Secretarial diploma Computer literacy.
DUTIES : Make travel arrangements; Process travel and subsistence claims for the Director and members of the Directorate; Coordinate Directorate activities and reporting; Record appointments and events in the diary of the Director; Operate office equipment like fax machines, photocopies, etc. and ensures that it is in good working order; Source information which may be of importance to the Director (e.g. news paper, clippings, internet articles and circulars; Provide support to the Director regarding meetings; Keep a document filing and retrieval system; Dealing with incoming and outgoing calls/mail of Director Office Administration.

ENQUIRIES : STB Damane-Mkosana
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 24/110 : **ADMINISTRATIVE CLERK**

SALARY : R87 978 per annum
CENTRE : Pretoria
REQUIREMENTS : To be considered for appointment, applicants must be in possession of at least a Grade 12 certificate. And appropriate working experience. Excellent communication and writing skills, organisational skills, interpersonal sensitivity, flexibility, personal motivation, computer skills [Microsoft packages: Word, Excel, PowerPoint and Outlook], willingness to work irregular hours.

DUTIES : The successful candidate will be responsible for the general administrative support required by four sub units within the Directorate: Water Services Regulation. Duties will include the following: Capturing of data on the national regulation system, dealing with consumer queries, filing, managing S & T claims, organising meetings and workshops, taking minutes, making travel arrangements, typing correspondence, providing support services to the directorate and performing all other administrative duties as requested.

NOTE : Short listed candidates will be required to go through an interview process that will include a computer writing test.

ENQUIRIES : Ms Revi Naiker on (012) 336-6511
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 24/111 : **SECRETARY GRADE IV TO THE DIRECTOR: WATER SERVICES REGULATION**

SALARY : R87 978 per annum
CENTRE : Pretoria
REQUIREMENTS : To be considered for appointment, applicants must be in possession of a Grade 12 certificate and Secretarial Diploma or have at least four years appropriate working experience. Good telephone etiquette, inter-personal relations and organizational skills. Good written and verbal communication skills. Experience in office administration and co-ordination. Ability to perform under pressure and adhere to strict timeframes. Ability to take initiative and work independently. Ability to identify and handle confidential matters. Experience and knowledge in taking minutes. Ability to organize and prioritise work. Knowledge of Ms Word, Ms Excel, Ms Powerpoint, Ms Outlook and Internet coupled with sound typing skills. Willingness to work after hours when required. Filing skills and ability to keep record of flow of documents.

DUTIES : Key Performance Areas: The successful candidate will be responsible for the overall administration of the Director's office. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination of and preparation for meetings, workshops,

typing of documents. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the Directorate. Making travel and accommodation arrangements as well as processing of all subsistence and travel claims. Handling of confidential documents. Operate standard office equipment (Fax, photocopy machine and telephone). Type correspondence such as reports, submissions and letters. Perform administrative tasks such as taking minutes and arranging/serving refreshments.

ENQUIRIES : R87 978 per annum
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
FOR ATTENTION : Ms T Bapela

POST 24/112 : **SENIOR SECURITY OFFICER**

SALARY : R87 978 per annum
CENTRE : Vaal dam
REQUIREMENTS : Grade 10 or equivalent qualifications, PSIRA Grade C, National Key Point certificate with appropriate experience and in depth knowledge of security. Knowledge of CCTV surveillance system, Firearm Sassetta competency certificate. Must be able to write reports, communicate effectively and problem solving. Planning, organising and controlling skills. Valid drivers licence code 8, (B) will be added as an advantage

DUTIES : Guiding and patrolling of the National Key Point, Monitoring of Surveillance system and Assess control, Handling and use of fire arm, Participation in emergency exercises, Use of Biometric system, Investigate of crime related incidents, Use of Maxi track patrol system, Escort and administration duties.

