APPLICANTS: Please forward your applications quoting the relevant reference number for Centre: Pretoria, Clanwilliam Dam and Umzimvubu to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at the Continental Building, cnr Visagie and Bosman. For attention: Mrs L Van Wyk

Please forward your applications quoting the relevant reference number for Centre: Gauteng The Provincial Head: Gauteng, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, Bothomo Plaza East, Pretoria. For attention: Mr S Nevhorwa (012) 392 1324

The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, SANLAMHOF, 7532 or hand deliver to Sigma House Building, 3 Blanckenberg Road, Bellville. for attention: Mr B Saki (021) 941 6018

CLOSING DATE: 19 February 2016

NOTE: Applications must be submitted on signed and dated form Z83, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to permanent appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). “All SMS shortlisted candidates will be subject to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools” People with disabilities are highly encouraged to apply for the posts.

MANAGEMENT ECHELON

POST 05/67: SPECIALIST ENGINEER REF NO: 120216/01

SALARY: R1 192 893 per annum, all inclusive OSD salary package

CENTRE: Pretoria


DUTIES: The successful candidate will be involved in the following: responsible for coordinating Projects Risk activities, and act as the Project Risk Representative within the Project and Tendering Team, promoting risk awareness and ensuring the follow up of the internal procedures. Ensure knowledge management to enable the function to communicate across the Department to share knowledge, best practice and competence. Ensure Project Risk Management (PRM) capitalises from Lessons Learned and is performed in accordance with best
practice, striving to mitigate risk, promoting safety and integrity consistently. Assist with the evaluation of Project Risk Requirements of the Project and develop and implement the Project Risk Management Plan in accordance with the Contract requirements and Departmental requirements. Throughout the project, oversee the project risk and opportunity related activities to ensure correct and effective implementation of the PRM plan. Ensure the Project Controls Manager and the Customer are kept informed and aware of the risks and opportunities relating to the Project. Represent the Project Risk Department at Project Risk meetings as required. Support standard project risk management control co-ordination methods, processes and procedures. Maintain awareness of each Project and Tender requirement in respect of PRM and remain up to date with activities progress. Ensure work performed is in compliance with Departmental PRM.

ENQUIRIES : Mr. C Du Preez, tel (012) 336 6648

POST 05/68 : CHIEF DIRECTOR: SUPPORT SERVICES REF NO: 120216/02

SALARY : R1 042 500 per annum (all inclusive salary package) level 14
CENTRE : Pretoria

DUTIES : Coordinate all the strategic planning and ensure that they are implemented as set out in business planning. Consolidate all strategic information from various branches in order to conduct monitoring and evaluation for the performance of the department. Ensure quality assurance of correspondences submitted to the office of the Director General and the response thereof. Consolidate the strategic engagements with various key stakeholders such as Parliament, Cabinet, FOSAD and other Governments. Manage the functional support to the office of the Director-General

ENQUIRIES : Ms V Meyer tel (012) 336 7448

POST 05/69 : DIRECTOR: INFRASTRUCTURE RISK MANAGEMENT REF NO: 120216/03

SALARY : R864 177 per annum (All inclusive package) level 13
CENTRE : Pretoria
REQUIREMENTS : A degree Risk/Business Management (NQF 7). Training from corporate governance and risk management. A minimum of five (5) years at the middle/senior management level relating to implementation and management of enterprise wide risk management. Exposure to compliance management and fraud risk. Previous experience in a state owned enterprise or in the public sector where risk management has been successfully implemented. Key Competencies: The successful candidate must possess strong strategic capability and leadership. Manage financial, change management and general management. Service delivery innovation (SDI). Exceptional problem solving and analysis skills. People management and empowerment. Excellent client orientation and customer focus. Excellent communication skills. Must be accountable and with ethical conduct.

DUTIES : Create a risk aware culture within the Chief Directorate Risk Management and integrate all risk management practices within the branch. Lead, direct and manage the component. Implement and maintain the risk management strategy and policy for the Chief Directorate Risk Management. Implement control risk self assessments and coordinate the management of the risk registers within the risk appetite of the branch. Co-ordinate the implementation of the risk management software for the Chief Directorate Risk Management.

ENQUIRIES : Mr. C Du Preez, tel (012) 336 6648
POST 05/70: DIRECTOR: FORENSIC INVESTIGATIONS AND QUALITY ASSURANCE AUDITS REF NO: 120216/04

SALARY: R864 177 per annum (All inclusive package) level 13
CENTRE: Pretoria
REQUIREMENTS: A B-Degree or Diploma in Auditing/LLB Degree in Fraud Examination (NQF 7). A minimum of five (5) years experience at a middle/senior managerial level. Knowledge in the public service act and regulations, investigations procedures/methodologies. Prevention of organized crimes act and protection of access to information act (PATA). Experience in PFMA and Treasury. Knowledge of business, management principles and strategic planning, resource allocation and human resource. Understanding of the value chain and its impact on demand management. Management of scenario planning, infrastructure, including development, operations and maintenance. Knowledge and understanding of Socio-economic issues. Exceptional knowledge in the public service act and regulations act and PFMA. Ensure promotion of access to information act. Excellent communication skills and analytical thinking. Must have skills in development, policy and strategic development with good interpersonal skills.

