

DEPARTMENT OF WATER AND SANITATION

- CLOSING DATE** : 10 December 2021
- NOTE** : Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications, identity document and a valid driver's license (where applicable) which need not to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All documents must be submitted in one email in a PDF format. The attachment/s, may not exceeding 5mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late, applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.
- ERRATUM:** The post of Control Scientific Technician Grade A with reference number: 031221/04 advertised in Public Service Vacancy Circular 41 dated 19 November 2021, Please take note that the correct salary level for the post is R452 895 and the applicable registration required for the post is compulsory registration with SACNASP as a Certificated Natural Scientist. The closing date has been extended to 10 December 2021.

MANAGEMENT ECHELON

- POST 42/129** : **DEPUTY DIRECTOR-GENERAL: REGULATION COMPLIANCE AND ENFORCEMENT REF NO: 101221/01**
(This is a re- advertisement, applicants who have previously applied need not to re-apply)
Branch: Regulation Compliance and Enforcement
- SALARY** : R1 521 591 per annum, (An all-inclusive remuneration package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.
- CENTRE** : Pretoria Head Office

- REQUIREMENTS** : An undergraduate qualification (NQF level 7) and an appropriate post-graduate qualification (NQF level 8) qualification in Natural Sciences, Engineering or related field as recognised by SAQA. At least eight (8) to ten (10) years proven experience in senior management level. Knowledge and experience in Water Sector. Knowledge and experience in policy formulation, implementation and monitoring. Knowledge and experience in project and programme management. Understanding of social and economic development issues. Understanding of Water Sector legislation. Strategic capability and leadership. Financial management. Change management. Knowledge in water management and experience in a regulatory environment will be an added advantage. Service Delivery Innovation (SDI). Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Legal background and experience will be of advantage. Accountability and ethical conduct.
- DUTIES** : The protection of consumer interest in relation to water tariffs. The regulation of drinking water quality and waste water services. The assurance of compliance to water use legislation across all sectors. Ensuring compliance with regulations pertaining to scientific practices. The assurance of the supply of safe drinking water. The facilitation of compliance of waste water services to legislation. The improvement of waste water services. The enforcement of compliance with legislation and authorisation conditions by all water users. The investigation of non-compliance for possible prosecution. The provision of policies and guidelines to the water sector on appropriate legal procedures and actions. The facilitation of the initiation of the first phase of prosecution of perpetrators for non-compliance. The provision of administrative legal support to the Enforcement unit. Ensure that key deliverables as defined by the National Water and Sanitation Master Plan relating to the Branch are implemented. Develop monitoring systems and mechanisms to ensure that the key deliverables outlined in the Strategic Plan is implemented. Ensure compliance to PFMA, PSR and Departmental Prescripts. Render expert advice to the Director-General and Minister on the application of the legislative mandate and enabling regulatory frameworks. Recommend updates to legislation and prescripts and provide expert interpretation of the relevant legislation and prescripts. Provide Minister with accurate information required for parliamentary responses in accordance with prescribed timeframes.
- ENQUIRIES** : Mr. C Greve Tel No. 012 336 8402
- APPLICATIONS** : Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to Recruitment.DDG@dws.gov.za For Attention: Dr. M Ramsing

OTHER POSTS

- POST 42/130** : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 101221/02**
Branch: Infrastructure Management Div Mechanical Maintenance
- SALARY** : R452 895 per annum (OSD)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A National Diploma in Engineering. Six (6) years post qualification relevant technical experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid driver's licence (Attach copies). Proven knowledge of mechanical maintenance inspections and relevant standards of; design, installation, refurbishment and repair. Provide and manage technical advisory services and support by applying engineering principles and techniques to address engineering challenges through research. Project Management, technical design analysis knowledge, research and development, Computer-aided engineering applications, technical report writing, problem solving and analysis, decision making, creativity, customer focus and responsiveness, communication skills, planning and organization and people management. Excellent communication skills including verbal, report writing and presentation skills. Ability to work independently as well as sound interpersonal skills and the ability to work in multi-disciplinary teams. Willingness to work above normal working hours and under pressure as well as travelling country wide. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement.
- DUTIES** : Manage technological advisory services Provide technological support to Engineers and associated professionals in the field. Ensure adherence and promotion of safety standards in line with statutory and regulatory