ENQUIRIES : Mr S J Mokoena, Tel (016) 371 3042, Cell 082 906 2765
APPLICATIONS : The Area Manager: Central Operations, Department of Water Affairs, Private Bag X 2, Deneyville, 1932
FOR ATTENTION : Ms T M Matome

POST 24/113 : **SENIOR SECURITY OFFICER**

SALARY : R87 978 per annum
CENTRE : Pretoria (NWRI, Central Operations)
REQUIREMENTS : The successful candidate must be in possession of a Grade 12 certificate, PSIRA Grade B certificate, driver's license and computer literacy. Appropriate experience and in depth knowledge of security. Must be able to write reports, communicate effectively and problem solving. Planning, organising and controlling skills. Must have knowledge of MISS, access control act, criminal procedure act, trespass act, health and safety act etc. The person appointed to position will be subjected to security vetting.

DUTIES : The successful candidate will be required to: Perform duties as the shift leader. Supervise security officers. Compile, implement and manage duty roster. Implement standard operating procedures. Report security breaches. Ensure that fire extinguishers are in good working condition. Investigate and identify health, safety and security deficiencies. Draw up and implement patrol schedules. Ensure security registers are kept neat and are correctly entered. Enforce key control procedure. Check and monitor proper functioning of security equipments. Ensure that access control is executed in terms of the relevant Acts and directives. Attend all complains during the shift. Maintain proper record keeping. Resolve labour dispute.

ENQUIRIES : Ms M Makhoana, Tel (012) 392 1439
APPLICATIONS : The Director: Central Operations, Department of Water Affairs, Private Bag X995, Pretoria 0001/ 285 Schoeman Street, Bothongo Plaza East 15th Floor, Pretoria
FOR ATTENTION : Ms P Nyaniso

POST 24/114 : **SENIOR ADMINISTRATION CLERK GRADE II (SUPPLY CHAIN)**

SALARY : R87 978 per annum
CENTRE : Tugela Vaal (Jagersrust)

REQUIREMENTS : Grade 12 or equivalent qualification with two years experience in Supply Chain. Knowledge of Treasury regulation, PPPFA and Public Finance Management Act (PFMA). Good written and verbal communication skills. Good interpersonal skills. Ability to work under pressure. Computer literacy. Valid drivers License.

DUTIES : Maintain 0-9 file system. Do physical goods receipts. Liaise with suppliers. Checking and receive goods from the supplier accordingly. Faxing of orders to the suppliers. Receive order documents and prepare them for Economical Control Committee. Prepare and update data base. Prepare all necessary documents for monthly meetings at Regional Office. Check all copies of Purchase orders.

ENQUIRIES APPLICATIONS : Mr S. Mthabela Tel. (036) 438 6211

FOR ATTENTION : The Area Manager, Department of Water Affair, Private Bag X1652, Bergville, 3350.
Ms P.P. Tibe

POST 24/115 : **SENIOR GENERAL FOREMAN**

SALARY : R85 338 per annum

CENTRE : Boskop Hydrometry (Boskop Dam)

REQUIREMENTS : Grade 10 or equivalent Qualification with 10 years construction and/or maintenance experience. Proven ability to supervise construction and/or maintenance teams. Managerial skills to supervise and coordinate labour activities. Preference will be given to candidates who are able to operate various construction and maintenance equipment as well as placing of concrete and erecting of shuttering. Must be prepared to work away from the Office and camp in the field for long periods of time. Good verbal communication and writing skills needed as well as ability to work in a team. Good knowledge of Occupational Health and Safety policies. Applicant must be in possession of a code 10 Drivers License and Public Drivers Permit.

DUTIES : Attend to general maintenance and repairs of buildings, gauging stations, machinery and equipment within area of responsibility. Supervision of maintenance and concrete works. Writing of progress reports, site evaluation reports, vehicle log sheets and subsistence and travel claim forms. Coordinate, supervise and inspect work done by private contractors as well as maintenance personnel. Performance management of maintenance personnel. Ensure Occupational Health and Safety in the workplace. Performs maintenance to hydrological river gauging stations. Transportation of personnel and goods to and from workplace. Training and skills development for personnel under supervision.

