

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 21 May 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 Sanitation's 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 and Identity document (all documents must be submitted in one email in a PDF format. The attachment/s, may not exceed 10mb) 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. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. 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 and 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.

MANAGEMENT ECHELON

POST 16/30 : **DIRECTOR: EMPLOYEE RELATIONS REF NO: 210521/01**
Branch: Corporate Support Services
Dir Employee Relations

SALARY : R1 057 326 per annum (Level 13), (all-inclusive salary package)

CENTRE : Pretoria (Head Office)

REQUIREMENTS : A Bachelor's Degree in Labour Relations or equivalent relevant qualification (NQF7) as recognised by SAQA. Five (5) to ten (10) years' experience in public service Labour Relations of which at least five (5) years must be at middle/senior managerial level. A pre-entry certificate obtained from the National School of Government is required prior to the appointment (Refer to SMS note above). A valid driver's license (attach a copy). Knowledge of the Public Service Act, Regulations, Public Finance Management Act, Promotion of Access to Information Act, Labour Relations Act and other Labour Relations policy frameworks. Understanding of public service policies. Strategic capability and leadership. Financial Management, change management, knowledge management and people management skills. Accountability and ethical conduct. Dispute resolution and conflict management competencies.

DUTIES : As the Director: Employee Relations, the incumbent of this position is responsible for ensuring the implementation of fair, just and equitable Employee Relations practices in the Department with specific emphasis on the following: Develop and implement departmental policies and practices on discipline, grievance- and dispute resolution management across the Department Coordinate the management and implementation of all discipline-, grievance- and dispute resolution matters in the Department; ensuring compliance to timeframes as required by legislation, collective agreements and policy directives. Advise managers and staff on the disciplinary code and procedures, grievance procedures and dispute resolution frameworks and rules. Provide technical advice and guidance on negotiation and conflict resolution in terms of applicable legislation. Ensure departmental compliance with relevant labour legislation, collective agreements, and directives. Collate and compile management reports (DPSA, FOSAD, PSC, etc.) on grievances, financial misconduct and other labour relations matters for reporting purposes. Conduct research and benchmarking initiatives for best practices and align employee relations practices accordingly. Overall management of the human, financial and others resources of the Directorate: Employee Relations.

ENQUIRIES : Mr. C Greve Tel No: 012 336-8402

APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to recruitment@dws.gov.za

OTHER POSTS

POST 16/31 : **ENGINEER PRODUCTION GRADE A-C (CIVIL / MECHANICAL) REF NO: 210521/02**
 Branch: Chief Operations Office: Mpumalanga Infrastructure Development & Maintenance

SALARY : R718 059 – R1 090 458 per annum (all-inclusive OSD salary package) (Offer will be based on proven years of experience)

CENTRE : Mbombela

REQUIREMENTS : An Engineering degree (B Eng. / BSC (Eng.) or relevant qualification. Three (3) years post qualification engineering experience required. A valid driver's license (Attach a copy). Compulsory registration with ECSA as a Professional Engineer. (Attach a copy) Programme and project management. Knowledge and understanding of Government Procurement for the Infrastructure projects. Engineering design and analysis knowledge. Research and development. Technical report writing. Team leadership, planning and organizing and analytical skills. Financial, conflict and people management skills. Computer literacy. Knowledge and understanding of Government Legislations relevant to the Sector.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Develop cost effective solution according to standards. Evaluate existing technical manuals, standard drawing and procedures to incorporate new technology. Analyses and advises on the planning, design, construction and maintenance of wastewater systems and water supply systems, including collection, treatment, storage, distribution and discharge. Development of planning / operation models or decision support systems for water resource development / management. Develop tender specifications. Development of Business Plan. Approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Ensure adherence to regulations and procedures for procurement and personnel administration. Manage Human Resources. Monitor and control expenditure. Report on expenditure and service delivery. Liaise with relevant.

ENQUIRIES : Ms. Matiso M, Tel No: 013-759 7330

APPLICATIONS : Mpumalanga: Please email your application quoting the relevant reference to MPRecruitINF@dws.gov.za

FOR ATTENTION : Ms. Mkhwanazi F.M

POST 16/32 : **ENGINEER PRODUCTION GRADE A-C (CIVIL) REF NO: 210521/03**
Branch: Chief Operations Office: Mpumalanga (Planning and Information)

SALARY : R718 059 – R1 090 458 per annum (all-inclusive OSD salary package) (Offer will be based on proven years of experience)

CENTRE : Mbombela

REQUIREMENTS : An Engineering degree (B Eng. / BSC (Eng.) or relevant qualification. Three (3) years post qualification engineering experience required. A valid driver's license (Attach a copy). Compulsory registration with ECSA as a Professional Engineer. (Attach a copy) Programme and project management. Knowledge and understanding of Government Procurement for the Infrastructure projects. Engineering design and analysis knowledge. Research and development. Technical report writing. Team leadership, planning and organizing and analytical skills. Financial, conflict and people management skills. Computer literacy. Knowledge and understanding of Government Legislations relevant to the Sector. Knowledge Water Resource and Water Services planning. Water needs assessment and infrastructure design.