requirements. Solve broadly defined technological challenges through application of proven techniques and procedures; and develop, maintain and manage current technologies. Monitoring and evaluation of technological designs; evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority and identify and optimize technical solutions by applying engineering principles. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs into technological / engineering operational plan. Ensure the development, implementation and maintenance of databases and manage and supervise technological and related personnel and assets. Research and development. Continuous professional development to keep up with new technologies and procedures; research / literature studies on engineering technology to improve expertise and to liaise with relevant bodies / councils on engineering-related matters.

ENQUIRIES : Mr JH van der Walt, Tel No. 012 336-6781
APPLICATIONS : Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to Recruitment@dws.gov.za For Attention: Ms L Mabile

POST 42/131 : **CONTROL SCIENTIFIC TECHNICIAN GRADE A REF NO: 210621/03**
 Branch: Provincial Coordination and International Cooperation: Northern Cape
 Sd: Proto Cma Lower Vaal

SALARY : R452 895 per annum (OSD)
CENTRE : Kimberley
REQUIREMENTS : A Diploma in Science Natural/water or related Sciences or relevant qualification. Six (6) years post qualification technical (scientific) experience. Compulsory registration with SACNASP as a certificated natural scientist. Extensive experience in the Water Management, environmental field; industries; urban development; agriculture; waste management and mining. Understanding of the Department's role and function with respect to Water Quality and Water Resource Protection. Knowledge of the National Water (Act 36 of 1998) and related policies; strategies and guidelines. Understanding of the principles of integrated Water Resource Management. Experience in minimizing impacts from industries; agriculture; urban development and mining. Innovative thinking; negotiation; Good written and verbal communication skills. Computer Literacy. A valid Driver's Licence (Attach copy).

DUTIES : Implementation and enforcement of the National Water Act (36 of 1998) and relevant policies; strategies and regulations. Responsible for integrated water resources management. Processing of water use authorization and registration applications. Compliance monitoring; reporting and enforcement. implementation of policies and procedures pertaining to water resources management. Promote water conservation and efficient water use through the authorization process. Provide specialist input on applications made in terms of environmental; mining and agricultural legislation. Assist in the establishment and /regulation of water management institutions.

ENQUIRIES : Mr GSDT Van Dyk Tel No: (053) 830 8800
APPLICATIONS : Kimberley: Please e-mail your applications quoting the reference number on the subject line to NCRrecruitment@dws.gov.za For Attention: Ms C Du Plessis

POST 42/132 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 101221/04**
 Branch: Provincial Coordination And International Cooperation: Eastern Cape

SALARY : R382 245 per annum (level 9)
CENTRE : East London
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience. A valid driver's license (Attach a copy) Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act, (PFMA), Treasury Regulations and guidelines. Public Service anti-corruption strategy and anti-corruption and fraud prevention measures. Knowledge of standard Chart of Accounts (SCOA), General recognized Accounting Practice (GRAP), Practical experience of Governmental financial systems, experience in SAP and PERSAL systems. Knowledge of equal

opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Management of the Entire budget process for Mzimvubu Tsitsikama Proto CMA. Compiling and capturing of trading account budget. Fund shifting of budget allocations when required. Reporting on budget expenditure as well as approval of journals. Management of reporting including accruals and commitments. Management of payroll, accounts payables, petty cash and cash management for Mzimvubu-Tsitsikamma Proto CMA. Manage the processing of staff related payments e.g. Subsistence and Travel claims, overtime and standby allowances. Perform internal financial monthly and quarterly reports. Assist with the tariff determination process in the Mzimvubu-Tsitsikamma Proto CMA. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timelines. Supervision of employees and training of subordinates. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and career development opportunities. Ensure timeously development of job description and implementation of Work plans (Performance Agreements) and Personal Development Plans (PDP's) for all employees in the sub-Directorate, Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of Assets.