Key Competencies: The successful candidate must possess strong strategic capability and leadership, programme and project management. Manage financial, change management and general management. Service delivery innovation (SDI). Exceptional problem solving, people management and empowerment. Excellent client orientation and customer focus. Must be accountable and with ethical conduct.

DUTIES: Develop and implement department’s fraud prevention and anti-corruption strategy. Promotes fraud awareness campaign. Conducts forensic audit. Develop and implement quality assurance programme within the department. Management of financial and human resource. Develop annual plans for audit committee approvals as per treasury regulation. Assist in the execution of disciplinary hearings on behalf of the department.

ENQUIRIES: Mr. C Du Preez, tel (012) 336 6648

POST 05/71: DIRECTOR: STRATEGIC SUPPORT REF NO: 120216/05

SALARY: R864 177 per annum
CENTRE: Pretoria


ENQUIRIES: Ms J Julies Nale, tel (012) 336 7908

POST 05/72: DIRECTOR: REGULATION-GAUTENG PROVINCIAL OFFICE REF NO: 120216/06

SALARY: R864 177 per annum (All inclusive package) level 13
CENTRE: Pretoria

DUTIES: Provide Strategic leadership in the Directorate: Water Sector Regulation and Use (incl. improved human resource management and financial management in the Directorate). Ensure Universal access to safe and affordable water services (Regulate all water users). Ensuring Sustainable and Equitable Water Resource Management (Improved Water Resource Quality Management including
promotion of intergovernmental relations and stakeholder participation). Ensures effective implementation of policies and strategies for the Section functions. Ensures compliance and enforcement. Ensures promotion of intergovernmental relations. Regulates Water Management Institutions.

ENQUIRIES: Ms P Ramunenyiwa, tel (012) 336 8065

OTHER POSTS

POST 05/73: DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: 120216/07

SALARY: R674 979 per annum (All inclusive package) level 12
CENTRE: Pretoria

DUTIES: Collect, collate and analyse information for purposes of timeous and accurate reporting and conduct routine quality assurance checks on data. Conduct site inspections by random sampling. Analyse the data including financial and strategic assessment of progress against the performance information reported. Conduct the verification of Portfolio of Evidences (PoEs) using the desktop and the ground truthing analysis. Conduct Evaluation and use the evaluation findings for programme improvement. The incumbent will also be expected to perform administrative duties.

ENQUIRIES: Ms N Teffo, tel (012) 336 8910

POST 05/74: DEPUTY DIRECTOR: WATER USE SUPPORT REF NO: 120216/08

SALARY: R674 979 per annum (All inclusive package) level 12
CENTRE: Pretoria

DUTIES: Coordinates the implementation of the River Eco-Status Monitoring Programme (REMP previously PHP) and the Adopt-a-River programme. Report in these programmes, implementation in the Provinces/CMAs as per departmental business plan. Stakeholder liaison and communication for the implementation of programmes. Ensure technical guidance to stakeholders for the implementation of programmes. Ensure compilation of the budget and monitor expenditures. Ensure management of the staff of the sub directorate.

ENQUIRIES: Ms R. Grobbelaar, tel (012) 336 6699

POST 05/75: ASSISTANT DIRECTOR: COMPLIANCE & OVERSIGHT REF NO: 120216/09

SALARY: R361 659 per annum (level 10)
CENTRE: Gauteng
REQUIREMENTS: A Degree or National Diploma in Internal Audit. Three (3) to five (5) years experience in Internal Audit. Ability to think strategically. Excellent communications skills. A sound understanding of ERM principles. Understanding of audit principles and philosophy. Excellent facilitation skills. Able to organise and motivate others, who in many cases may be in senior position. Extensive knowledge of computerized, financial and business systems. Sound understanding of PFMA, treasury regulations and corporate governance issues. Sound understanding of the framework for strategic plan and Annual...

**DUTIES**
Perform enterprise risk management; perform regular inspections both main and trading account; perform preliminary investigations. Co-ordination of internal and external audits on both main and trading account and people management.

**ENQUIRIES**
Ms M Goitsemeliso M (012) 392 1489

**POST 05/76**
ASSISTANT DIRECTOR: COMMUNICATION REF NO: 120216/10

**SALARY**
R361 659 per annum (level 10)

**CENTRE**
Gauteng

**REQUIREMENTS**

**DUTIES**
Implementation of communication plans. Implement media production, issue publications, organise press conference and media coverage to the Department. Implement or improve concepts, theories and operational methods. Disseminate knowledge related of information on work organisation. Organise and implement publicity projects and events. Establish and maintains stakeholder relations with community and media.

