

## DEPARTMENT OF WATER AFFAIRS

**CLOSING DATE** : 08 March 2010  
**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.

## MANAGEMENT ECHELON

**POST 08/106** : **DIRECTOR: EASTERN OPERATIONS**  
 Directorate: Eastern Operations  
 5-year contract

**SALARY** : R652 572 per annum (all-Inclusive salary package)  
**CENTRE** : Midmar Dam (Howick)  
**REQUIREMENTS** : An appropriate Technical or Engineering Qualification or equivalent. Appropriate experience or be able to show significant proficiency in this area. Ability to facilitate technical financial and corporate services planning and implementation. . Policy and Strategy interpretation skills. Advanced management skills. Presentation and negotiation skills. Skills development knowledge. Legal administration. Leadership skills. Programme and project management. Excellent verbal and written communication skills.

**DUTIES** : The duties will include the following: Manage the implementation of the water resource infrastructure operations, maintenance and betterment plans, including general maintenance of related facilities Provide leadership and directions in the Cluster Office Develop and Manage Revenue and Expenditure budgets Responsible for financial management and corporate support in the Cluster Office; Responsible for all technical activities in the Cluster Office ; Responsible for implementing effective dam safety practices and emergency preparedness plans; Manage and control state owned land and facilities related to water resource infrastructure; Ensure monitoring, evaluation and reporting of Cluster Office activities; Manage administration and technical staff; Promote good relations with stakeholders; Ensure customer-focused service delivery; Promote transformation in the Cluster Office and Maintain Asset Register

**ENQUIRIES** : Mr LS Moloi, Tel: (012) 336-8092, fax: (012) 336-7031  
**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 08/107** : **DIRECTOR: WATER REGULATION AND USE MANAGEMENT**

**SALARY** : R652 572 per annum (All inclusive flexible package)  
**CENTRE** : Bellville  
**REQUIREMENTS** : Appropriate 3 year Degree or equivalent. Extensive experience in Water Regulation and Use and relevant experience in the legal aspects of Water Regulation. Competencies: General Management Experience. Presentation skills. Negotiation skills. Communication/Interpersonal skills. Skills Development knowledge. Policy & Strategy Development. Knowledge of relevant Acts. Project and Programme Management. Integrated Water Resources Management.

**DUTIES** : Provides leadership to Directorate, Conducts strategic and business planning for the Directorate, Ensures effective development and implementation of policies and strategies for the Section functions, Ensures Water regulation, use and efficiency, Ensures compliance and enforcement, Ensures promotion of inter-governmental relations, Liaises with stakeholders for planning initiatives, Manages and oversees environmental data registry, Regulates Water Management Institutions, Manages licensing for strategic industries, Manages WfW initiatives.

**ENQUIRIES** : Mr R Khan, Tel-021 9416004

**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 16, Sanlamhoof, Bellville 7532 or hand deliver at the Sigma Building, No 3 Blackenberg Road, Bellville, Room 301.  
**FOR ATTENTION** : Mr B Saki, Tel-021 941 6018

**OTHER POSTS**

**POST 08/108** : **DEPUTY DIRECTOR: NATIONAL COORDINATOR OF 2020 VISION FOR WATER AND ENVIRONMENTAL SCHOOL BASED EDUCATION PROGRAMME**

**SALARY CENTRE REQUIREMENTS** : R448 521 per annum (All inclusive package)  
: Pretoria  
: An appropriate 3 years Diploma or Degree in relevant field coupled with appropriate experience • Knowledge of sector policies, guidelines and strategies and sector business • understanding of general government policies, Project and Programme management skills • Coordination skills, • Good understanding of Inter-Governmental Relations and co-operative governance • Willingness to travel and work under pressure • Valid drivers license is essential.

**DUTIES** : National Programme Management of the 2020 Vision Programme which includes: Strategic planning and performance monitoring of the 2020 Vision Programme, Facilitate departmental alignment and synergy on all education and schools-based programmes; Coordination of related national and international events, Provision of management support to the regions, Facilitate intergovernmental relations, Financial management, management of staff, public relations and marketing; Coordination of sponsorships; Oversee competitions and the annual aqua-enviro youth summit.

**ENQUIRIES APPLICATIONS** : Mrs. Portia Makhanya, Tel-012 336 8798  
: 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 08/109** : **DEPUTY DIRECTOR: TECHNICAL SUPPORT**  
This is a re-advertisement. Those candidates who applied initially need not apply. Candidates will be required to undertake an assessment test.

**SALARY CENTRE REQUIREMENTS** : R448 521 pa (All inclusive package)  
: Pretoria  
: An appropriate three year Bachelor's degree or equivalent qualification in Natural Sciences with extensive and relevant experience. Knowledge and understanding of integrated water resources management and related policy framework is essential. Understanding of PFMA and Treasury Regulations is highly recommended. Project planning and project management experience. Proven strategic management and leadership skills, strong analytic, interpersonal and financial management skills. Excellent administrative and organizational skills. Good writing and communication skills. Computer literacy (Ms Word, Excel, PowerPoint and Outlook). Ability to work independently, long hours and under pressure. A valid driver's licence and willingness to travel where necessary.

**DUTIES** : Key Performance Areas: The management of strategic documents (Ministerials, Director General and Cabinet memos). Co-ordinate responses to Parliamentary Questions, Ministerial and DG directives. Responsible for the development and implementation of a document management system for the Branch. Quality assurance of all submissions. Development of submissions as required from DDG's office. Provide technical support and guidelines to Chief Directorates. Stake-holder liaison and management.

**ENQUIRIES APPLICATIONS** : Ms N Ncapayi Tel (012) 336 8800  
: 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 08/110** : **DEPUTY DIRECTOR: GENERAL CONTROLS AUDITS**

**SALARY** : R448 521 per annum (All inclusive package)

**CENTRE** : Pretoria

**REQUIREMENTS** : A recognised three-year tertiary qualification in Internal Auditing/Auditing, Financial Accounting or related fields • Registration and studying towards a relevant professional certification (CISA), CIA or CA• A minimum of four to five years experience in Internal Auditing • Knowledge of Information systems auditing standards including the Control Objectives for Information and related Technology (COBIT) • Knowledge of application and general IT control reviews (security) • Knowledge of data analysis, ACL, CAAT's • Knowledge of SDLC, IT security, network communications, client server environment• Ability to perform technical Information system audits• Sound knowledge of the Public Finance Management Act, Treasury Regulations, Generally Accepted Accounting Principle • Good understanding of Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing • Good interpersonal, written and verbal communication skills • Analytical skills • Ability to work independently and under pressure • Willingness to travel as and when required • Valid driver's licence • Computer literacy • Skills in the application of audit methodology and execution of audit procedures in accordance with the approved audit programme • Ability to use own initiative • good team and leadership skills• strategic planning • Problem solving skills.

**DUTIES** : Manage the Information Technology audit plan including audit universe and overseeing timely execution of the plan• Manage Technology Audit Projects including System Development Reviews, Change Control Management, Database Controls, Contingency Planning/Disaster Recovery Reviews, Operating Systems Reviews and General Controls. Identifying and assessing technology and business risks, developing effective audit programs to address risks, executing appropriate test of controls, presenting results and recommendations to management, developing effective audit report• Participating in special projects to improve information system controls and management information• Partnering with management to develop practical and cost-effective solutions to IT internal controls issues• Serving as a department subject matter expert on technology controls and practices, and providing audit teams with appropriate input on related audit coverage• Establishing strong relationships with technology business management to stay abreast of business issues and changes to the risk profile of the dept• Staying current on changes in information technology, audit, financial services, and regulatory compliance• Demonstrating a commitment to continuous improvement of IT audit processes and practices• Coaching, developing, and training audit staff• Ensuring that Audits are performed in line with the Institute of Internal Auditors (IIA) Standards and COBIT methodology• Track audit issues raised and report on them to the CAE• Provide consultation services to the business in line with the IIA standards.

**ENQUIRIES** : Mr P Jordaan Tel-012 336 8854

**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 08/111** : **DEPUTY DIRECTOR: CORPORATE SERVICES**

**SALARY** : R448 521 (All inclusive packages)

**CENTRE** : Bloemfontein

**REQUIREMENTS** : Degree with relevant experience. Extensive Corporate Services Management experience in particular HR Transaction and Information, Recruitment and Selection, Talent Management, IT Management, Employee Relations, Health and Safety, Communication and Office Services. Advanced Computer Literacy. Knowledge of Public Service Act and Regulations, Human Resources Resource policies and prescripts as well as policy development and interpretation, Skills development Act, Employment Equity Act, Labour Relations Act, Health and Safety Act and PFMA. Analytical and Negotiating Skills as well as Presentation Skills. Willingness to work longer hours and under pressure. Valid driver's license and willingness to travel. Core Management Competences: Strategic capability and leadership, Client orientation and customer focus. Problem