ENQUIRIES : Ms. Z Roto, Tel No: 043 701 0342
APPLICATIONS : East London: Please email your application quoting the relevant reference number on the subject line to ECRecruitment@dws.gov.za For Attention: Ms. Lt Malangabi

POST 42/133 : **SENIOR INTERNAL AUDITOR (INFORMATION TECHNOLOGY AUDITS)**
REF NO: 101221/05
 Chief Directorate: Internal Audit: Div: Application Control

SALARY : R321 543 per annum (Level 8)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma or Degree in Internal Auditing registration. Two(2) to four(4) years' experience in Internal Auditing Information systems auditing standards including the Control Objectives for Information and Related Technology (COBIT). Studying towards a relevant professional certification (CISA) or (CIA Knowledge of the following: data analysis, ACL, CAAT's, IT security, network communications and client server environment will serve as an advantage. Ability to work independently and under pressure and willingness to travel as and when required. A valid driver's license (Attach a copy). Knowledge of application and General IT control reviews (security). Ability to perform technical Information System audits. Sound knowledge of the Public Finance Management Act, Treasury Regulations and Generally Accepted Accounting Principles. Good understanding of Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing good interpersonal, written and verbal communication skills and analytical skills. 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.

DUTIES : Conduct the information technology audit plan including audit universe. Perform Audit projects including system development reviews. Change control management, 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 result 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 control issues. Serving as a

department subject matter expert on technology controls and practices and providing audit teams with appropriate inputs on related audit coverage. Establishing strong relations with technology business management to stay abreast of business issues and changes to the risk profile of the department. Staying current on changes in information technology audit, financial services, and regulatory compliance. Demonstrating a commitment to continuous improvement of IT audit process and practices. Ensuring that Audits are performed in line with the Institute of Internal Auditors (IIA) standards and COBIT methodology. Compile and submit weekly time sheets. Assist with supervising Interns. Provide secretariat services during the audits. Willing to travel.

ENQUIRIES APPLICATIONS : Mr Pieter Jordaan, Tel No. 012 336 8854
 : Pretoria (Head Office) Please email your application quoting the relevant reference number on the subject line to Recruitment@dws.gov.za For Attention: Ms. LI Mabile.

POST 42/134 : **SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 101221/06**
 Branch: Provincial Coordination And International Cooperation: Eastern Cape

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 8)
 : King Williams Town
 : A National Diploma or Degree in Supply Chain Management or relevant qualification. Three (3) to (5) five years' experience in Supply Chain Management environment. A valid driver's license (attach copy). Experience and knowledge of BAS, LOGIS (attach copy) and GAAP. Knowledge of procurement administrative procedures. Knowledge of financial and SCM legislations. Knowledge of labour relations policies. Basic financial management and PFMA. Problems solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Candidates may be required to write a competency assessment test.

DUTIES : Ensure that commitment and accrual register is maintained and all payments batch information per contractor / consultant is recorded. Render acquisition and logistic support. Capture information into LOGIS and BAS system. Analyze procurement trends. Request and receive quotations. Engage suppliers regarding purchased materials and payment thereof. Develop action plan for the section issue orders issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile monthly reports. Keep filing records up to date. Verify the correctness and accuracy of work done by sub-ordinates. Ensure that goods and services are received before payment is done. Process quotations in order to make decisions on the items to be purchased. Manage human resource processes.

ENQUIRIES APPLICATIONS : Mr L Rasi, Tel No: 043 604 5487
 : King Williams Town: Please email your application quoting the relevant reference number on the subject line to ECRecruitment@dws.gov.za For Attention: Ms LT Malangabi

POST 42/135 : **ENGINEERING TECHNICIAN PRODUCTION (GRADE A – C): CIVIL MAINTENANCE REF NO: 101221/07**
 Branch: Infrastructure Development Southern Operations: Water Resources Infrastructure Operations And Maintenance

SALARY : R316 536 – R480 678 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE REQUIREMENTS : Western Cape (Worcester)
 : A National Diploma in Civil Engineering or relevant qualification. Three (3) years post qualification experience. Compulsory registration with ECSA as a Professional Engineering Technician). A valid driver's license (Attach copies). Willingness to travel extensively within the region. Proven computer literacy skills. Financial management and verbal communication skills. Must be able to work in confined spaces and high structures. Work outdoors in remote areas, under severe weather conditions. The following will be of recommendation: Experience in achieving dam safety requirements, Civil design, construction, and contract management. Compiling of civil maintenance specifications. Excellent administrative and organizational skills. Technical report writing.