**ENQUIRIES**
Mr S Nevhorwa, tel (012) 392 1324

**POST 05/77**
CONTROL ENGINEERING PRODUCTION GRADE A REF NO: 120216/12

**SALARY**
R343 317 per annum, OSD salary package

**CENTRE**
Pretoria

**REQUIREMENTS**

**DUTIES**
Manage technical services and support in conjunction with Engineers, Technologist and associates in the field, workshop and technical office activities; provide inputs into the budgeting process; compile and submit reports as required; continuous professional development to keep up with new technologies and procedures and research/literature studies on technical engineering technology to improve expertise.

**ENQUIRIES**
Mr K Khorommbi, tel (012) 392 1427

**POST 05/78**
ASSISTANT DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: 120216/11

**SALARY**
R289 761 per annum (level 09)

**CENTRE**
Pretoria

**REQUIREMENTS**
National Diploma in Social Sciences or relevant qualification. Three (3) to five (5) years experience in administration. Knowledge of Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Government financial systems. Knowledge of implementing policies of PMDS. Organisational
skills. People management and diversity management. Communication, accountability and Ethical conduct. Problem solving and analysis.

**DUTIES**
- Manage office, direct visitors, and arrange transport and accommodation.
- Manage meeting venues and boardrooms. Manage incoming and outgoing correspondence. Manage workflow record systems. Monitor budget expenditure of the unit.

**ENQUIRIES**
Ms V Meyer tel (012) 336 7448

**POST 05/79**
**HEALTH AND SAFETY OFFICER**

**SALARY**
R243 747 per annum (level 08)

**CENTRE**
Bellville. REF: 120216/18 A
Gauteng. REF: 120216/18 B

**REQUIREMENTS**

**DUTIES**
To manage and co-ordinate implementation of the OHS Act. To develop SHE management systems. Interpret and coordinate recommendations from internal and external auditors’ report. Manage implementation of the Hazard Identification Risk assessment. 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. 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 implementation of the OHSA system. Manage Compensation for Occupational Injuries and Diseases Act (COIDA). Promote safety awareness in working environment. Ensure adequate support to team members. Ensure a culture of innovation and performance. Develop and implement a performance improvement suggestion scheme. Advise top management, as well as relevant sector bodies, on policies and strategies relevant to the section. Communicate effectively with stakeholders in the sector about the function of the section. Develop strategic plan for the section. Ensure that occupational health and safety rules are observed in a working environment. Distribution of emergency procedures and fire safety programs. Manage Human Resources within the section. Promote awareness safety programs. Liaise with fire Department regarding emergency procedures. Conduct safety inspections. Assist with the promotion of health and safety programs. Assist in the Basic Occupational Health and Safety policy implementation. Assist with the development of appropriate maintenance procedures through Best Practices. Assist in the organization and facilitation of workshops to create awareness on policies and guidelines. Manage mainstreaming of Health and Safety program. Attend to ad hoc queries pertaining to Occupational Health and Safety programs from both internal and external clients. Manage all administration functions within the section. Provide logistical support.

**ENQUIRIES**
Ms K Ntsingane (021) 941 6006 (Belville)
Mr S Nevhorwa (012) 392 1324 (Gauteng)

**POST 05/80**
**INTERNSHIP: GRAPHIC DESIGNER**
**REF NO:** 120216/13

**SALARY**
R132 399 per annum (level 5)

**CENTRE**
Pretoria

**REQUIREMENTS**
National Diploma or degree in Graphic Design. High proficiency in Adobe CS6 (In design, Photoshop and Illustrator) and Microsoft Office Suite. Basic knowledge of HTML 5, JavaScript and CSS. One (1) year working experience in Graphic design would be an added advantage. Strong organisational, interpersonal communication and time management skills are required. Proficiency in working with brand and writing style guides is preferred. Flexibility to regularly work overtime, weekends with short notice required. Able to manage in a fast paced,
high pressure environment. Printing knowledge. A sound knowledge in photography.

DUTIES:
- Conceptualise and create artwork for branding and marketing. Ensure that brand identity is fully compliant in all expressions of the brand. Assisting with external campaign implementation and roll-out. Design of marketing and brand collateral (Billboards, posters, banners, newsletters, booklets, advertisement, exhibition stand design, gifts etc). Maintain a consistent fresh and modern feel throughout all graphic and web properties. Must be energetic able to communicate well. Leadership qualities. Adhere to tight deadlines. Quoting on artwork. Ensure that printing is completed promptly. Send Proofs to the printer. Proof records and backup of artwork.

ENQUIRIES:
- Ms J Julies Nale, tel (012) 336 7908