		solving- conflict management, Good communication skills, outstanding interpersonal relations, time and office Management, organizing and leadership skills, knowledge of financial Management and project management will serve as an advantage.
<b><u>DUTIES</u></b>	:	Efficient Human Resource services. Proper coordination and control of the sub directorate's budget, ensuring effective Health and safety in the Region, Monitor implementation of the PMDS tool and other Talent Management related matters, ensure sound and healthy relations among all the staff, effective communication and promote representivity in the Region, Management of IT and Office services. Monitor the correct interpretation and implementation of all policies, prescripts, guidelines, strategies, regulations and legislation in the Region/ Department. The successful candidate will also be responsible for the following: Guiding the Development, implementation and management of the strategic and operational plans, preparing presentations, reports and submissions.
<b><u>ENQUIRIES</u></b>	:	Mr. T Ntli, Tel-051 405 9000
<b><u>APPLICATIONS</u></b>	:	Regional Head Department of Water Affairs Private Bag 528 Bloemfontein 9300
<b><u>FOR ATTENTION</u></b>	:	Ms. P Mogolo
<b><u>POST 08/112</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT</u></b>
<b><u>SALARY</u></b>	:	R378 456 per annum (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Nelspruit
<b><u>REQUIREMENTS</u></b>	:	A recognised and appropriate three-year tertiary qualification in Human resources/ Public management, plus extensive Generalist experience with appropriate management experience. In- depth knowledge and experience across the HR spectrum, specifically with regards to Recruitment and Selection, Talent Management, Employment Equity, Organisational Development and Service Conditions. Computer literacy, including extensive experience in PERSAL. Extensive knowledge and understanding of all Acts governing HR practices, sound knowledge of HR budgeting. Excellent communication and people management skills. Organisational and analytical skills. Good drafting and report writing skills. The ability to liaise with staff at all levels. A commitment to ethical conduct.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage Recruitment and Selection. Ensure the proper application of HR policies and procedures, compliance with legislation and the achievement of all HR Policies and procedures, compliance with legislation and the achievement of all HR objectives Advise line Managers and staff on the application of relevant HR policies and procedures to ensure the correct and consistent implementation of all HR processes and systems, as well as compliance with legislation. Ensure the smooth running of the process, from advertising to actual appointment. Recommend appointable candidates in respect of appointments, promotions and transfers. Co-ordinate organisational structure, job profiles and evaluations. Conduct functional analysis, Manage all projects concerning employee wellness in the Region. Monitor and evaluate new organisational structure Advise Management and employees on all aspects of organisational Development Ensure the integration of transformation imperatives within the Region. Develop transformation strategies, instruments systems and processes. Monitor and evaluate the region's performance in terms of transformation imperatives. Facilitate and co-ordinate the Region's participation in Special Programmes. Manage conditions of service, with specific reference to, amongst others, the Government Employees Pension Fund, general leave administration, PILIR, injury-on-duty, overtime, housing allowances, appointments, PERSAL administration and general information management practices. Monitor and evaluate all activities. Provide specialist advice to Senior and Line Managers. Support the transfer of employees from mother institutions and provide restructuring support to the Region. Deal with oversight reports in terms of terminations of service, appointments and transfers of staff. Strengthen the Division: HR Transactions and Information Management's capacity in terms of best practices with regards to pension administration, general conditions of service and appointments. Liaise with the Risk manager and ensure that decisions are implemented. Facilitate skills development programmes. Liaise with training providers and ensure that decisions are implemented. Facilitate skills development programmes. Liaise with training providers and ensure the customisation of leadership programmers is in line with the needs of the organisation. Co-ordinate the delivery of training programmes. Provide strategic

direction and guidance. Develop competency profile for all levels of leadership Manage and develop a succession plan. Monitor and evaluate the impact of interventions. Implement and monitor all PMDS activities. Develop mechanisms to ensure that all work plans are submitted on time and ensure that reviews are taking place per policy directives, enforcing compliance therewith.

**ENQUIRIES** : G Posthumus Tel 013-759 7301  
**APPLICATIONS** : The Regional Head: Mpumalanga, Department of Water Affairs, Private Bag X11259, Nelspruit 1200,  
**FOR ATTENTION** : Ms FM Hlatshwayo

**POST 08/113** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT**

**SALARY** : R378 456 pa (All inclusive salary package)  
**CENTRE** : Durban

**REQUIREMENTS** : A recognised and appropriate three-year tertiary qualification in Human Resources/Public Management, plus extensive Generalist experience with appropriate management experience. In-depth knowledge and experience across the HR spectrum, specifically with regards to Recruitment and Selection, Talent Management, Employment Equity, Organisational Development and Service Conditions. Computer literacy, including extensive experience in PERSAL. Extensive knowledge and understanding of all Acts governing HR practices. Sound knowledge of HR budgeting. Excellent communication and people management skills. Organisational and analytical skills. Good drafting and report writing skills. The ability to liaise with staff at all levels. A commitment to ethical conduct.

**DUTIES** : Key Performance Areas: Manage Recruitment and Selection. Ensure the proper application of HR policies and procedures, compliance with legislation and the achievement of all HR objectives Advise Line Managers and staff on the application of relevant HR processes and systems, as well as compliance with legislation. Ensure the smooth running of the process, from advertising to actual appointment. Recommend appointable candidates in respect of appointments, promotions and transfers. Co-ordinate organisational structure, job profiles and job evaluations. Conduct functional analysis. Manage all projects concerning employee wellness in the Region. Monitor and evaluate new organisational structure, Advise Management and employees on all aspects of Organisational Development Ensure the integration of transformation imperatives within the Region. Develop transformation strategies, instruments, systems and processes. Monitor and evaluate the Region's performance in terms of transformation imperatives. Facilitate and co-ordinate the regions participation in Special Programmes. Manage conditions of service and employee benefits, in respect of general conditions of service, with specific reference to, amongst others, the Government Employees Pension Fund, general leave administration, PILIR, injury-on-duty, overtime, housing allowances, appointments, PERSAL administration and general information management practices, Monitor and evaluate all activities. Provide specialist advice to Senior and Line Managers. Support the transfer of employees from mother institutions and provide restructuring support to the Region. Deal with oversight reports in terms of terminations of service, appointments and transfers of staff. Strengthen the Division: HR Transactions and Information Management's capacity in terms of best practices with regards to pension administration, general conditions of service and appointments. Liaise with the Health Risk Manager and ensure that decisions are implemented. Facilitate skills development programmes. Liaise with training providers and ensure the customisation of leadership programmes is in line with the need of the organisation. Co-ordinate the delivery of training programmes. Provide strategic direction and guidance. Develop competency profiles for all levels of leadership. Manage and develop a succession plan. Monitor and evaluate the impact of interventions. Implement and monitor all PMDS activities. Develop mechanisms to ensure that all work plans are submitted on time and ensure that reviews are taking place as per policy directives, enforcing compliance therewith.

**ENQUIRIES** : Ms M. Cele, Tel-031 3362831  
**APPLICATIONS** : The Chief Director: KwaZulu-Natal, Department of Water Affairs, P.O. Box 1018, Durban, 4000  
**FOR ATTENTION** : The Manager (Human Resources)

**POST 08/114** : **ASSISTANT DIRECTOR: ADMINISTRATION**  
 Directorate: Executive Support in the office of the Director General

**SALARY** : R 240 318 per annum, Level 10  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Appropriate recognised three year tertiary qualification plus appropriate experience in document management preferably in the office of the Director-General • Sound knowledge of government policies • Must be computer literate with sound knowledge of MS office suite • Must have good written and verbal communication skills • Be action orientated • Be flexible and motivated to work in both a team and independently • Be willing to work under pressure.

**DUTIES** : The successful candidate will be responsible • to administer all incoming correspondence in the office of the Director-General by tracking them on the tracking system • Administer outgoing correspondence in the office of the Director-General • Handle all document Management related enquires by attending to the Central Point helpdesk • Manage the filing system in the Director-General's office • Supervise staff

**ENQUIRIES** : Ms C Molohe (012) 336 8749 /8819  
**APPLICATIONS** : Please forward your applications quoting the reference number to : The Director General, Department: 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 08/115** : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS**

**SALARY** : R240 318 per annum  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An appropriate recognised three-year tertiary qualification in Human Resources, Management or Labour Law plus extensive experience in exposure to labour relations consultancy. Knowledge of labour legislation and the Public Service Regulatory Frameworks. Policy formulation and implementation. Project management. Computer Literacy. A driver's licence. Presentation skills. Negotiation skills. Knowledge of the Department Restructuring Imperatives.

**DUTIES** : The Assistant Director; Employee Relations in the Region will have Labour Relations Management oversight for the Regions clustered together in the Department. He/She will, inter alia: Execute overall departmental labour relations policies. Promote sound Labour Relations. Manage strikes and make contingency plans. Monitor organisational climate and create an environment conducive to sound labour relations and effective restructuring and transfers. Undertake collective bargaining. Handle complex misconduct and grievance matters. Resolve disputes. Manage conflict. Be responsible for conciliation and arbitration. Perform research and study Labour Relations trends and keep the Department abreast of the latest developments. Train and supervise subordinates.

**ENQUIRIES** : Mr. T. Ntli, Tel-051 405 9000  
**APPLICATIONS** : The Regional Head: Free State, Department of Water Affairs, Private Bag 528, Bloemfontein, 9300

**FOR ATTENTION** : Ms. P Mogolo

**POST 08/116** : **ASSISTANT DIRECTOR: TALENT MANAGEMENT**

**SALARY** : R240 318 per annum  
**CENTRE** : Durban  
**REQUIREMENTS** : A recognised Bachelor's degree or equivalent qualification within the field of Human Resource Management, Skills Development, Organisational Development, Social Science or Public Administration. A minimum of 5 years relevant experience in HR practices, specifically Training and Performance Management. Thorough knowledge of the Public Service Regulatory framework, legislation, policies and principles relevant to Talent management. Knowledge of HR systems. Knowledge of the application of principles and techniques related to project management. Analytical, writing, presentation and computer skills. Good self and time management ability. The ability to work comfortably with and among a diverse workforce. The ability to manage subordinates well. Good

organisational and interpersonal skills. Good communication skills (written and verbal).

**DUTIES** : Key Performance Areas: Ensure the provision and management of training and development interventions for the Region. Ensure that Regional training programmes are developed and implemented. Ensure that Regional directed training is facilitated as per business needs. Ensure compilation and implementation of HRD and workplace skills plan for the Region. Ensure the facilitation of career development within the constraints of existing HR protocol for the Region. Ensure the compilation of statutory and mandatory reports on skills development for the Region. Ensure the effective implementation of the Performance Management and Development System for the Region. Ensure that authorizations are obtained for continued employment of personnel in posts upgraded due to Job Evaluation in the Region.

