

DEPARTMENT OF WATER AND SANITATION

<u>CLOSING DATE</u>	:	23 April 2025
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the 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 with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a driver's license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). 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. 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 (only when shortlisted). 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 three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. 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

<u>POST 12/101</u>	:	<u>CHIEF EXECUTIVE OFFICER: MZIMVUBU-TSITSIKAMMA CATCHMENT MANAGEMENT AGENCY (MTCMA) REF NO: MTCMA 01</u> Five-year performance-based contract
<u>SALARY</u>	:	R1 436 022 per annum (Level 14), (all-inclusive salary package)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	A four (4) year Degree in Science/Engineering or equivalent relevant qualification. Qualification/certificate in leadership or Executive Development Programme will be an added advantage. Member of any relevant professional body either in administration/science/engineering or any related profession. Facilitation, communication, Senior Management program, stakeholder engagement/ public participation process courses, water resources management. A minimum of 5 years relevant experience in the Water Sector at a Senior Managerial level. Knowledge of Integrated Water Resources Management, National Water Management Act, Public service administration processes, High level Financial Management and Corporate Governance. Skills required Organisational Management, Conflict Resolution, Strategic View, People Management & Leadership, Financial Management and Planning. Attitudes required, openness and transparency. Open to take advice and to learn from colleagues. Objectivity in the management of the Agency's

affairs. May be required to travel extensively. May be required to plan and travel at short notice. May be subjected to extended working hours. May be required to provide information to the Governing Board and respond to Ministerial queries at any given time.

DUTIES

: Facilitate and ensure the development/review of the Mzimvubu-Tsitsikamma Catchment Management Agency (MTCMA). Oversee the development and implementation of a 5-year strategic plan of the MTCMA. Oversee the development and implementation of the MTCMA's Annual Performance Plan. Oversee the submission and reporting of Annual Reports and Quarterly Reports. Prepare and present the MTCMA reports to the Department of Water and Sanitation, Parliamentary Committees, and the Governing Board. Coordinate the development of a comprehensive Corporate Plan. Oversee the performance and service delivery of the MTCMA. Oversee the coordination of the Governing Board, Risk-, EXCO- and Audit Committee sittings. Approval of agendas, minutes, and reports of the committees before distribution. Oversee the work of the committees. Recommendation of internal & external policies & procedures documentation to the Governing Board and MTCMA committees for approval. Oversee the effective coordination of stakeholder participation and empowerment strategies. Signing and approval of Memoranda of Agreement (MOA's) and Memoranda of Understanding (MOU's) related to external parties. Approval of the MTCMA contract of employment for candidates. Oversee the championing of transformation of water resource management within the Mzimvubu-Tsitsikamma Water Management Area. Will be responsible for the appointment of bid committees, approval of bid specifications, review recommendations from the bid adjudication committees and approve for the appointment of successful bidders in line with the MTCMA delegation of authority. Oversee the effective implementation and maintenance of all administrative, financial, and technical support systems for the delivery of water resource management services. Establish and maintain sound project management systems. Ensure that the MTCMA finance and procurement processes are managed in line with the PFMA, PPPFA, National Treasury and other relevant regulations. Oversee the proper management of the MTCMA assets and physical resources. Supervise and manage executives and all direct reporting employees. Sign performance agreements and review performance of the executives and all the direct reporting employees.

**ENQUIRIES
APPLICATIONS**

: Mr Conrad Greve Tel No: (012) 336 8402
: Please email your application quoting the relevant reference number on the subject line to: MTCMA01@dws.gov.za

NOTE

: The Mzimvubu-Tsitsikamma Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 12/102

: **CHIEF EXECUTIVE OFFICER: PONGOLA-UMZIMKULU CATCHMENT
MANAGEMENT AGENCY (PUCMA) REF NO: 01 PUCMA**

Five-year performance-based contract

Re-advertise, applicants who have previously applied must re-apply

**SALARY
CENTRE
REQUIREMENTS**

: R1 436 022 per annum (Level 14), (all-inclusive salary package)
: Durban
: A four (4) year Degree in Science/Engineering or equivalent relevant qualification. Qualification/certificate in leadership or Executive Development Programme will be an added advantage. Member of any relevant professional body either in administration/science/engineering or any related profession. Facilitation, communication, senior management program, stakeholder engagement/ public participation process courses, water resources management. A minimum of 5 years relevant experience in the Water Sector at a Senior Managerial level. Knowledge of Integrated Water Resources Management, National Water Management Act, Public service administration processes, High level Financial Management and Corporate Governance. Skills required Organisational Management, Conflict Resolution, Strategic View, People Management & Leadership, Financial Management and Planning. Attitudes required, openness and transparency. Open to take advice and to learn from colleagues. Objectivity in the management of the Agency's

affairs. May be required to travel extensively. May be required to plan and travel at short notice. May be subjected to extended working hours. May be required to provide information to the Governing Board and respond to Ministerial queries at any given time.