DUTIES : Conduct dam safety inspections and reporting, including drawing up and implementation of Operation and Maintenance Manuals and Emergency Preparedness Plans. Assist Engineers, Technologists and associates with site and technical office activities. Responsible for civil maintenance on Government Water Schemes to ensure continued effective bulk water supply. Writing of specifications for maintenance activities and supervision of maintenance works. Manage contracts for civil works. Experience in budgeting expenditure control. Experience in people management and general administration. Manage Occupational Health and Safety in the workplace. Responsible for financial and human resource management of the civil maintenance component.

ENQUIRIES APPLICATIONS : Mr. Janse van Rensburg Tel No 082 809 2035
: Worcester: Please post your application to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer For Attention: Ms. B Gqokoma

POST 42/136 : **CHIEF ASSISTANT TECHNICAL OFFICER REF NO: 101221/08**
Branch: Provincial Coordination And International Cooperation: Eastern Cape

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 7)
: East London
: A Senior / Grade 12 Certificate (with mathematics / Mathematics Literacy). Six (6) to (10) ten years' experience in surface or groundwater technical environment in collecting and processing of water –related data. Computer Literacy. Knowledge of data administration. Knowledge of hydrological or geo-hydrological processes and systems. Knowledge in handling laboratory and monitoring equipment. High level knowledge in surface and groundwater data processing. Knowledge of OHS. Good communication skills. Good interpersonal relations. Good organizing skills. Technical report writing skills. Understanding of relevant software systems

DUTIES : Process, supply and disseminate water data to system. Ensure that data and field forms for surface and groundwater are received, registered and processed. Edit and process water-related data. Ensure that processed data is archived according to departmental standards. Evaluate and quality assure the water data on relevant databases. Verify the data extracted from relevant systems. Present the findings to the custodian of the data in corrections are needed or apply the necessary corrections before the data distribution. Distribute data and information. Liaise with clients when necessary. Ensure that correct data is extracted before it is disseminated. Accurate hydrological data received, registered, processed, quality assured and archived. Water –related data and information disseminated. Client satisfaction. Data supplied to all (internal and external) stakeholders. Auditing of water –related data and improve hydrological datasets. Ensure that the quality auditing processes are adequate. Adapt the quality auditing processes where necessary. Ensure that the data is electronically uploaded upon the successful application of quality auditing processes. Support technicians and Scientist in the execution of their tasks including quality control. Training of Staff. Water- related data audited and relevant data owners are informed of findings. Maintain improved data on relevant databases. Ensure the updating of water and related data on relevant databases. Ensure that recommendations from field visits are reported to supervisor. Convert binary (raw logger) data to text data in preparation for import to relevant systems. Water related data / information maintained. Provide On-job training in the field of expertise. Provide training in relevant fields of expertise. Provide inputs for the training materials in data processing. Provide assistance to guide data collectors in applying the correct data collections. Processes (fault correction) Provide monthly feedback on the training interventions and its successes of failures. Training in relevant fields of expertise provided. Inputs for the training materials in the processing provided. Data collectors assisted and guided in their data collections processes. Monthly feedback on the training interventions provided.

ENQUIRIES APPLICATIONS : Mr. JJ Botha, Tel No: 043 701 0307
: East London: Please email your application quoting the reference number on the subject line to ECRecruitment@dws.gov.za For Attention: Ms LT Malangabi

POST 42/137 : **ADMINISTRATION CLERK REF NO: 101221/09**
Branch: Provincial Coordination And International Cooperation: Eastern Cape

SALARY : R176 310 per annum (Level 5)
CENTRE : East London
REQUIREMENTS : A Senior / Grade 12 certificate. One (1) to two (2) years in secretarial duties and general administration will serve as an added advantage. Knowledge of secretarial duties. Computer Literacy. Basic knowledge and insight of Human Resources prescript. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility. Teamwork. Basic knowledge of problem solving and analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct.