**ENQUIRIES APPLICATIONS** : Ms M.T. Cele, Tel 031 3362831

**FOR ATTENTION** : The Chief Director: KwaZulu-Natal, Department of Water Affairs, P.O. Box 1018, Durban, 4000

**POST 08/117** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT**

**SALARY CENTRE REQUIREMENTS** : R192 540 per annum  
: Durban  
: A recognised Bachelor's degree or equivalent qualification within the field of Human Resource Management, Labour Relations, Skills Development, Organisational Development, Social Science or Public Administration. Appropriate experience in HR practices, specifically Performing Management. Thorough knowledge of the Public Service Regulatory framework, legislation, policies and principles relevant to human capital performance management and development. Knowledge of the application of principles and techniques related to project management. Analytical, writing, presentation and computer skills. Good self and time management ability. The ability to work comfortably with and among a diverse workforce. The ability to manage subordinates well. Good organisational and interpersonal skills. Good communication skills (written and verbal).

**DUTIES** : Key Performance Areas: Ensure the application of sound human resource management practices in the area of Performance Management and Development policy and related legislation. Conduct research into best practices and trends in these areas. Provide advice and support to employees, Management and any relevant stakeholders. Maintain an adequate Performance Management information system (electronic and manual). Facilitate in-house training/workshops/focus groups, as well as consultation processes with stakeholders. Conduct impact studies and compile reports and submissions for Management. Function in cross-functional teams. Manage the probation cycle. Analyse regional operational plans in relation to Performance Agreements. Ensure the integration of performance management with Wellness and Skills Development.

**ENQUIRIES APPLICATIONS** : Ms M. Cele, Tel 031 3362831

**FOR ATTENTION** : The Chief Director: KwaZulu-Natal, Department of Water Affairs, P.O. Box 1018, Durban, 4000

**POST 08/118** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT AND TRANSFORMATION**

**SALARY CENTRE REQUIREMENTS** : R192 540 per annum  
: Bloemfontein  
: Appropriate Bachelor's degree/ diploma plus extensive relevant experience in Organisational Development and Transformation. Knowledge of Public Service Regulations, Public Service Act, Employment Equity Act, Labour Relations Act and relevant policies. Analytical and system thinking, Facilitation and communication skills. Problem solving and decision making skills. Knowledge of organizational behaviour and change management. Good management skills and analytical skills. Computer programmes. Valid driver's license.

**DUTIES** : Maintain the organizational structure and post establishment of the region and share the implementation of the organizational structure. Advise the region on

the proper configuration of the structure and its alignment with strategic objectives of the department. Advise management and employees on migration process on approval of organizational structure. Conduct organisational diagnosis and implement OD intervention strategies, Manage change management process and organisational development at various levels of the organisation. Draw and update Employment Equity plan. Coordinate job evaluation and organizational development. Manage transformation issues in the Region. Facilitate employee wellness. Coordinate and facilitate all special programs in the Region. Represent the Department in all the committees that relate to organizational development.

**ENQUIRIES** : Mr. T Ntlii, Tel-051 405 9000  
**APPLICATIONS** : The Regional Head: Free State Region Department of Water affairs and Forestry  
 Private Bag 528 9300 Bloemfontein  
**FOR ATTENTION** : Ms. P Mogolo

**POST 08/119** : **ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT 2 POSTS**

**SALARY** : R 192 539 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate three year National Diploma or Degree coupled with 2 years experience and Project Management experience, sound knowledge of education and water sector policies. Computer literacy .Good verbal and written skills. Good interpersonal and organisational skills. Ability to work under pressure and outside office hours. Ability to operate in a team environment.

**DUTIES** : The incumbent's duties will be among other things to provide project management support and oversight to the regional structure of Vision 2020: Overall management of the 2020 Vision Programme and all DWA Education and Schools Programmes, Ensure synergy and integration of all education and schools based programmes in DWA, Ensure strategy and business planning for the programme, Monitor the implementation of the strategy and business plan, Ensure effective conceptualisation, planning and implementation of the Aqua-Environment Youth Summit, Ensure effective planning and implementation of the competitions programmes – like Baswa le Metse, Ensure effective communication and media on all education programmes through effective relationship with the Communications Unit, Oversight and management of the curriculum and educator development programme, Ensure effective linkages and integration between the curriculum and the competition processes, Facilitate impact assessment of education and schools based programmes of the department, Ensure effective monitoring and reporting of all education and schools based programmes of the department, Ensure effective internal communications of education and schools programmes within the department through development and implementation of an effective communications strategy, Assist the Chief Director with Top Management, OPSCOM and Ministerial processes necessary for the strategic buying and implementation of an effective Education and Schools based programme in DWA,

**ENQUIRIES** : Ms P Makhanya (012) 336-8798  
**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 08/120** : **PERSONAL ASSISTANT TO THE CHIEF OF STAFF IN THE MINISTRY FOR WATER AND ENVIRONMENTAL AFFAIRS**

**SALARY** : R 192 540 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Senior Certificate with a Secretarial or equivalent Certificate or qualification plus the following key competencies: Knowledge of computer literacy, Public Relations, Telephone etiquette, Conference and meeting procedures. Sound organisational skills, good people skills, ability to act with tact and discretion. Ability to communicate well with people at different levels and from different backgrounds. Language skills, basic written communication skills, creativity, innovative and creative thinking abilities and high level of reliability. Good

	:	grooming and presentation. The successful candidate will have to undergo security clearance.
<b><u>DUTIES</u></b>	:	Keep the diary for Chief Director, and Senior Managers, prepares meetings packs for Senior Managers (SMS), typing of documents, operates office equipment (fax, photocopier), arrange events for the SMS, process travel and subsistence claims for SMS. Take minutes at meetings, maintain filing system to file and retrieve documentation, Records and distributes incoming and outgoing documents. Attend to telephone calls and messages, refer them to where required. Receive the manager's visitors, Remains abreast with the procedures and processes that apply in the office, Attend to any other duties when requested.
<b><u>ENQUIRIES</u></b>	:	MS Patience Mangotlo Tel (012) 336 8733
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	Ms T Bapela
<b><u>POST 08/121</u></b>	:	<b><u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: REGIONAL COORDINATION AND SUPPORT</u></b>
<b><u>SALARY</u></b>	:	R 192 540 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three or four year National Diploma or Degree in Finance/ Public Administration from a Technikon or a University with at least 3 years relevant experience. Experience in project and programme management, negotiation and communication skills will be of advantage. Knowledge of the Water Services Act, Division of Revenue Act and Public Finance and Management Act are also an advantage. Strong report writing skills and computer literacy (in particular Ms Word, Excel and Power Point) are crucial.
<b><u>DUTIES</u></b>	:	The incumbent's duties will entail the following: Assisting the Chief Director with tracking and monitoring tasks, including the development and management of a personal organisation and tracking system, Keeping track of performance of units to ensure that service standards are met, Managing the Chief Director's working schedule in co-ordination with the secretary, Ensuring continuous flow of work on days when Chief Director may be out of office, Acting as a secretary to most meetings of the Chief Director and make follow ups stemming from such meetings, Checking and controlling submissions to ensure compliance with format, task directives and instructions, Maintaining proper records and managing administrative support services, Ensuring that a register of all incoming and outgoing mail is kept, Keeping abreast of all requirements on regular and ad-hoc reports and initiate and co-ordinate the compilation of such reports, Being fully aware of departmental requirements related to the Chief Directorate's monthly , quarterly and annual reports and ensuring submissions on time, Compiling the budget and monitoring expenditure, Coordinating the Chief Director's programme and rendering logistical support, Coordinating appropriate submissions, supporting documents and presentations for meetings and other events, Managing enquiries directed to the Chief Director as the functional leader for policy and responding to enquiries as arranged, Representing the Chief Director in selected meetings of the Department, Information management and communication on behalf of the Chief Director's office.
<b><u>ENQUIRIES</u></b>	:	Walter Nkabinde (012) 336-6776
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	Ms T Bapela
<b><u>POST 08/122</u></b>	:	<b><u>PRINCIPAL DEVELOPMENT EXPERT: WATER USE SUPPORT</u></b>
<b><u>SALARY</u></b>	:	R 192 540 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year Degree / Diploma in Natural Sciences or Management / Engineering / Business Management and knowledge of General Management , Presentation skills, Negotiation skills, Interpersonal skills, Policy & Strategy

Development, Skills Development, Knowledge of relevant Acts, Project and Programme Management. The ability to interact both at strategic and operational levels while appreciating urgent daily demands. A successful track record in project / programme management and managerial abilities. Good communication skills. Excellent analytical ability. A good understanding of water sector legislation. Valid driver's licence.

**DUTIES** : The incumbent of this position will be reporting to the Deputy Director: Water Use Support and will be responsible for the following key performance area: Provides leadership within the Unit, Provides input into strategic and business planning for the Unit, Support to Regions re Water Use Matters, Acts as interphase between P&R and Regions on the interpretation and the implementation of Water Use Strategies on the following: ensure equitable allocation of water and ensures that water quality management is adequately catered for in business Plans of Regions and that it is in line with the Strategic Plan of the Department, Assists to provide effective support to Regions on the implementation of specific Water Use Programmes ( e.g. Water Allocation Reform, Licensing, Resource Poor Farmers, Waste Discharge Charge System, Water for Growth and Development [economic component). Analyses the various elements of all projects Establishes inter-dependencies amongst various projects, and Ensures sequential scheduling of inter-dependent activities

**ENQUIRIES** : Ms R Cronje Tel (012) 336 6699

**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 08/123** : **SENIOR ADMINISTRATIVE OFFICER: COMMUNITY DEVELOPMENT 2 POSTS**

**SALARY** : R 161 971 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate three year National Diploma or Degree couples with experience and Project Management experience, sound knowledge of education and water sector policies. Computer literacy. Good verbal and written skills. Good interpersonal and organisational skills. Ability to work under pressure and outside office hours. Ability to operate in a team environment.