ENQUERIES APPLICATIONS : P.D. Geldenhuys

FOR ATTENTION : The Area Manager, Department of Water Affairs, Hydrometry: Boskop, Private Bag X08, Noordbrug, 2522
M. Buyskes

POST 24/116 : **SENIOR ADMINISTRATION CLERK (CASHIER)**

SALARY : R73 584 per Annum

CENTRE : NWRI: CO: Upper Vaal (Vaal Dam)

REQUIREMENTS : Grade 12 certificate or equivalent qualification with accounting as a passed subject, supplemented by appropriate experience in the financial field. Computer literacy. Experience in SAP. Knowledge of the PFMA, Treasury regulations and financial policies. Ability to communicate verbally and in writing , working as a team.

DUTIES : Key Performance Areas: Receipt of revenues, handling petty cash, preparation and banking of state, safe guarding of face value forms, preparing and capturing of receipts on SAP. Capturing of journals on SAP and completing other relevant duties.

ENQUIRIES APPLICATIONS : Mr. M.J. Ramphelo Tel. (016) 371 3020.

FOR ATTENTION : The Area Manager: Upper Vaal, Department of Water Affairs, Private Bag x2, Deneysville. 1932.
Ms. TM Matome

POST 24/117 : **SENIOR GENERAL FOREMAN**

SALARY : R73 584 per annum

CENTRE : Tugela Vaal (Jagersrust)

<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification Good written and verbal communication skills. Ability to work as a team. Experience in general maintenance and repairs. A code 10 driver's licence (C1 to EC1).
<u>DUTIES</u>	:	Maintain and supervise general workers. Attend to general maintenance and repairs of buildings. Ensure health and safety in the work place.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Klassens Tel. (036) 438 6211
<u>FOR ATTENTION</u>	:	The Area Manager, Department of Water Affairs, Private Bag X1652, Bergville, 3350.
<u>POST 24/118</u>	:	<u>DRIVER/OPERATOR II 2 POSTS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R73 584 per annum Tugela Vaal (Woodstock Dam and Sterkfontein)
<u>DUTIES</u>	:	Grade 12. Good verbal and written communication skills. Ability to work in a team. A valid driver's licence (C1 to EC1) with PDP will be an added advantage. Transport equipment and personnel to and from work sites. Collecting and delivering of parcels. Assist with loading and unloading of goods. Keeping of oil and fuel receipts. Taking vehicles for repairs/ services. Assist with general maintenance tasks when not driving.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Klaassen Tel. (036) 438 6211
<u>FOR ATTENTION</u>	:	The Area Manager, Department of Water Affairs, Private Bag X1652, Bergville, 3350
<u>POST 24/119</u>	:	<u>SENIOR ADMINISTRATION CLERK GRADE (SCM)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R73 584 per annum Vaal dam
<u>DUTIES</u>	:	Grade 12 or equivalent qualification, Supply Chain Management procedures/ Policies, relevant experience, knowledge of PFMA, Financial/Departmental rules, Computer literacy, Good verbal and writing communication skills, Interpersonal skills, Ability of team work, Honesty, ability to meet deadlines, Knowledge of SAP, Customer care attitude. Capturing of payments on SAP, Handling of invoices register, Verification of invoices, Dealing with invoices enquiries, Compile minutes for Economic Control Committee, Assist in other relevant SCM duties such as Receipting and issuing of goods, procurement, stock control and inventory.
<u>ENQUIRIES APPLICATIONS</u>	:	M J Ramphele Tel. 016 371 3020
<u>FOR ATTENTION</u>	:	The Area manager: Central Operations, Department of Water Affairs, Private bag X2, Deneysville, 1932 Ms T M Matome
<u>POST 24/120</u>	:	<u>TRADESMAN AID II: ELECTRICAL</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R62 094 per annum Gariiep Dam
<u>DUTIES</u>	:	Abet, must be able to read and write. Good interpersonal and communication skills, self motivated and willingness to work. Knowledge of electrical equipment. Knowledge of the Occupational Health and Safety Act. Working overtime when necessary Key Performance Areas: Provide a support service to the Electrician in performing maintenance to electrical equipment in the dam wall, at the workshop, on departmental houses and in Orange Fish-Tunnel. Assist with maintenance on lifts in the dam wall. Adhere to all Occupational Health and Safety regulations and ensure that protective equipment is used appropriately.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MS Maduna Tel. 051-754 0001/053-664 9400
<u>FOR ATTENTION</u>	:	The Area Manager: Central Operations, Department of Water Affairs, Private Bag X09, Gariiep Dam, 9922. Me S Behr