DUTIES : Provides a secretarial / receptionist support service to the manager. Implement administrative procedures for the component. Receive telephone calls. Receive visitors on behalf the manager. Implement policies. Engage supplier regarding purchased materials. Develop action plan for the section. implemented administrative procedures for the section. Provide a clerical support service to the manager. Ensure that financial procedures are observed in the section. compile monthly reports. Present monthly reports. Do early warning systems. Liaise with the travel agencies to make travel arrangements. Checks the arrangements when travel documents are received. Arrange meetings and events for the manager and staff in the unit. Draft routine correspondence and reports. Does filing of documents for the manager and the unit where required. Provide administrative support for the component. Provide records on goods and services procured. Integrated approach on managing administrative matters in the office.

ENQUIRIES : Ms B Kama, Tel No 043 701 0376.
APPLICATIONS : East London: Please email your application quoting the relevant reference number on the subject line to ECRecruitment@dws.gov.za For Attention: Ms LT Malangabi

POST 42/138 : **ADMINISTRATION CLERK REF NO: 101221/10**
Branch: Provincial Coordination And International Cooperation: Eastern Cape

SALARY : R176 310 per annum (Level 5)
CENTRE : East London
REQUIREMENTS : A Senior / Grade 12 certificate. One (1) to (2) two years' experience in general office administration and data capturing will serve as an added advantage. Computer literacy (MS Word, Excel and the aptitude to learn the use of in-house computer system). Knowledge of administration procedures. Good communication skills both (verbal and written). Ability to work under pressure.

DUTIES : General clerical support to the water regulation unit in East London. Personnel administrative clerical support to the regulation Unit. Data capturing. Capturing the enforcement action of non-complaint water users on the enforcement case management system (ECMS). Update information and draw reports of various in-house computer systems including ECMS, the national compliance Information Management System (NCIMS), the Integrated Regulatory Information System (IRIS) and the Regulatory Performance Management System (RPMS).

ENQUIRIES : Ms. Z Maqwazima, Tel No: 043 701 0200 / 043 701 0376
APPLICATIONS : East London: Please email your application quoting the relevant reference number on the subject line to ECRecruitment@dws.gov.za For Attention: Ms LT Malangabi

POST 42/139 : **ADMINISTRATION CLERK REF NO: 101221/11**
Branch: Provincial Coordination And International Cooperation: Northern Cape: Sd: Water Sector Planning And Support

SALARY : R176 310 per annum (Level 5)
CENTRE : Kimberley
REQUIREMENTS : A Senior / Grade 12 certificate. Experience in general administration matters will serve as an added advantage. Computer literacy (MS Word, MS Excel, MS Power Point, MS Outlook), with good understanding of database systems. Basic knowledge of financial management, public service and PFMA. Basic knowledge and insight of Human Resources prescripts. Knowledge of

administrative procedures. Must work independently, be responsible, self-motivated and work under pressure. Good communication skills both (verbal and written).

DUTIES : Providing an effective administrative support to the directorate. Management of personnel matters. Assist with financial management and provisioning matters. Managing the correspondence register by receiving and distributing documents, Compiling and submitting claims for approval, liaise with stakeholders with regards to queries (i.e. administration and procurement) and dissemination of information. Making logistical arrangements for meetings and workshops. Taking and typing of minutes. Manage diary for the Director. Organize meetings and events for the Director and staff in the unit. Make travel arrangements and performing any other office administration related activities and manage the filing system of the Office. Log sheets verification prior to submission for approval. Responsible for records management in respect of expenditures. Handle the procurement of standard items like stationery, etc. Remains up to date with regard to prescripts/policies and procedures applicable to the Director's work to ensure efficient and effective support to the Director.