**DUTIES** : The incumbent's duties will be among other things to provide administrative support to the Assistant Director and the regional structure of Vision 2020: Provide support to and report to the Assistant Director: Community Development, Record, information and document management, Create and maintain effective databases of the 2020 Vision Schools, Administration of the business planning process and ensuring timely development of plans and reports, Logistics administration of all events and processes relation to the 2020 Vision Programme, Minute taking and reporting on all forums of the 2020 Vision programme, like 2020 Vision management meetings, LOC and NOC meetings, Financial administration of the programme, Support and provide necessary information to all regional coordinators, service providers and other units of DWA that are involved in Education and schools based activities, Take responsibility for the Finance, HR, Administration and Procurement processes and activities for the 2020 Vision Programme and ensure that these are in line with the standards of government, Support management on all issues relating to project management – through adequate early warning systems and ensuring that all deadlines are met by the team.

**ENQUIRES** : Ms P Makhanya (012) 336-8798

**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 08/124** : **SENIOR IT AUDITOR**

**SALARY** : R161 970 per annum

**CENTRE** : Pretoria

<b><u>REQUIREMENTS</u></b>	:	A recognised three-year tertiary qualification in Internal Auditing/Auditing, Financial Accounting or related fields • Registration and studying towards a relevant professional certification (CISA) or CIA • A minimum of one to two years experience in Internal Auditing • Information systems auditing standards including the Control Objectives for Information and related Technology (COBIT) • Knowledge of application and general IT control reviews (security) • Knowledge of data analysis, ACL, CAAT's • Knowledge of SDLC, IT security, network communications, client server environment . Ability to perform technical Information system audits • Sound knowledge of the Public Finance Management Act, Treasury Regulations, Generally Accepted Accounting Principle • Good understanding of Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing • Good interpersonal, written and verbal communication skills • Analytical skills • Ability to work independently and under pressure • Willingness to travel as and when required • Valid driver's licence • Computer literacy • Skills in the application of audit methodology and execution of audit procedures in accordance with the approved audit programme • Ability to identify and analyse risks during the execution of the audit • Problem solving skills.
<b><u>DUTIES</u></b>	:	Conduct the Information Technology audit plan including audit universe • Perform Audit Projects including System Development Reviews, Change Control Management, Database Controls, Contingency Planning/Disaster Recovery Reviews, Operating Systems Reviews, Applications Reviews and General Controls. Identifying and assessing technology and business risks, developing effective audit programs to address risks, executing appropriate test of controls, presenting results and recommendations to management, developing effective audit report • Participating in special projects to improve information system controls and management information • Partnering with management to develop practical and cost-effective solutions to IT internal controls issues • Serving as a department subject matter expert on technology controls and practices, and providing audit teams with appropriate input on related audit coverage • Establishing strong relationships with technology business management to stay abreast of business issues and changes to the risk profile of the dept. Staying current on changes in information technology, audit, financial services, and regulatory compliance • Demonstrating a commitment to continuous improvement of IT audit processes and practices. Coaching, developing, and training audit staff • Ensuring that Audits are performed in line with the Institute of Internal Auditors (IIA) Standards and COBIT methodology • Track audit issues raised and report on them to the CAE • Provide consultation services to the business in line with the IIA standards.
<b><u>ENQUIRIES</u></b>	:	Mr P Jordaan Tel-012 336 8854
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	Ms T Bapela
<b><u>POST 08/125</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: (TRANSPORT)</u></b>
<b><u>SALARY</u></b>	:	R161 970 per annum
<b><u>CENTRE</u></b>	:	Durban
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Matric) with extensive appropriate experience in Transport Management. Computer Literacy e.g. Excel and Word, Knowledge of Transport Management procedures and policies, Able to take initiative and work under pressure to meet deadlines.
<b><u>DUTIES</u></b>	:	Administrate the transport section. Fleet management. Vehicle inspections. Reconcile invoices from Phavis. Ensure compliance with the provision of schemes. Empower Scheme participant with regard to policy and procedures. Coordinate and evaluate application and make recommendations with regard to the allocation of subsidized vehicles. Liaise between department, financial service provider and companies with regard to the management of subsidized motor scheme. Update the utilization statistics of subsidized vehicles. Implement departmental subsidies motor scheme. Coordinate applications to the advisory committee for new/ replacement, withdrawal and premature withdrawal of subsidized vehicles. Manage budget and attend monthly financial meetings. Supervise and train subordinates.

**ENQUIRIES** : Mr V. Nene, Tel-031 336 2700  
**APPLICATIONS** : Chief Director: KwaZulu-Natal, Department of Water Affairs, P.O. Box 1018, Durban, 4000

**POST 08/126** : **COMMUNITY DEVELOPMENT OFFICER (ECONOMICS): WATER SECTOR SUPPORT**

**SALARY** : R161 970 per annum  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A recognized three-year degree/diploma in Economics. Knowledge of local government policies, legislative framework and challenges. Good grasp of current issues in local government water services and the water sector institutions. Ability to communicate at all levels verbally and in writing. Good liaison and networking skills. Project./Programme management and financial skills. Computer literate and a valid drivers licence.

**DUTIES** : Key Performance Areas: The successful candidate will be responsible to ensure the provision of basic services (Water) by promoting good practice and lesson learnt sharing with the water sector partners and municipalities in relation to their financial model. Support the development and implementation of the financial model, guidance for retail tariff setting, Guidance on financial grants, loans and donor funding sources . Support the development and implementation of the Infrastructure Asset Management Strategy. Ensure the utilization of the existing Infrastructure Asset Management tools to assist the WSAs and WSPs with the management of the Infrastructure Asset Management. Support the Institutional reform investigations on financial viability as determined by the Institutional Model and Advice WSAs on Section 78 decision making. Update the FBW data on the website bi-monthly. Promote the use of donor materials for water supply services. Participate in the provincial FBS task team. Assist with the roll out of the Free Basic Sanitation Strategy.

**ENQUIRIES** : Mrs. P Mohapi, Tel-051 405 9000  
**APPLICATIONS** : The Regional Head: Free State Region Department of Water affairs and Forestry Private Bag 528 Bloemfontein 9300

**FOR ATTENTION** : Ms. P Mogolo

**POST 08/127** : **SENIOR STATE ACCOUNTANT - FINANCIAL ACCOUNTING**

**SALARY** : R161 970 per annum  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Three year qualification in the field of Finance and relevant experience in Financial Management. Sound knowledge of PFMA and Treasury Regulations. Extensive knowledge of PERSAL and BAS. Valid driver's license. Communication and report writing skills are essential. Knowledge of SAP will serve as an added advantage.

**DUTIES** : Key Performance Areas: Authorization of statutory deductions and salary related payments on Persal, creditor payments and journals on BAS. Ensure monthly clearance of suspense accounts. Reconciliation of creditor accounts, S&Ts and Advances. Check, authorize and replenish petty cash and oversee performance of cashier functions. Manage payroll. Manage human resources. Assist with audit queries. Ensure compliance with departmental financial policies.

**ENQUIRIES** : Ms. B Keele, Tel-051 405 9000  
**APPLICATIONS** : The Regional Head: Free State, Department of Water Affairs, Private Bag 528, Bloemfontein, 9300

**FOR ATTENTION** : Ms. P Mogolo

**POST 08/128** : **CHARGE HAND GR II**

**SALARY** : R161 970 per annum  
**CENTRE** : Construction West – De Hoop Dam  
**REQUIREMENTS** : 12 years relevant experience. Must be able to interpret plans. Must be in possession of accredited certificates in three of the fields mentioned underneath.

**DUTIES** : Must be able to work with the following: Concrete works, earthworks, canal construction, fencing, laying pipes, steel fixing, Installing filter systems and excavation.

**ENQUIRIES** : Ms J Mabanda, Tel-013 260 1110/1

**APPLICATIONS** : The Contract Manager Department of Water Affairs P.O Box 21328  
**FOR ATTENTION** : ROOSSENEKAL 1066  
Ms J Mabanda

**POST 08/129** : **COMMUNITY DEVELOPMENT OFFICER (SKILLS DEVELOPMENT CO-ORDINATOR): WATER SECTOR SUPPORT**

**SALARY** : R161 970 per annum  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A recognized three-year diploma in Human Resource. Speciality in skills development will serve as an advantage. An understanding of the Skills Development Act, SETAs, ASGISA and JIPSA. Good understanding of the institutional Framework for the water sector and local government and other related policies and practices. Knowledge and experience in training needs and impact assessments. Negotiations and Communication skills (written and verbal). Programme and Financial management Skills. Ability to interact with key stakeholders. A valid driver's licence.

**DUTIES** : Key Performance Areas: The successful candidate will be responsible for the co-ordination of activities outlined in the 2025 Vision for Human Resource Development Plan (HRD). Promote, implement and ensure continuous updating of the 2025 Vision for HRD capacity building and skills development plan for the water sector. Engage sector partners to implement priority interventions to address critical and scarce skills challenges. Support the department's participation at career exhibitions. Programme Manage the SETA's support programme. Participate in the Provincial skills development fora. Arrange the Regional workshops on 2025 Vision for HRD. Link with Universities and Technikons and FET colleges Water programmes.

**ENQUIRIES** : Mrs. P. Mohapi, Tel-051 405 9000  
**APPLICATIONS** : The Regional Head: Free State Region Department of Water affairs and Forestry  
Private Bag 528 Bloemfontein 9300

**FOR ATTENTION** : Ms. P Mogolo

**POST 08/130** : **SENIOR ADMINISTRATION OFFICER**

**SALARY** : R161 970 per annum  
**CENTRE** : Bellville  
**REQUIREMENTS** : A 3 year National Diploma of Degree with Relevant experience in Facilities Management and corporate travel, supervisory skills, knowledge of procurement procedure, ability to work under pressure. Valid EB drivers licence. Computer literacy (all programs).