DUTIES

: Facilitate and ensure the development/review of the Pongola-Umzimkulu Catchment Management Agency (PUCMA). Oversee the development and implementation of a 5-year strategic plan of the PUCMA. Oversee the development and implementation of the PUCMA's Annual Performance Plan. Oversee the submission and reporting of Annual Reports and Quarterly Reports. Prepare and present the PUCMA reports to the Department of Water and Sanitation, Parliamentary Committees, and the Governing Board. Coordinate the development of a comprehensive Corporate Plan. Oversee the performance and service delivery of the PUCMA. Oversee the coordination of the Governing Board, Risk-, EXCO- and Audit Committee sittings. Approval of agendas, minutes, and reports of the committees before distribution. Oversee the work of the committees. Recommendation of internal & external policies & procedures documentation to the Governing Board and PUCMA committees for approval. Oversee the effective coordination of stakeholder participation and empowerment strategies. Signing and approval of Memoranda of Agreement (MOA's) and Memoranda of Understanding (MOU's) related to external parties. Approval of the PUCMA contract of employment for candidates. Oversee the championing of transformation of water resource management within the Pongola-Umzimkulu Water Management Area. Will be responsible for the appointment of bid committees, approval of bid specifications, review recommendations from the bid adjudication committees and approve for the appointment of successful bidders in line with the PUCMA delegation of authority. Oversee the effective implementation and maintenance of all administrative, financial, and technical support systems for the delivery of water resource management services. Establish and maintain sound project management systems. Ensure that the PUCMA finance and procurement processes are managed in line with the PFMA, PPPFA, National Treasury and other relevant regulations. Oversee the proper management of the PUCMA assets and physical resources. Supervise and manage executives and all direct reporting employees. Sign performance agreements and review performance of the executives and all the direct reporting employees.

**ENQUIRIES
APPLICATIONS**

: Mr Conrad Greve Tel No: (012) 336 8402
: Please email your application quoting the relevant reference number on the subject line to: 01PUCMA@dws.gov.za

NOTE

: The Pongola-Umzimkulu Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the national Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 12/103

: **BOARD SECRETARY: MZIMVUBU-TSITSIKAMMA CATCHMENT
MANAGEMENT AGENCY (MTCMA) REF NO: MTCMA 02**

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824 per annum (Level 13), (all-inclusive salary package)
: East London
: A BCom. Law / LLB or equivalent degree. Admitted attorney. Registration as a Chartered Secretary with the Institute of Chartered Secretaries and Administrators will be advantageous. A minimum of five (5) years Middle / Senior Managerial experience. Experience as a Company Secretary. Understanding of SA Law in general, administrative law, labour law, water law, public entities, governance and ethics. Behavioural Competencies required: Analytical, negotiation, liaison, consultation, advanced communication, information monitoring, compliance and risk management, ethical, strategic thinking, quality oriented, lateral thinking and attention to detail. May be subjected to extended working hours.

DUTIES

: Committee Work: Ensure submission of annual schedule of meetings for Board and Committee meetings. Ensure convening of meetings, preparation of agenda and taking minutes of Board and its Committees. Address correspondence and communication relating to the Board. Ensure collation and maintaining of information and documentation relating to Board and Committee meetings. Ensure the secure recording and archiving of minutes of