ENQUIRIES APPLICATIONS : Mr. K Kgarane, Tel No: 053 830 8800
Northern Cape (Kimberley) Please email your application quoting the relevant reference number on the subject line to NCRrecruitment@dws.gov.za For Attention: Ms. C Du Plessis

POST 42/140 : **FINANCE CLERK PRODUCTION: REF NO: 101221/12**
Branch: Infrastructure Management Southern Operations

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 5)
: Gqeberha (Port Elizabeth)
: A Senior / Grade 12 certificate with Accounting. Computer literacy (MS Word, Excel, Outlook). Basic knowledge of Financial functions, practices as well as the ability to capture data and collate financial statistics by use of spreadsheets. Basic knowledge and insight of the Public Service Financial legislation, procedures and Treasury Regulations, PFMA, DoRA, PSA, PISR, PPPFA and Financial Manual. Knowledge of systems such as PERSAL and SAP will be an advantage. Good communication skills, problem solving and time management. Accountability, integrity, honesty and ethical conduct. Must be able to work under pressure.

DUTIES : Responsible for compiling, checking and capturing allowances on PERSAL e.g. Subsistence and Travel claims, overtime, standby claims and payroll deduction transactions. Liaise with third party with regards to court maintenance orders to submit and implement. Distribute pay slips plus supplementary pay slips to officials and submit signed certificates to head office. Attend to payroll enquiries. Receive vendor invoices and keep accurate register. Compile and complete accurate invoice spreadsheet each month. Liaise with different sections regarding source documents. Compile documents and capture invoices to pay vendors on SAP. Ensure that creditors are paid within 30 days. Attend to vendor enquiries. Scan paid invoices onto SAP. Perform cashier duties, receiving and issuing receipts and banking of cash. Perform petty cash transactions. Order and distribute stationery. File all face value documents systematically and complete. Attend to audit samples and ensure compliance.

ENQUIRIES APPLICATIONS : Mr NA Khan Tel No: 041 508 9725
: WRIOM Southern Operations (Gqeberha / Port Elizabeth/) Please post your application to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer For Attention: Ms. B Gqokoma

POST 42/141 : **REGISTRY CLERK REF NO: 101221/13**
Branch: Provincial Coordination And International Cooperation: Northern Cape: Sd: Sector Planning And Support

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 5)
: Kimberley
: A Senior / Grade 12 certificate. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working

<u>DUTIES</u>	<p>environment. Understanding of the work in registry. Good communication skills both (verbal and written).</p> <p>Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Ms. G Gool, Tel No: 053 830 8800</p> <p>Northern Cape (Kimberley) Please email your application quoting the relevant reference number on the subject line to NCRrecruitment@dws.gov.za For Attention: Ms. C Du Plessis</p>
<u>POST 42/142</u>	<p><u>TRADESMAN AID REF NO: 101221/14</u></p> <p>Branch: Provincial Coordination And International Cooperation: Northern Cape: Sd: Water Information Management</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R124 434 per annum (Level 3)</p> <p>Kimberley</p> <p>ABET certificate. Be able to read and write. One (1) to (2) two years' experience. A valid driver's license (Attach a copy). Computer literacy skills will be an added advantage. Basic knowledge of simple and routine tasks on fitting, plumbing, electrical, building and mechanical will be an added advantage. Ability to work in a team and independently. Person must be in good physical condition to perform manual labour and be willing to travel. Basic disciplinary knowledge in Occupational Health and Safety and Public administration. Good verbal and written communication skills.</p>
<u>DUTIES</u>	<p>Cleaning and ensuring that all hydrological instruments are properly packed in the workshop. Carry tools, equipment, spares and material which are required to perform duties. General maintenance of the hydrological stations. Maintenance and repair of Hydrological equipment. Assist in the testing of new instrumentation on the Tender. Assist in data collection and surveying of hydrological gauging stations. Adhere to all health and safety regulations and ensure the protective clothing is used appropriately. Safekeeping of Hydrological equipment. Provide support services to the supervisor.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Mr. J Kotze Tel No: 053 830 8800</p> <p>Northern Cape (Kimberley) Please email your application quoting the relevant reference number on the subject line to NCRrecruitment@dws.gov.za For Attention: Ms C Du Plessis</p>
<u>POST 42/143</u>	<p><u>DRIVER/OPERATOR REF NO: 101221/15</u></p> <p>Branch: Provincial Coordination And International Cooperation: Gauteng</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R124 434 per annum (Level 3)</p> <p>Hydrometry Office (Boskop Dam)</p> <p>A Grade 10 certificate. Driver's License Code EC with valid PDP / Operator License (Attach a copy). One (1) to three (3) years' experience in driving. Experience in driving services. Knowledge in operating services. Knowledge of organizational policies, procedures, process and organizational and government structures. Basic knowledge in technical services. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Delegation authority. Knowledge of Financial management and PFMA.</p>
<u>DUTIES</u>	<p>Responsible for conducting quality assurance of driver/operator systems. Implement best practice of driver/operator systems. Responsible for daily roadworthy inspections. Responsible to ensure that vehicles are serviced on</p>