**DUTIES** : The successful candidate will be responsible for the following: Daily management of office support services, which include cleaning services, photocopying, switchboard, departmental cell phone contract and control over cleaning material. Regular inspection where needed. Control over and facilitate acquisition of office accommodation in consultation with the Department of public works. Negotiate with landlords for private office accommodation. Ensure proper implementation of travel tenders. Provide office support service in the Region, provide a strong leadership role and report on the above. Manage all the sections within the division. Liaise with Head on all divisional matters.

**ENQUIRES** : Mr. P Janse van Rensburg Tel: 021 941 600  
**APPLICATIONS** : The Chief Director: Department of Water Affairs, Private Bag X 16, Sanlamhof, 7532.

**FOR ATTENTION** : B Saki

**POST 08/131** : **COMMUNITY DEVELOPMENT OFFICER**

**SALARY** : R 161 970 per annum  
**CENTRE** : Bellville  
**REQUIREMENTS** : An appropriate recognized three-year tertiary qualification in the field of Community Development, Development Studies, Economic, Human or Social Sciences coupled with more than two years of relevant experience. The appropriate candidate must have 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 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.

**DUTIES** : Liaise closely and provide support to water stakeholders including, 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 in the Gouritz Water Management Area. Assist in the establishment, co- ordination and management of Catchment Fora and Water User Associations within the Gouritz Water Management Area.

**ENQUIRIES** : C.J. Visser, Tel. 021-9507111  
**APPLICATIONS** : Chief Director: Western Cape, Department of Water Affairs, Private Bag X16, SANLAMHOF, BELLVILLE 7532 for attention of

**FOR ATTENTION** : Mr B Saki

**POST 08/132** : **SENIOR COMMUNITY DEVELOPMENT OFFICER**

**SALARY** : R 161 970 per annum  
**CENTRE** : Bellville

**REQUIREMENTS** : An appropriate recognized three-year tertiary qualification in the field of Community Development, Development Studies, Economics, Human or Social Sciences or Sociology coupled with more than two years of relevant experience. The appropriate candidate must have knowledge of water related legislation, policies and practices. A teacher's background would be an added advantage. 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 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.

**DUTIES** : Liaise closely and provide support to water stakeholders including, 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 in the region. Assist with Departmental programmes and assist Water Services Authorities.

**ENQUIRIES** : Mr. S. Mashicila on Tel. 021-9507111  
**APPLICATIONS** : Chief Director: Western Cape, Department of Water Affairs Private Bag X16, SANLAMHOF, 7532

**FOR ATTENTION** : Mr. B. Saki

**POST 08/133** : **CONTROL AXUILLIARY SERVICES OFFICER 2 POSTS**

**SALARY** : R 161 970 per annum  
**CENTRE** : Bellville

**REQUIREMENTS** : Grade 12 certificate and at least five years experience in a Hydrological Data processing environment. Mathematics on higher level will be a recommendation. Practical experience and appropriate knowledge in Hydrological Data processing, editing and auditing (quality control) with the use of the Hydstra software package is compulsory. Data archiving experience is compulsory. Good communication skills. Computer literacy and skilful in the usage of various Window driven programmes such as Excel, MS Word, Power Point etc. Appropriate experience in other Database programmes. A sound knowledge of prescribed quality regulations. Good Leadership qualities. Willingness to travel

and a valid code 8 driver's licence. Willingness to undergo in-house training at various locations as well as attend meetings/ workshops at various locations.

**DUTIES** : Data archiving. Processing, editing and evaluation of Hydrological data captured from Hydrological sites in the Western Cape region. Execution of prescribed quality controls on Hydrological data. Registration of all source documents related to hydrological data capturing. Liaison with technical personnel in terms of data quality, task assignments and reliable source documents. Frequent visits to satellite offices for training and liaison purposes. Accompany technical and field personnel on visits to monitoring sites for data collection and evaluation. Producing of technical and progress reports. Supervision and training of Personnel as well as representing the region at National Meetings will be a key responsibility

**ENQUIRIES** : Mr L. Davids (021) 950 7197

**APPLICATIONS** : The Chief Director: Western Cape, Department of Water Affairs, Private Bag X16, BELLVILLE 7532

**FOR ATTENTION** : Mr B Saki

**POST 08/134** : **HEALTH AND SAFETY OFFICER**

**SALARY** : R161 970 per annum

**CENTRE** : Bellville

**REQUIREMENTS** : An appropriate recognized National Diploma (T1N3 stream) or equivalent qualification in Electrical/ Mechanical Engineering/ Environmental Health. Recommendations: Registration as Engineering Technician in terms of Section 14 (1) or 14(2) of the Engineering Profession of South Africa Act 1990. Knowledge of the OSH Act and Regulations (Act 85 of 1993), the risk management theory and practical auditors assessment. Computer literacy Good communication skills (written and verbal) Valid code 08 driver's licence (certified copy must be attached) Certificate in Occupational Health and Safety Management

**DUTIES** : To manage and co-ordinate implementation of the OHS Act. To Develop SHE management systems. Interpret and coordinate 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 person appointed in terms of section 16.2 (Chief Director). Compile Occupational Health and Safety budget. Facilitate studies on personal protective equipment. Conduct regular site inspection. Develop monthly and quarterly reports on fatalities, serious injuries and all related issues described on the incident-reporting matrix. Assist with the implementation of the OHSAS 18001 system. Manage COIDA.

**ENQUIRIES** : Ms K Ntshingane, Tel: (021) 941 6006

**APPLICATIONS** : The Chief Director: Department of Water Affairs Private Bag X 16, Sanlamhof, 7532,

**FOR ATTENTION** : Mr. B Saki

**POST 08/135** : **PROJECT MANAGER**

**SALARY** : R130 425 per annum

**CENTRE** : Bellville

**REQUIREMENTS** : A Forestry or Nature Conservation Post Matric qualification or Grade 12 Certificate with 3-5 years relevant experience in alien clearing project management. A valid driver licence and willingness to travel. Ability to communicate in at least two official languages of the Western Cape. Project management experience. Good communication (verbal and written) and interpersonal skills. Computer literacy, Practical knowledge of GPS and infield mapping, knowledge of herbicide, chainsaw, health and safety standards, and working experience of clearing methods and standards of invading plant clearing methods.

**DUTIES** : Support the Olifants-Doorn WMA Manager with project monitoring and compliance with work methods and Health and Safety requirements standards. Ensure quality control through regular site inspections. Increase awareness of stakeholders and land users regarding alien clearing and herbicide assistance. Monitor specialised operations such as rehabilitation, emerging weeds and Arbour teams where appropriate.

**ENQUIRIES** : Tracy Sampson (021 941 6000/6032)  
**APPLICATIONS** : The Chief Director, Department of Water Affairs and Environment, Private Bag X16, Sanlamhof, 7532  
**FOR ATTENTION** : Bonisile Saki (021 941 6000)

**POST 08/136** : **SENIOR SAFETY COORDINATOR**

**SALARY** : R130 425 per annum  
**CENTRE** : Construction West – De Hoop Dam  
**REQUIREMENTS** : A relevant degree/national diploma or A Senior Certificate and must be in a possession of SMTRAC / SHEQMAN plus 8 years appropriate experience

**DUTIES** : Candidate must be able to perform the under mentioned tasks independently: Accident and incidents investigation, risk assessment, training (OHS representatives, aids awareness) safety reports, ISO 14001 & 14004:2004, OSHAS 18001 & 14004: 2004, ISO 9001:2000, integrated SHEQ Internal Auditors

**ENQUIRIES** : Ms J Mabannda, Tel-013 260 1110/1  
**APPLICATIONS** : The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066  
**FOR ATTENTION** : Ms J Mabannda

**POST 08/137** : **CHARGE HAND/CONTROL GANGER**

**SALARY** : R130 425 per annum  
**CENTRE** : Construction West – Bushbuck-ridge, MP  
**REQUIREMENTS** : Must be in possession of accredited certificates in two of the fields mentioned underneath plus 10 years appropriate experience. Must be familiar with all construction activities namely earthworks and concrete. Must be able to interpret plans.

**DUTIES** : Must be able to work with the following: Concrete works, earthworks, canal construction, fencing, laying pipes, steel fixing, installing filter systems and excavations.

**APPLICATIONS** : The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066  
**FOR ATTENTION** : Ms J Mabannda

**POST 08/138** : **SENIOR SECRETARY GRADE IV FOR CHIEF DIRECTOR REGIONAL COORDINATION AND SUPPORT**

**SALARY** : R 130 425 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Senior Certificate with Typing as a Subject or Secretarial Diploma. Computer literacy in at least Microsoft Word, Outlook, Excel and Power Point. Good written and verbal communication skills. Good interpersonal and organisational skills. Telephone etiquette. Ability to work under pressure. Ability to operate in a team environment. Knowledge of and experience in supply chain management procedures would be an added advantage.

**DUTIES** : The appointee will be responsible for the secretarial and administrative support services in the Chief Director's office, which include among others, the following: Managing the diary of the Chief Director, Receiving and managing all telephone calls, Build and maintain proper filing and documents management systems, Typing and sorting of correspondence, Assisting in making follow-ups as per correspondence or instructions, Facilitating and making appropriate arrangements for the Chief Director, Communicating with both internal and external stakeholders, Preparing relevant documentation for all events overseen by the Chief Director and, Adherence to Batho Pele principles.

**ENQUIRIES** : Mr Walter Nkabinde Tel: (012) 336 - 6776  
**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 08/139** : **SENIOR SECRETARY: DEPUTY DIRECTOR GENERAL: REGIONS**

**SALARY** : R 130 425 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12/ Secretarial Diploma or equivalent qualification. Excellent interpersonal and organizational skills. Good written and verbal communication skills. Experience in office administration and coordination. Ability to perform under pressure and adhere to strict time frames. Knowledge and experience of MS Word, MS Excel, MS PowerPoint, MS Outlook and Internet coupled with sound typing skills. Knowledge of network applications and governmental transversal system (will serve as an added advantage). Willingness to work after hours when required.