DUTIES : Evaluation of systems water availability, requirements and infrastructure performance. Undertake water resources planning/operation modelling developments and/or analyses. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Develop cost effective solution according to standards. Evaluate existing technical manuals, standard drawing and procedures to incorporate new technology. Analyses and advises on the planning, design, construction and maintenance of wastewater systems and water supply systems, including collection, treatment, storage, distribution and discharge. Development of planning / operation models or decision support systems for water resource development / management. Develop tender specifications. Development of Business Plan. Approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Ensure adherence to regulations and procedures for procurement and personnel administration. Manage Human Resources. Monitor and control expenditure. Report on expenditure and service delivery. Liaise with relevant.

ENQUIRIES : Mr. Kheva S.G, Tel No: 013 759 7313

APPLICATIONS : Mpumalanga: Please email your application quoting the relevant reference to MPRecruitPL@dws.gov.za

FOR ATTENTION : Ms. Mkhwanazi F.M

POST 16/33 : **ENGINEER PRODUCTION GRADE A-C (ELECTRICAL) REF NO: 210521/04**
Branch: NWRI Southern Operations

SALARY : R718 059 – R1 090 458 per annum (all-inclusive OSD salary package) (Offer will be based on proven years of experience)

CENTRE : Port Elizabeth

REQUIREMENTS : An Engineering degree (B Eng / B.Sc. (Eng) or relevant qualification. Three (3) years post qualification engineering experience required. A valid driver's license (Attach a copy). Compulsory registration with ECSA as a Professional Engineer (Attach a copy). Knowledge and experience of water resources infrastructure operations, hydrology, supply chain management, contractual and legal requirements and of business planning.

DUTIES : Design new systems to solve practical engineering challenges, improve efficiency and enhance safety. Develop cost effective solutions according to standards.

Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure through evaluation that planning and design by others is done according to sound engineering principles. Ensure training and development of technicians, technologists and candidate engineers. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Monitor and control expenditure.

ENQUIRIES : Mr P Barry Tel No: 041 508 9705
APPLICATIONS : Port Elizabeth: Please email your application quoting the relevant reference number to SORrecruitment@dws.gov.za
FOR ATTENTION : Ms. B Gqokoma

POST 16/34 : **ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN REF NO: 210521/05**
Branch: Corporate Support Services
Dir: Organisational Development

SALARY : R470 040 per annum (Level 10)
CENTRE : Head Office, (Pretoria)
REQUIREMENTS : A National Diploma or Degree in Organisational Development/ Management Services/ Operations Management or relevant. Three (3) years management experience in Organisational Development. Basic knowledge of policy development, implementation and organisational design. Disciplinary knowledge in HR information. Understanding of Government legislation. Knowledge in financial management and PFMA. Knowledge of analytical procedures. Knowledge and understanding of techniques and procedures for the planning and execution of operations. Experience in programme and project management. Knowledge of relationship management. Problem solving, analysis, people, diversity management, client orientation and customer focus skills. Excellent communication skills. Accountability and ethical conduct.

DUTIES : Develop job profiles. Implement organisational design policies. Develop organisational structures. Conduct job evaluations and implement organisational design systems. Ability to advise Senior Management on all of the above matters including interpretation and application.

ENQUIRIES : Mr. R Neduvhuledza Tel No: 012 336 7968
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to recruitment@dws.gov.za

POST 16/35 : **CONTROL ENGINEERING TECHNICIAN (GRADE A) REF NO: 210521/06 (X2 POSTS)**
Branch: NWRI Northern Operations

SALARY : R446 202 per annum (OSD)
CENTRE : Hartbeespoort (X1 Post)
Groblersdal Area Office(X1 Post)
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical (engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician (Attach proof of registration). A valid drivers license (Attach a copy.) Project Management. Technical design and analysis knowledge. Research and Development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical Consulting. Problem Solving and analysis. Decision making. Team work. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer Skills. Planning and organizing. People Management.