POST 24/121 : **GENERAL FOREMAN: ELECTRICAL**

SALARY : R62 094 per annum
CENTRE : Gariiep Dam
REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate or equivalent qualification. Knowledge and experience on working on electrical equipment. Experience in personnel management. Good interpersonal and communication skills, self motivated and willingness to work. Knowledge of the Occupational Health and Safety Act. Willingness to work overtime when necessary.

DUTIES : Key Performance Areas: Provide a support service to the Artisan Foreman in performing maintenance to electrical equipment at the Scheme this include equipment on dams, at the workshop, on departmental houses, related infrastructure and in Orange Fish-Tunnel. Assist with maintenance on lifts in the dam wall. Supervise personnel and do performance evaluations. Other duties include procurement, administration, control of tools and spares required for execution of duties. The person should be able to work under pressure and extended hours when needed. Adhere to all Occupational Health and Safety regulations and ensure that protective equipment is used appropriately.

ENQUIRIES : Mr. MS Maduna Tel. 051-754 0001/053 -664 9400
APPLICATIONS : The Area Manager: Central Operations, Department of Water Affairs, Private Bag x 09, Gariiep Dam, 9922

FOR ATTENTION : Me S Behr

POST 24/122 : **AUXILIARY SERVICE OFFICER: DAM CONTROL**

SALARY : R62 094 per annum
CENTRE : Gariiep Dam
REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate or equivalent qualification. Applicants must have Maths and Science subjects. Computer literacy (Microsoft Word and Excel). A valid code EB driver's license or higher. Good interpersonal and communication skills. Self motivated and must be able to work overtime when necessary. Knowledge of the Occupational Health and Safety Act.

DUTIES : Provide a support service to the Chief Water Control Officer in monitoring and inspection of dam safety instrumentation (Pendulums, three dimensional and crack meters). Do the inspections at the dam wall (bridge, spillway and the pipes). Take water samples, meter readings and do calibrations on the meters readings on the farmer's water pumps. Assist by performing on the dam wall tours. Compile weekly and quarterly reports and send them to Head Office and Regional Office. Adhere to all Occupational Health and Safety regulations and ensure that protective equipment is used appropriately.

ENQUIRIES : Mr. MS Maduna Tel. 051-754 0001/053-664 9400
APPLICATIONS : The Area Manager: Central Operations, Department of Water Affairs, Private Bag x 09, Gariiep Dam, 9922.

FOR ATTENTION : Me S Behr

POST 24/123 : **GENERAL FOREMAN**

SALARY : R62 094 per annum
CENTRE : Rhenoster GWS (Koppies)
REQUIREMENTS : Grade 10, Code 10 driver's licence, Supervisory skills, relevant experience, ability to solve problems, interpersonal skills, knowledge of health and safety, Customer care attitude.

DUTIES : Supervising and leading subordinates, General maintenance tasks, Transporting at work places, collecting equipments/ materials for work places, Keep workforce register, Write reports for management and other related duties.

ENQUIRIES : Mr H. Eksteen Tel no 0567772325
APPLICATIONS : The Area Manager: Central Operations, Department of Water Affairs, Private Bag X 2, Deneysville, 1932

FOR ATTENTION : Ms T M Matome

POST 24/124 : **WATER CONTROL AID (GENERAL WORKER)**

SALARY : R62 094 per annum

CENTRE REQUIREMENTS : Rhenoster GWS (Koppies)
: Capability to work as a team, loyalty, Commitment, punctuality, productivity, respecting of working hours, Customer care attitude. Able to read and write.

DUTIES : Cleaning of water canals and parchells, opening and closing of luices, paint sluices, take meter readings.