**DUTIES** : Key Performance Areas: Responsible for all Deputy Director-General: Regions' office administration. Diary management and coordination of office activities. Management of all incoming and outgoing correspondence. Coordination of and preparation for meetings, workshops and other appointments of the Deputy Director-General: Regions. Answering and screening of all telephone calls. Taking minutes at meetings chaired by the Director. Ensure quality assurance in terms of information and document management system. Together with support staff, manage office supplies. Responsible for travel arrangements. Processing of all subsistence and traveling claims. Hospitable reception of visitors to the Deputy Director-General: Regions. Assistance with any other logistical and administrative tasks.

**ENQUIRIES** : Ms Nozuko Zamxaka, telephone number 012-336-7585  
**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 08/140** : **SENIOR SECRETARY GRADE IV: REVENUE MANAGEMENT**  
Sub Directorate: Revenue Management

**SALARY** : R 130 425 per annum, Level 7  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Senior Certificate/ Secretarial Diploma or equivalent qualification. Excellent interpersonal 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. Knowledge and experience of: MS Word, MS Excel, MS PowerPoint, MS Outlook and the Internet coupled with sound typing skills. Ability to handle confidential matters. Driver's License will serve as an added Advantage. Willingness to work after hours when required. Candidates may be Subjected to verbal and/or written test to determine their suitability for the job.

**DUTIES** : The successful candidate will be Responsible for the overall administration of the Director's office. Diary management and co-ordination of and preparation for Meetings, workshops, typing of documents minutes as well as presentations and attend to other appointments of the Director. Provide reception services including call Screening, receiving as well as attending to messages and provide hospitable Reception of visitors to the Directorate. Provide secretarial services to the Directorate. Maintain an effective filing system in the office of the Director. Making travel arrangements and accommodation arrangements as well as processing of all subsistence and travel claims. Responsible for procurement of goods and stationery in the Directorate. Applicant should be willing to work long hours and under pressure. The successful candidate will be subjected to security clearance.

**ENQUIRIES** : MMN Mothebe, Tel: (012) 336-8954  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 313, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 08/141** : **SENIOR SECRETARY TO THE CHIEF DIRECTOR: OPERATIONS**

**SALARY** : R130 425 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Senior Certificate / Secretarial Diploma or equivalent qualification with extensive experience in the office administration and coordination. Good written and verbal communication skills. Good interpersonal skills and telephone conduct, understanding of protocol, planning, organization and analytical abilities, problem solving and innovative thinking. Ability to work independently, under pressure and adhere to strict timeframes. Proven working experience in MS Word, MS Excel, MS Powerpoint, MS Outlook and internet coupled with sound typing skills.

**DUTIES** : Key Performance Areas: Responsible for overall administration of the Chief Director's office. Diary management, coordination of and preparation of meetings and recording proceedings when required. Typing of documents as well as presentations and attend to other appointments of the Chief Director. Management of all incoming and outgoing correspondence. Provide receptionist services, including call screening. Develop and maintain an effective filing system. Making traveling and accommodation arrangements as well as processing of all subsistence and travel claims for the Chief Director.

**ENQUIRIES** : Ms G Gcanga, Tel. (012) 336-7382  
**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 08/142** : **DATA CAPTURER (INFORMATION TECHNOLOGY)**

**SALARY** : R130 425 per annum  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A national Diploma or equivalent qualification in Information Technology. At least two years relevant experience. A valid South African Driver's License. Good interpersonal skills as well written and verbal communication skills. Knowledge of the IT procurement processes in the public sector.

**DUTIES** : Advice and assist users with IS & ITC Processes and Procedures. Administrate ITC applications (Registration, Investigation, Progress, Verification, Reporting and Filling). Liaise with Vendors on new and outstanding calls, services & payments. Maintain a database of all IT Equipment in the Region, including warranties, maintenance and service contracts of that equipment. Register requests for service, change or evaluation of service. Monitor movement and allocation of IT assets. Perform IT Audits and rollout projects. Assist in the development of internal web application & database. Liaising with HR for user terminations and process New User Request. Compile resource usage reports (3G, internet, email costs /usage). Customer relations & user consultation.

**ENQUIRIES** : Mr. T Ramosangoana, Tel-051 405 9000  
**APPLICATIONS** : The Regional Head: Free State Region Department of Water affairs and Forestry Private Bag 528 Bloemfontein 9300

**FOR ATTENTION** : Ms. P Mogolo

**POST 08/143** : **CHIEF ADMINISTRATION CLERK**

**SALARY** : R130 425 per annum  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Grade 12 with extensive experience/National Diploma/ B-Tech in Finance with relevant experience in Asset Management and Supply Chain. Valid drivers license. Knowledge and experience of Logis and BAS Systems will be a recommendation. Candidates must be fully computer literate in all MS Office package.

**DUTIES** : Ensure that all items from DWAF are properly maintained, utilized and safeguard. Appoint asset holders (inventory holders/ sub inventory controllers). Be responsible for the stocktaking of items/equipment on asset list. Ensure that all items accounted for an asset list, are available for inspection as required by the stock taking team. Ensure that the equipment, which is temporarily in use at other places, is brought to a central point for purpose of stocktaking. Ensuring that regular stocktaking spot-checks are carried out on asset lists. Be responsible

for the verification once per quarter, of issued items and for submission of quarterly report. Reporting of disposable items to the Local Head of Asset Management by means of report/service letter. Ensure that items that have been earmarked for disposal are kept in their original form. Advising the store in the prescribed manner in respect of equipment permanently moved between asset list, as well as any item set for repair.

- ENQUIRIES** : Ms. E Bosch, Tel-051 405 9000  
**APPLICATIONS** : The Regional Head: Free State Department of Water Affairs Private Bag 528 Bloemfontein 9300  
**FOR ATTENTION** : Ms. Pulane Mogolo
- POST 08/144** : **SENIOR REGISTRY CLERK GRADE III**
- SALARY** : R 105 645 per annum  
**CENTRE** : Bellville  
**REQUIREMENTS** : A Grade 12 Certificate with minimum of two years experience in Registry environment. Knowledge of applicable prescripts and or Acts. Filing system experience. Good communication skills. interpersonal skills. Ability to work under pressure.
- DUTIES** : Efficient running of registry services. Open post and parcel. Accurate filing of all correspondence on daily basis. Open and close HR files. Assist with other duties that are related to HRM. Maintain a register of documents received and delivered. Order stationery. Ensure that there is no backlog on documents to be filed. Record HR files when issued to Personnel Officers. Deal with all registry queries on a daily basis.
- ENQUIRIES** : Ms S Sambane Tel. 021 9416048  
**APPLICATIONS** : The Chief Director, Department of Water Affairs, Private Bag X 16, Sanlamhof, Bellville, 7532  
**FOR ATTENTION** : Mr. B Saki.
- POST 08/145** : **SENIOR ADMINISTRATION CLERK**
- SALARY** : R105 645 per annum  
**CENTRE** : Bellville  
**REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification and appropriate experience in the Water Sector Support field. Knowledge and understanding of the Water Sector Support Programme. Good written and verbal communication skills. Report writing skills. Computer literacy is essential requirement. Willingness to travel. Knowledge on how to set up and manage a filing system. Good communication skills (both written and verbal), Flexibility and strong organisational skills, Initiative and innovative skills Knowledge of Departmental processes, Knowledge of the Acts of the Department. The post required a dynamic, self-motivated individual with good interpersonal relations who is prepared to travel and work irregular hours.
- DUTIES** : Functions- the incumbent will be responsible for the following: Monitoring of the components expenditure ensuring that the expenditure is in line with the components budget. Manage the diary, information and proper filing system. Take minutes of meetings. Ensure effective liaison and communication with internal and external stakeholders. Manage the section's procurement process.
- ENQUIRIES** : Mr. S. Mashicila, Tel. 021-9507100  
**APPLICATIONS** : The Chief Director: Department of Water Affairs, Private Bag X 16, Sanlamhof, 7532, for the attention of Mr. B. Saki  
**FOR ATTENTION** : B Saki
- POST 08/146** : **SENIOR ADMINISTRATION CLERK: LABOUR RELATIONS**
- SALARY** : R105 645 per annum  
**CENTRE** : Bellville  
**REQUIREMENTS** : A relevant Post Matric qualification or Grade 12 Certificate with 3-5 years relevant experience in an office administration environment. A valid driver licence and willingness to travel. Ability to communicate in at least two official languages of the Western Cape. Good communication (verbal and written) and interpersonal skills. Computer literacy, Practical knowledge of Micro Office outlook, excel, power point and word programmes. Knowledge of labour relations legislation, Government handling of grievance and disciplinary procedures.

Knowledge of the Bargaining Council structures and dispute resolution proceedings. Knowledge of the Persal system. Sound knowledge of Government Human Resource Policies will be an advantage.

**DUTIES** : Support the Assistant Director with the day to day administration functions of the unit. Monitor the compliance with regard to grievance, disciplinary and dispute procedures. Keep record, update and submit the necessary labour relations statistics to various levels of management. Assist with administrative duties in preparation for training courses offered by labour relations. Serve as secretariat at all relations meetings. Responsible for the procurement of good and services for the unit. Liaise with all stakeholders in the department. Maintain and keep all database updated. Develop and maintain a filing system for the unit.

**ENQUIRIES APPLICATIONS** : Mr K. Petersen (021) 941 6015

**FOR ATTENTION** : The Chief Director: Western Cape, Department of Water Affairs, Private Bag X16, BELLVILLE 7532

**POST 08/147** : **PRINCIPAL AUXILIARY SERVICE OFFICER**

**SALARY CENTRE REQUIREMENTS** : R 105 645 per annum  
Bellville  
Grade 12 Certificate or equivalent qualification. A tertiary qualification in Administration would be an advantage; the incumbent must have proven office administration skills; ability to organise events; ability to work independently and proactively; Computer literacy (MS Word, Excel, Power Point, Internet and Outlook) is essential; Good communication skills in both Afrikaans and English (verbal and written); Willingness to travel; driver's license (certified copies must be attached).