DUTIES : Manage technical services and support in conjunction with Engineers, Technologist and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases. Manage, supervise

and control technical and related personnel and assets. Research and Development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Advanced experience in Budgeting Expenditure Control. Revenue and Supply Chain Management. Advanced experience in People Management and General Administration. Manage Occupational Health and Safety in the workplace. Responsible for the financial management of the section. Responsible for human resource management of the section. General office management of the section. To liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES : Mr TG Monaisa Tel No: (012) 200 9000
APPLICATIONS : Hartbeespoort and Groblersdal Area Office: Please email your application quoting the relevant reference number to HBPreruitment@dws.gov.za
FOR ATTENTION : Mr S Murunzi

POST 16/36 : **ADMINISTRATION CLERK REF NO: 210521/07 (X2 POSTS)**
 Branch: Chief Operation Office: Eastern Cape

SALARY : R173 703 per annum (Level 05)
CENTRE : Gqeberha (Port Elizabeth)
REQUIREMENTS : A Senior / Grade 12 Certificate. One (1) to two (2) years' experience in general office administration and data capturing will serve as an added advantage. Knowledge of administration procedures. Working knowledge and understanding of legislative framework governing the Public Service. Practical experience in client services, letter and report writing. Experience in the national water use registration process. Knowledge of the National Water Act, (Act 36 of 1998) and other relevant legislations. Computer literate with a sound knowledge of word processing and spreadsheets. Good communication skills both (verbal and written). Ability to work under pressure.

DUTIES : Advising users of the procedure to follow for water use application requests and change of ownership registration. Assist users in completing application forms. Quality checks completion of application forms and capture the information. Amend information of registered users as per approved outcome. Generate confirmation documents. Prepare registration certificate for approval. Copy and send out registration certificates to registered users. Keep records of correspondences received from the clients in the relevant files. Fulfil help desk functions.

ENQUIRIES : Ms. N Ngcwembe Tel No: 043 701 0220
APPLICATIONS : Eastern Cape (Gqeberha Port Elizabeth): Please email your applications quoting the reference number to ECRecruitment@dws.gov.za
FOR ATTENTION : Ms. LT Malangabi

POST 16/37 : **ASSISTANT TECHNICAL OFFICER REF NO: 210521/08**
 Branch: Chief Operation Office: Western Cape

SALARY : R173 703 per annum (Level 05)
CENTRE : Bellville
REQUIREMENTS : A Senior / Grade 12 Certificate with Mathematics / Mathematical Literacy. Computer literacy. Basic knowledge in handling technical equipment's. Knowledge on geohydrological databases and programs (NGIS, HYOSTRA and WMS). Valid driver's license (attach copy). Good communication skills (both verbal and written). Good interpersonal, planning and executing skills. Willingness to travel long and irregular hours in remote areas when necessary. Be able to perform administrative duties. Proven knowledge of MS Office. Proven Advance knowledge of MS Excel would be an advantage. Knowledge of clerical functions, practices as well as the ability to capture data. Operate computer and collate administrative statistics. Basic knowledge of problem solving and analysis. Accountability and ethical conduct. Good communication skills both (verbal and written). Telephone etiquette.

DUTIES : Capture geohydrological (groundwater) data on the relevant databases and systems. Maintain (editing) groundwater databases. Manage filling of documents related to groundwater data and systems. Maintaining the technical groundwater

library, archive and documented systems. Disseminate groundwater data on request to managers and clients.

ENQUIRIES : F Jonck Tel No: 021 941 6154

APPLICATIONS : Western Cape (Bellville) please email your applications quoting the relevant reference number to WCrecruitment@dws.gov.za

FOR ATTENTION : Ms K Melelo

POST 16/38 : **GENERAL WORKER STORES ASSISTANT REF NO: 210521/09**
Branch: NWRI Eastern Operations

SALARY : R122 595 per annum (Level 03)

CENTRE : Midmar Dam

REQUIREMENTS : An ABET certificate. One (1) to two (2) years' experience. Communication skills and ability to work in a team. Knowledge of Occupational Health and Safety Procedures. Basic knowledge of general work in handling equipment and appliances. Basic understanding of Government legislations.

DUTIES : Sweeping, washing floors and cleaning windows, emptying of dust bins in the offices, provide proper upkeep of sidewalks, driveways, parking lots, fountains, plants and other grounds features. Rake and mulch leaves, irrigate plants and lawns. Adhere to all occupational health and safety regulations and ensure that protective equipment is appropriately used. Ensure the safe keeping of tools, equipment and property.

ENQUIRIES : Mr. N Singh Tel No: (033) 239 1900

APPLICATIONS : Midmar Dam: Please email your application quoting the relevant reference number to the subject line EopsRecruitment4@dws.gov.za

FOR ATTENTION : Ms. T Sindane