ENQUIRIES APPLICATIONS : Mr H Eksteen: Tel no 0567772325
: The Area Manager: Central Operations, Department of Water Affairs, Private Bag X 2, Deneysville, 1932

FOR ATTENTION : Ms T M Matome

POST 24/125 : **DRIVER**

SALARY CENTRE REQUIREMENTS : R62 094 per annum
: Boskop: Hydrometry (Boskop Dam)
: Grade 10 and 2 to 5 years appropriate experience. Driver's license code 14, Public Drivers Permit and Operators License is a definite requirement. Good verbal communication and writing skills needed as well as ability to work in a team. Must be able to work away from the Office and camp in the field for long periods of time. Experience in the use of a Backhoe loader (JCB 3CX) and skid steer loader will be a recommendation. Knowledge of Occupational Health and Safety policies. Supervision of subordinates.

DUTIES : General work with a Backhoe loader includes the digging of trenches and removing of sand from rivers. Safe transportation and loading/offloading of heavy machinery from vehicles. Grading of fire breaks needs to be done. Transportation of personnel and goods to and from workplace. Safeguarding of tools and equipment. Collection of goods from suppliers. Assist maintenance teams with general maintenance tasks when not driving or operating machinery. Perform basic maintenance to truck and equipment.

ENQUIRIES APPLICATIONS : P. D. Geldenhuys
: The Area Manager, Department of Water Affairs, Hydrometry: Boskop, Private Bag X08, Noordbrug, 2522

FOR ATTENTION : M. Buyskes

POST 24/126 : **GENERAL WORKER II (WATER CONTROL AIDS) 2 POSTS**

SALARY CENTRE REQUIREMENTS : R62 094 per annum
: Potchefstroom (Schoonspruit)
: Grade 10 or equivalent qualification plus 5 years appropriate experience. Good Verbal, writing and reading skills. Able to read various Water and gauge plates. Experience in the field of water distribution and maintenance on government structures.

DUTIES : Key performance Areas: Opening and closing of sluices. Handling the water distribution sheet according to the regulation. Minor maintenance on structures, fencing and sluices. Taking of dam reading Evaporation, Assist Water Control Officer with office/admin tasks. In absence of Water Control Officer, assist with water request forms in office.

ENQUIRIES APPLICATIONS : Mr. C. J. H. Du Plessis (018) 297 3867
: The Area Manager, Department of water Affairs, Private Bag x 936, Potchefstroom, 2520.

FOR ATTENTION : Ms E Ackerman

POST 24/127 : **DRIVER/OPERATOR**

SALARY CENTRE REQUIREMENTS : R51 936 per annum
: Rhenoster GWS (Koppies)
: Code 10 driver's licence, PDP, Grade 10, Ability to work as a team, Commitment, loyalty and respecting working hours, Punctuality, productivity, Customer care attitude.

DUTIES : Transporting employees to different destinations at work places, Collecting goods from different vendors/ service providers, Ferrying employees to and from work, ensuring that vehicle is maintenance and serviced regularly, operate Tractor and JCB machine. Other relevant duties.

ENQUIRIES : Mr H Eksteen Tel no 0567772325

APPLICATIONS : The Area Manager: Central Operations, Department of Water Affairs, Private Bag X 2, Deneysville, 1932

FOR ATTENTION : Ms T M Matome

POST 24/128 : **GROUNDSMAN II: DAM CONTROL**

SALARY : R51 936 per annum

CENTRE : Gariep Dam

REQUIREMENTS : Abet, must be able to read and write. Good interpersonal and communication skills, self motivated and willingness to work. Ability to work under supervision, independently, in a team and under pressure Knowledge of the Occupational Health and Safety Act.

DUTIES : Key Performance Areas: Cleaning of galleries in the dam wall. This will include sweeping and washing of the floors. Maintenance of the surroundings at the dam area. Do maintenance in the garden and on the side of the access road. Perform regular inspections on tools and report defaults. Assist with other maintenance duties when requested.