meetings. Guide the writing of interim and annual reports for the Board. Ensure that decisions taken by the Board are communicated to relevant stakeholders to be implemented fully. Guidance and Advice: Advise and guide the Board by promoting insight and clarity on its appointment, constitution, and the related legal, ethical, good governance, accounting and financial implications of the proposed/implemented policies and decisions. Assist the Chairperson and Chief Executive, in matters relating to the DWS and the Board. Provide advice with regard to the specific roles and responsibilities of the Board as a whole, and those of the individual role- players: Chairperson, CEO, and Board members. Provide advice with regard to the appointment and constitution of the required sub-committees (e.g., audit, risk, or other), with regard to ensuring corporate governance. Manage the risk by ensuring and monitoring compliance of the implementation of policies and procedures relating to NWA, PFMA and other related legislation and guidelines. Provide regulatory, compliance and relevant advice to the Governing Board on usage of water resources to relevant national, provincial and local government departments, WUAs, farmers. Corporate Governance: Formulate and implement corporate governance strategies for the organisation. Ensure the organisation remains aware of any changing requirements in connection with corporate governance and responds accordingly. Provide advice on corporate governance working practices arising out of changes in legislation affecting the organisation. Support the organisation with the research, development and implementation of policies required for corporate governance. Liaison as necessary with external organisations and staff at all levels on a wide variety of governance related matters. Legal Support: Take overall responsibility of legal services in the organisation. Deal with contractual and related matters. Provide internal legal advisory services to the Board as and when required. Facilitate and ensure compliance to relevant statutes. Provide continuous updates on changes to legislation to the organisation and the Board. Set up systems that ensure the Board complies with all applicable codes, as well as its legal and statutory obligations.

- ENQUIRIES** : Mr Conrad Greve Tel No: (012) 336 8402
APPLICATIONS : Please email your application quoting the relevant reference number on the subject line to: MTCMA02@dws.gov.za
NOTE : The Mzimvubu-Tsitsikamma Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the national Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

OTHER POSTS

- POST 12/104** : **CONTROL ENGINEERING TECHNICIAN GRADE A (CIVIL ENGINEERING)**
REF NO. 230425/01
 Branch: Provincial Operations Northern Cape
 Dir: Water Resource Support
 Sd: Hydrological Services

- SALARY** : R522 741 per annum, (OSD)
CENTRE : Kimberley
REQUIREMENTS : A National Diploma in Civil Engineering. Six (6) years post qualification civil technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Experience in planning and execution of Hydrological Monitoring Networks. Knowledge of the Water Legislation and related policies, Proficient in computer programs, preferably MS Office Software (Word, Excel and PowerPoint) Good Planning and organising skill, problem-solving skills, communication skills, conflict resolution skills, (verbal and written) interpersonal relation and project management. Supervisory experience.

- DUTIES** : Perform and co-ordinate the data collection, calibration maintenance and evaluation of surface water monitoring gauging stations. Supervise construction works and compile monthly progress reports. Manage quality control and task with regards to data collection calibrations, maintenance and evaluation of data processing performed by subordinates. Compile monthly

progress statistics and information products for the monitoring networks. Conduct research on station history and manage the correct updating of Hydstra database. Participate in other tasks aimed at optimisation of surface water monitoring network. Supervise and develop subordinates.

ENQUIRIES APPLICATIONS : Mr O Thebe Tel No: (053) 830-8815/8800
 : Northern Cape (Kimberley): Please email your application quoting the relevant reference number on the subject line to: NCRcruitment@dws.gov.za or hand deliver at 28 Central Road, Beaconsfield, Kimberley, 8301 or post to: Private Bag X6101, Kimberley, 8301.

FOR ATTENTION : Ms C Du Plessis

POST 12/105 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A – C REF NO: 230425/02**
 Branch: Provincial Operations: Free State
 Dir: Hydrological Services

SALARY : R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE REQUIREMENTS : Bloemfontein
 : A National Diploma in Civil Engineering. Three (3) years post qualification technical civil engineering experience. Compulsory registration with Engineering Council of South Africa as a Professional Engineering Technician. The disclosure of a valid unexpired driver's licence. Experience in survey tasks, calibration and design of gauging weirs, current gauging, gauging network management, raw data management and data processing on HYDSTRA. Management of maintenance and minor construction work, maintenance of real time equipment and equipment needs. Knowledge of and practical experience in civil engineering calculations. Knowledge of HYDSTRA. Knowledge of Occupational Health and Safety Act (OHS). Good communication skills, interpersonal relations, managerial skills and technical report writing skills. A sound understanding of Government Policies. Environment Conservation and the National Water Act (Act No. 36 of 1998). Willingness to travel and work away from home.

DUTIES : Establish network and maintain existing hydrology infrastructure in the Free State Region. Survey tasks, calibration and design, current gaugings and network management. Management of hydrological Information, raw data management and processing of hydrological data. System maintenance. Maintain real time equipment and data register.

ENQUIRIES APPLICATIONS : Mr C Lloyd Tel No: (051) 405 9000
 : Free State (Bloemfontein): Please email your application quoting the relevant reference number on the subject line to: TechHydro@dws.gov.za or hand deliver to: Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor or post to: Private Bag 528, Bloemfontein, 9301.

FOR ATTENTION : Ms B Seeco