**DUTIES** : Providing technical administrative support to the Olifants/doorn Water Management Area (WMA); compilation of monthly reports w.r.t. water use authorizations, resource protection, etc; Regular follow-up of outstanding issues related to water resource management; arrange meetings and workshops; provide overall secretarial services to the Catchment Manager; General office administration e.g. taking minutes and filing ; assist officials in liaison with various stakeholders in the Olifants/Doorn WMA and assisting with the temporary water transfers and PSP accounts handling.

**ENQUIRIES APPLICATIONS** : M Lintnaar-Strauss (021 950 7228)

**FOR ATTENTION** : The Chief Director, Department of Water; Affairs and Forestry, Bag X16, Sanlamhof, 7532.

**POST 08/148** : **CONTROL SURVEY ASSISTANT**

**SALARY CENTRE REQUIREMENTS** : R105 645 per annum  
Construction West – De Hoop Dam  
Candidate must be in a possession of a Senior Certificate or equivalent certificates plus 8 years relevant experience.

**DUTIES** : Must be able to manage a site's survey on his own. Must be able to perform four of the under mentioned tasks independently: Surveying and calculating quantities, drawing and preparation of plans, determining of level routes and pegging of heights for construction, preparing a monthly certificate.

**ENQUIRIES APPLICATIONS** : Ms J Mabandda, Tel-013 260 1110/1

**FOR ATTENTION** : The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066

**POST 08/149** : **SENIOR ADMINISTRATION CLERK (TRANSPORT MANAGEMENT)**

**SALARY CENTRE REQUIREMENTS** : R105 645 per annum  
Bloemfontein  
Diploma in transport/logistic management or equivalent qualification with two years experience in transport management, or Grade 12 with 5-10 years experience in transport management. Knowledge of transport policy, practical experience in the use of Micro-soft Office: Excel, Word and Outlook. Valid Driver's license, PDP will be an added advantage. Knowledge of PFMA and

Treasury regulations. Good verbal and written communication skills. Be able to work under pressure.

**DUTIES** : Manage and control Phakisa World vehicles, asset register, compile management report with regard to transport within the region. Co-ordinate transport and ensure optimal utilization of vehicles at all times. Exercise control over the maintenance of and expenditure involved in use of vehicles. Ensure the proper completion and regular scrutiny of all records and returns concerning transport. Ensure that all vehicles are kept in a roadworthy condition and that they are serviced on a regular basis. Ensure that all instructions relevant to the use, operation and maintenance of vehicles are complied with. Compile the monthly transport expenditure. Verify kilometres travelled and prepare monthly reports. Process accident reports for all state vehicles. Conduct regular inspections of Phakisa World vehicles as well as subsidised vehicles. Process traffic fines. Facilitate licensing and renewal of government vehicles.

**ENQUIRIES** : Mrs. M. Maema, Tel-051 405 9000

**APPLICATIONS** : The Regional Head: Free State Region, Department of Water affairs and Forestry Private Bag 528 Bloemfontein 9300

**FOR ATTENTION** : Ms. P Mogolo

**POST 08/150** : **SENIOR ADMINISTRATION CLERK (REGISTRY SERVICES)**

**SALARY** : R105 645 per annum

**CENTRE** : Bloemfontein

**REQUIREMENTS** : A Grade 12 certificate. Practical experience in Registry. Computer literate, Knowledge of National Archives and Records Service Act, Public Finance Management Act and the Promotion of access to information Act. Knowledge of Registry procedures and processes. File management experience. Working knowledge of registered mail, 11 document management system, priority mail and the sorting of mail. Organizational, verbal and writing skills. Good interpersonal skills.

**DUTIES** : Efficient running of the registry office. 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** : Mrs. M. Maema, Tel-051 405 9000

**APPLICATIONS** : The Regional Head: Free State Region, Department of Water affairs and Forestry Private Bag 528 Bloemfontein 9300

**FOR ATTENTION** : Ms. P Mogolo

**POST 08/151** : **SENIOR ADMINISTRATION CLERK**

**SALARY** : R105 645 per annum

**CENTRE** : Bloemfontein

**REQUIREMENTS** : Grade 12 or equivalent qualification. Computer literate. 2 years experience in administration and experience in the public sector will be an added advantage. Ability to work long hours and under pressure as well as the ability to keep confidentiality. Good interpersonal relations and communication skills.

**DUTIES** : Assist with the maintenance of the filing system. Assist with the capturing of data. Assist with secretariat support (typing of minutes, drafting and typing of correspondence/documents). Administering of office correspondence/reports. Render administrative support to the component/ Directorate. Assist with Water Sector Cash-flow management and the tracking of all the Water Sector Support expenditure and generate Finance reports. Assist in the communication with internal and external stakeholders. Assist in the SCM/ procurement processes of the component. Ensure the arrangements and preparations of meetings and workshop. Support any other ad hoc administrative activities of the component.

**ENQUIRIES** : Mr. B. Mabaso, Tel-051 405 9000

**APPLICATIONS** : The Regional Head: Free State Region Department of Water affairs and Forestry  
Private Bag 528 Bloemfontein 9300

**FOR ATTENTION** : Ms. P Mogolo

**POST 08/152** : **SENIOR ADMINISTRATION CLERK GRADE II 4 POSTS**

**SALARY** : R 105 645 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate or equivalent recognised qualification plus appropriate experience and computer literacy are the minimum requirements for appointment. Additional requirements include excellent interpersonal and communication skills (verbal and written) and good organising skills.

**DUTIES** : The appointee will be responsible for the administrative support services which include, among others, the following: Handling personnel and administration matters, Providing admin support to meetings, workshops and conferences, Prepare requests for venues for official events, transport and accommodation, Process invoices and claims, Update and maintain Directorate Filing Systems in line with Main Registry, Relieving other administrative staff.

**ENQUIRIES** : Mr W Nkabinde Tel: (012) 336 - 6776  
**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 08/153** : **PRINCIPAL GANGER 4 POSTS**

**SALARY** : R87 978 per annum  
**CENTRE** : Construction West – De Hoop Dam  
**REQUIREMENTS** : Candidate must be able to interpret plans plus 6 years appropriate experience.  
**DUTIES** : Must be familiar with all construction activities namely; concreting, earthwork, canal construction, fencing, laying pipes, steel tying, installing filter systems and excavations.

**ENQUIRIES** : Ms J Mabannda, Tel-013 260 1110/1  
**APPLICATIONS** : The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066

**FOR ATTENTION** : Ms J Mabannda

**POST 08/154** : **PRINCIPAL LABORATORY ASSISTANT**

**SALARY** : R87 978 per annum  
**CENTRE** : Construction West – De Hoop Dam  
**REQUIREMENTS** : Candidates must be in possession of N1 / Junior Certificates or equivalent certificates plus 6 years relevant experience. Must be in possession of an accredited training certificate in the appropriate field.

**DUTIES** : Incumbents will perform their duties in the Limpopo area. Must be able to perform four of the under mentioned tasks independently: Sampling, Hydrometric test, grading, atterberg tests, density tests, feasibility tests and breaking strength tests.

**ENQUIRIES** : Ms J Mabannda, Tel-013 260 1110/1  
**APPLICATIONS** : The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066

**FOR ATTENTION** : Ms J Mabannda

**POST 08/155** : **PRINCIPAL OPERATOR**

**SALARY** : R87 978 per annum  
**CENTRE** : Construction West – De Hoop Dam  
**REQUIREMENTS** : 6 years appropriate experience, candidates must be in a possession of a valid driver's license as legally required to operate the relevant machine. Must have qualified for two departmental competency certificates.

**DUTIES** : Incumbents will perform their duties in the Limpopo area. Must be able to operate two of the following machines properly and be utilised on one: Front-end loader larger than 2,4 cubic metres, excavator larger than 1,5 cubic metres, bulldozer

larger than 105 KW, road grader larger than 145KW, bucket and dumping truck larger than 20 tons payload.

**ENQUIRIES APPLICATIONS** : Ms J Mabandda, Tel-013 260 1110/1

**FOR ATTENTION** : The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066

**POST 08/156** : Ms J Mabandda

**POST 08/156** : **SENIOR LIBRARY ASSISTANT**  
Directorate: Administration- Sub-Directorate: Facilities Management

**SALARY CENTRE REQUIREMENTS** : R87 978 per annum  
: Pretoria  
: Matric with three years library experience. Basic computer literacy and an understanding of library related Systems (InMagic, Sabinet, Practical experience of cataloguing AACR2, LCSH, DDC, OCLC and Ebscohost Databases. Bibliographic formats and guidelines and indexing will be an added advantage. RECOMMENDATIONS Ability to work independently with minimal supervision, Strong interpersonal and communication skills, Good customer relations and sound knowledge of library functions.

**DUTIES** : Assist in the short loan procedure (issuing, renewal & returning of book loans). Daily handling of newspapers. Daily shelf reading. Assist users with conducting searches on Ebscohost. Control of periodicals. Assist in providing information service to internal and external library users. Rendering inter-lending activities. Any other duties assigned by the Librarian.

**ENQUIRIES APPLICATIONS** : Ms M Seageng: Tel-012 3368417  
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 313, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 08/157** : **SENIOR FACTOTUM – [BRICKLAYER]**

**SALARY CENTRE REQUIREMENTS** : R73 584 pa  
: Construction West – Bushbuck-ridge, MP  
: Must be in possession of one accredited certificate in appropriate field plus 4 years appropriate experience.

**DUTIES** : Incumbents will perform their duties in the Mpumalanga area. Must be able to perform two of the under mentioned tasks: Messel work, plastering, bricklaying, operate handheld electrical tools, read and interpret basic drawings, manufacture roof trusses, steel cutting, plumbing and general building works.