ENQUIRIES : Mr. MS Maduna Tel. 051-754 0001/053-664 9400

APPLICATIONS : Scheme Manager Central Operations NWRI-Branch, Department of Water Affairs: Private Bag x 09; Gariep Dam; 9922

FOR ATTENTION : Me. S Behr

POST 24/129 : **CLEANER II: DAM CONTROL**

SALARY : R51 936 per annum

CENTRE : Gariep Dam

REQUIREMENTS : Abet or equivalent qualifications with cleaning experience. Knowledge of cleaning material, equipments and its usage. Ability to work with hygienic products. Ability to work under supervision, independently, in a team and under pressure. Good interpersonal and communication skills, self motivated and willingness to work. Knowledge of the Occupational Health and Safety Act.

DUTIES : Key Performance Areas: Clean and create an orderly environment. Operate cleaning machines. This will include sweeping and washing of the floors in the dam wall. Cleaning of the ablution blocks and the parking area. Assist with other duties when requested.

ENQUIRIES : Mr. MS Maduna Tel. 051-754 0001/053-664 9400

APPLICATIONS : The Area Manager: Central Operations NWRI-Branch, Department of Water Affairs, Private Bag X09, Gariep Dam, 9922

FOR ATTENTION : Me. S Behr

POST 24/130 : **GENERAL WORKER II: CIVIL MAINTANANCE 2 POSTS**

SALARY : R51 936 per annum

CENTRE : Gariep Dam

REQUIREMENTS : Abet or equivalent qualifications must be able to read and write. Good interpersonal and communication skills, self motivated and willingness to work. Knowledge in the field of maintenance tasks, plumbing, bricklaying and carpentry. Ability to work under supervision, independently and in a team. Work overtime when necessary. Knowledge of the Occupational Health and Safety Act.

DUTIES : Key Performance Areas: The successful candidate will perform routine relating to the maintenance of the structures. Move and load heavy equipment on GWS. Do maintenance in the garden and other structures e.g. cutting grass, trimming trees, Fencing, Painting, Spraying with round-up (Chemicals) and maintenance on the side of the road etc. Perform regular inspections on tools and report defaults.

ENQUIRIES : Mr. MS Maduna Tel. 051-754 0001/053-664 9400

APPLICATIONS : The Area Manager: Central Operations, Department of Water Affairs, Private Bag X09, Gariep Dam, 9922.

FOR ATTENTION : Me. S Behr

POST 24/131 : **GENERAL WORKERS 4 POSTS**

SALARY : R51 936 per annum

CENTRE : Rhenoster GWS (Koppies)

REQUIREMENTS : Capability to work as a team, Readiness to do manual work, Commitment, loyalty and productive performance, punctuality and respect of working hours, Customer care attitude.

DUTIES : Keep work premises clean and tidy, Keep canals and dam clean and tidy, Maintenance of terrain, performing other related duties.

ENQUIRIES : Mr H Eksteen Tel no 0567772325

APPLICATIONS : The Area Manager: Central Operations, Department of Water Affairs, Private Bag X 2, Deneysville, 1932

FOR ATTENTION : Ms T M Matome

POST 24/132 : **GENERAL WORKER II**

SALARY : R51 936 per annum (Level 2)

CENTRE : Boskop: Hydrometry (Boskop Dam)

REQUIREMENTS : Communication skills and ability to work in a team. Must be able to work away from the Office for long periods of time. Stay in tents while out on the maintenance routes. Driver's license (EB) will be a requirement. Must have a basic knowledge of tools, equipment, and light machinery as well as how to use them. Must be able to perform hand labour. Must have basic reading and writing skills.

DUTIES : Perform maintenance work to hydrological gauging structures, river banks and upstream pools. Perform hand labour with shovels, picks and wheelbarrows as well as using equipment, tools and machinery. Must be prepared to work near rivers and in shallow water. Perform routine gardening tasks and other maintenance tasks when at the Office. Assist Technical Personnel while on field trips. Assist with cleaning and sorting technical stores. Safeguarding of tools and equipment.

ENQUIRIES : P.D. Geldenhuys

APPLICATIONS : The Area Manager, Department of Water Affairs Hydrometry: Boskop, Private Bag X08, Noordbrug, 2522

FOR ATTENTION : M. Buyskes