time. Analyze logistics operations. Transportation of personnel, equipment and materials. Collection of goods at suppliers and departmental stores. Maintenance of register regarding deliveries and pickups. Function in accordance with applicable legislative requirements. Routine maintenance of equipment. Routine inspection of visible defects around the exterior of the equipment and vehicles. Attend to special requests. Recording of daily trips, fuel and fluids levels. Periodic checks on vehicles maintenance standards. Ensure that the place is clean, where equipment is kept in order to avoid fire hazards. Ensure the safekeeping of equipment and vehicles. Assist with maintenance work at gauging stations. Assist with refurbishment and construction work at gauging stations. Assist the technical personnel with special tasks.

ENQUIRIES : Mr N. Adams Tel No. (018) 298 9000
APPLICATIONS : Boskop Dam: Please email your application quoting the relevant reference number on the subject line to adamsn2@dws.gov.za For Attention: Mr Naeim Adams

POST 42/144 : **DRIVER REF NO: 101221/17 SECOND DRIVER POST**
 Branch: Infrastructure Management Southern Operations

SALARY : R122 595 per annum (Level 3)
CENTRE : Mthatha Dam
REQUIREMENTS : A Grade 10 certificate. Driver's License with PDP (Attach a copy). One (1) to three (3) years' experience as a Driver/Messenger. Basic knowledge of government. Knowledge of tracing and retrieving files. Good client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct.

DUTIES : Responsible for retrieving of files and deliver them to the office where they are being utilized. Retrieved file and verifies items, messages, mails, documents for correctness. Tracking, searching and placement of correspondence in files. Transporting of staff from town to Mthatha dam and back to town after work and transporting of officials attending meetings and workshops and retrieving of files to various locations. Check and record outgoing files. Place correspondence on the files. Collecting of mail. Willing to work overtime when required. Willing to undergo formal and informal training.

ENQUIRIES : Mr. Ml Boyce, Tel No: 082 809 5905
APPLICATIONS : Mthatha Dam: Please post your application to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer For Attention: Ms. B Gqokoma

POST 42/145 : **CLEANER REF NO: 101221/16**
 Branch: Provincial Coordination And International Cooperation: Northern Cape: Div: Auxiliary Services

SALARY : R104 073 per annum (Level 2)
CENTRE : Kimberley
REQUIREMENTS : ABET certificate. Experience in cleaning will serve as an added advantage. Knowledge of cleaning principles. Knowledge of chemical use (dilution/mix). Knowledge of cleaning equipment to be used. Knowledge of health and safety requirements. Knowledge of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations.

DUTIES : Provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, scrubbing of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the restrooms by refilling the hand wash liquid soap, replace toilet papers and empty wash waste bins. Report broken machines. Cleaning of microwaves. Request cleaning materials. Assist with other duties as and when required.

ENQUIRIES : Ms. N Gool Tel No: 053 830 8800
APPLICATIONS : Kimberley: Please email your application quoting the relevant reference number on the subject line to NCRecruitment@dws.gov.za For Attention: Ms C Du Plessis