**ENQUIRIES APPLICATIONS** : Mr. F. Havenga, Tel-013 799 0880  
: The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066

**FOR ATTENTION** : Ms J Mabandda

**POST 08/158** : **MESSENGER/DRIVER**

**SALARY CENTRE REQUIREMENTS** : R73 584 per annum  
: Bellville  
: A Grade 10 plus two years relevant experience. A valid code 8 driver's licence.

**DUTIES** : Collecting and distribution of documents and mail on different floors/buildings. Take mail and postbag to the post office in the morning and afternoon. Hand delivery of Courier documents. Sealing of all envelopes for posting. Distribution of newspapers. Adhoc driving duties.

**ENQUIRIES APPLICATIONS** : Mr. TD Mtwebana, Tel 021 941 6043  
: The Chief Director, Department of Water and Environmental Affairs, Private Bag x16 Sanlamhof, 7532

**FOR ATTENTION** : Mr B Saki.

**POST 08/159** : **CRANE OPERATOR**

**SALARY CENTRE** : R73 584 per annum  
: Construction West – De Hoop Dam

**REQUIREMENTS** : Candidates must be in a possession of a valid and appropriate driver's license as legally required to operate the relevant Code EC.

**DUTIES** : Must be in possession of a valid Competency Certificate. Must be able to operate one of the following machines properly and be utilised on one: Forklift, mobile crane larger than 4 tons.

**ENQUIRIES APPLICATIONS** : Ms J Mabandda, Tel-013 260 1110/1

**FOR ATTENTION** : The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066

**POST 08/160** : **SENIOR ADMINISTRATION CLERK**

**SALARY CENTRE REQUIREMENTS** : R73 584 per annum  
Bloemfontein  
Grade 12 certificate or equivalent. One or two years general administration experience. Computer literacy: Working experience in Microsoft Office programs (Word, Excel, Outlook, etc.) Good written and verbal communication skills. A valid code 08 driver's license and willingness to travel

**DUTIES** : The incumbent will render effective administrative support in the Free State Regional Office in the Directorate: Water Regulation and Use, Division: Compliance Monitoring and Enforcement and will perform duties which may include. Typing letters and reports. Take of minutes during meetings. Receiving, faxing, e-mailing and distribution of documents. Filing and retrieving of documents. Obtaining information from other departments or institutions.

**ENQUIRIES APPLICATIONS** : Mr. W Grobler, Tel-051 405 9000

**FOR ATTENTION** : The Regional Head: Free State, Department of Water Affairs, Private Bag 528, Bloemfontein, 9300

**POST 08/161** : **SENIOR ADMINISTRATION CLERK: PLANNING AND O&M**

**SALARY CENTRE REQUIREMENTS** : R73 584 per annum  
Bloemfontein  
Grade 12 certificate or equivalent qualification plus relevant administration experience. Recommendations: Good written and verbal communication Skills: Computer literacy (MS Words, Excel, Power Point and outlook). Knowledge of human resource matters and Government procurement Procedures. Ability to work under pressure.

**DUTIES** : Render general office administration, financial, personal and provisioning support to the Deputy Director planning and O&M. File, print, and bind documents, fax, photocopying, type memos and recommendation letters. Send and open e-mail. Plan diaries. Maintain the library within the sub-directorate. Monitor and keep record of expenditure, and budget data. Be responsible for traveling arrangement, S&T claims, and leave forms within the sub-directorate. Arrange meetings, workshops, venues and write minutes. Collect and control stationery.

**ENQUIRIES APPLICATIONS** : Mr. L. R. Tloubatla, Tel-051 405 9000

**FOR ATTENTION** : The Regional Head: Free State Department of Water Affairs Private Bag 528 Bloemfontein 9300

**POST 08/162** : **SENIOR ADMINISTRATION CLERK (MAINTENANCE)**

**SALARY CENTRE REQUIREMENTS** : R73 584 per annum  
Bloemfontein  
Grade 10 or equivalent; Knowledge and ability to operate applicable hand tools; Ability to operate machinery with low level of complexity and machinery; Ability to operate electrical hand tools and machinery; Physical health and fitness to perform strenuous tasks; Knowledge of health and safety; Ability to work in a team; Ability to work independently; Driver's license (Code B).

**DUTIES** : Maintenance of basic electrical wiring and installations; Inspection of offices and reporting defects; Movement of office furniture and equipment between offices; Keeping maintenance stock of all consumable materials; Ensuring that the offices are locked and the alarm is activated; Performing routine tasks; Maintain a safe and orderly working environment.

**ENQUIRIES** : Mrs. M. Maema, Tel-051 405 9000

**APPLICATIONS** : The Regional Head: Free State Region Department of Water affairs and Forestry, Private Bag 528 Bloemfontein 9300

**FOR ATTENTION** : Ms. P Mogolo

**POST 08/163** : **GANGER**

**SALARY** : R62 094 per annum

**CENTRE** : Construction West – De Hoop Dam

**REQUIREMENTS** : Candidates must be able to control 10 people effectively, must be able to draw up his team timesheets independently.

**DUTIES** : Must be familiar with at least one of the following activities: Concreting, earthwork, canal construction, fencing, laying of pipes, installing filter systems and excavations.

**ENQUIRIES** : Ms J Mabannda, Tel-013 260 1110/1

**APPLICATIONS** : The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066

**FOR ATTENTION** : Ms J Mabannda

**POST 08/164** : **ADMINISTRATION CLERK [GRADE 1]**

**SALARY** : R62 728 pa

**CENTRE** : Construction West – Bushbuck-ridge, MP

**REQUIREMENTS** : Candidate must be in possession of at least N1/ Junior Certificate or equivalent certificate. Candidate must be computer literate (proficient in MS Office, particularly Word, Excel and Outlook), know how to work with fax and copier machines and willing to work irregular hours. A valid code B or EB driver's license will be advantageous. He/she must also be able to understand and carry out direct instructions from the Site Manager and provide feedback regarding these instructions while working independently and without supervision.

**DUTIES** : Incumbents will perform their duties in the Mpumalanga area and must be able to perform one of the following tasks independently: Telephone duties /reception/filing; typing/word processing; mail and taking of minutes. The Candidate should also be able to fill in and complete S & T forms; data capturing/completion of forms; handling of time sheets and other office related administration. He/she will report to the Site Manager and will assist him in his Daily administration tasks, responsibilities, keeping a daily diary and must be a clear and effective communicator via the phone and in person.

**APPLICATIONS** : The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066

**FOR ATTENTION** : Ms J Mabannda

**POST 08/165** : **FACTOTUM: [BRICKLAYER]**

**SALARY** : R62 094 per annum

**CENTRE** : Construction West – Bushbuck-ridge, MP

**REQUIREMENTS** : Must be able to perform one task of the under mentioned fields.

**DUTIES** : Incumbents will perform their duties in the Mpumalanga area and must be able to perform the following: Messel work, plastering, brick laying, operate handheld electrical tools, read and interpret basic drawings, manufacture roof trusses, steel cutting, plumbing and general building works.

**APPLICATIONS** : The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066

**FOR ATTENTION** : Ms J Mabannda

**POST 08/166** : **FACTOTUM**

**SALARY** : R62 094 per annum

**CENTRE** : Construction West – De Hoop Dam

**REQUIREMENTS** : Relevant experience

**DUTIES** : Incumbents will perform their duties in the Limpopo area and must be able to perform the following: Mason work, plastering, brick laying, operate handheld electrical tools, read and interpret basic drawings, manufacture roof trusses, steel cutting, plumbing and general building works.

**ENQUIRIES** : Ms J Mabannda, Tel-013 260 1110/1

**APPLICATIONS** : The Contract Manager Department of Water Affairs P.O Box 21328  
**FOR ATTENTION** : ROOSSENEKAL 1066  
 Ms J Mabannda

**POST 08/167** : **LEARNER INDUSTRIAL TECHNICIAN**

**SALARY** : R62 094 per annum  
**CENTRE** : Construction West – De Hoop Dam  
**REQUIREMENTS** : Candidates must be in a possession of a Senior Certificate or equivalent qualification including appropriate subjects (Mathematics and Science)

**DUTIES** : Entails supervision of the team, ordering of the materials i.e Reinforcement, Concrete to be used by the team. Inspection of the Shutters and Reinforcement, Conduct test methods according to standards specifications. Supervise the testing of materials according to standard specifications. Ensure accuracy of test procedures. Reporting of test results(valid/invalid). Calculate test results. Check and monitor test results. Data capturing and updating completion plans. Submitting of daily results to supervisor. Reporting of safety aspects.

**ENQUIRIES** : Ms J Mabannda, Tel-013 260 1110/1  
**APPLICATIONS** : The Contract Manager Department of Water Affairs P.O Box 21328  
 ROOSSENEKAL 1066

**FOR ATTENTION** : Ms J Mabannda

**POST 08/168** : **ADMINISTRATION CLERK GRADE I 4 POSTS**

**SALARY** : R62 094 per annum  
**CENTRE** : Construction West – De Hoop Dam  
**REQUIREMENTS** : Must be in possession of N1 / Junior Certificate or equivalent certificate. Must be computer literate (proficient in Ms Office, particularly Word, Excel & Outlook).

**DUTIES** : Incumbents will perform their duties in Limpopo area. Incumbents will perform one of the following tasks independently: Data capturing, S&T advances and claims, invoice verification, requisitions, orders, payments, request for quotation, confirmations, telephone / reception / filing, typing, mail, appointments, terminations, accident / incident reporting, keeping of files in terms of Construction, timesheets.

**ENQUIRIES** : Ms J Mabannda, Tel-013 260 1110/1  
**APPLICATIONS** : The Contract Manager Department of Water Affairs P.O Box 21328  
 ROOSSENEKAL 1066

**FOR ATTENTION** : Ms J Mabannda