

DEPARTMENT OF WATER AND SANITATION

<u>CLOSING DATE</u>	:	23 June 2025
<u>NOTE</u>	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za/ 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 on the online Z83 must be completed as these fields are regarded as compulsory. 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 19/139</u>	:	<u>DIRECTOR: TRANSFORMATION MANAGEMENT REF NO: 230625/01</u> Branch: Provincial and Entity Governance and International Cooperation CD: IGR Sector Transformation and Provincial Governance Dir: Transformation Management
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<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (Level 13), (all-inclusive salary package)
	:	Pretoria Head Office
	:	A relevant undergraduate qualification (NQF level 7) in Social Sciences/ Gender Studies/ Youth Studies/ Psychology/ Social Work as recognized by SAQA. Five (5) years experience at middle / senior managerial level. The disclosure of a valid unexpired driver's license. Strong experience in diversity management (Gender, youth, persons with disability transformation). Knowledge and understanding of PPFMA, BBBEE, Basic Conditions of Employment Act, Public Service Act, and other legislation related to transformation. Knowledge of Gender Equity and Women Employment Programme, Promotion of the rights of people with disabilities, mainstreaming and implementation of youth developmental programmes and job access strategy. Understanding of leadership and motivation to guide team members in making consistent progress. Stakeholder engagement and management. Independence and attention to detail. Excellent verbal and written communication. Strategic capability and leadership. Change management and innovation. Knowledge management, problem solving and analysis. Programme and project management. Financial management, and service delivery innovation. Client orientation and customer focus. Accountability and ethical conduct.

DUTIES

: Manage and guide the development of disability policies and strategies and implementation in collaboration with relevant departments, sector partners and experts. Maintain governance structures with internal and external stakeholder to enhance collaboration on disability mainstreaming. Monitor and evaluate the impact of existing policies and programmes. Oversee implementation and application of gender policies and strategies. Develop policies and strategies coordinate and mainstream issues pertaining to gender transformation. Aligning strategic plan objectives to ensure that all programs in the strategic plan address the mainstreaming of gender, in terms of legislation, regulations, and departmental policies. Coordinate programmes and monitor and evaluate coherence to respective NSP on GBVF pillars and the Gender Responsive Planning, Budgeting, Monitoring and Evaluation and Auditing Framework. Manage and guide the coordination of social and economic empowerment programs. Develop and review the framework for social and economic empowerment. Oversee the design and planning of empowerment programs to address identified social and economic needs. Programme management on the implementation of the National Youth Strategy. Oversee the development and harmonization of youth policies, review and define strategies for youth mainstreaming within the water sector. Aligning Strategic plan objectives to ensure that all programs in the strategic plan address the mainstreaming of youth in terms of legislation, regulations, policies and departmental. Direct strategic planning and business operations for the directorate.

ENQUIRIES

: Ms Petunia Ramunenyiwa Tel No: (012) 336 8065

APPLICATIONS

: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

OTHER POSTS

POST 19/140

: **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 230625/02**

Branch: Water & Sanitation Services Management Eastern Cape
CD: Provincial Operations: Eastern Cape

SALARY

: R582 444 per annum (Level 10)

CENTRE

: King Williams Town

REQUIREMENTS

: A National Diploma or Degree in Public Management/Business Management or Project Management. Three (3) to five (5) years management / supervisory experience in monitoring and evaluation. Exposure in project management is highly recommended. The disclosure of a valid unexpired drivers license. Knowledge of integrated water resource management. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge of developing tools of monitoring and evaluation. Knowledge and developing of procedure for data collection. Knowledge of Compiling reports. Knowledge of equal opportunities and Affirmative action guidelines and laws. Framework for managing performance information. Working under pressure and multiple deadlines. Problem solving and analysis. Client orientation and customer focus.

DUTIES

: Plan and coordinate data collection process. Develop and share a vision and mission for the component. Liaise with various stake holders. Ensure a culture of innovation and performance. Develop and implement a performance improvement suggestion scheme. Advise Top Management and the legislature as well as relevant sector bodies, on policies and strategies relevant to the section. Compile monthly reports. Participating as a key player in the Water and Sanitation functional strategic plan. Develop strategic plan for the component. Develop an expenditure forecast on a quarterly basis for the component. Participate in developing and reviewing of policies. Assist in the developing of monitoring and evaluation tools. Modify existing programmes where applicable. Conduct monitoring and evaluation pilot studies. Monitor service delivery programmes of various component. Implementation of policies. Analyse trends on the implementation of programmes and come up with interventions where possible. Provide input policy amendments. Analyse and integrate all regional water sector relevant information for reporting. Liaise with key provincial sector role players. Prepare regional summary slide presentation on the analysis of project/programme progress including content and financial. Conduct regional training workshops on reporting. Ensures

monthly data is quality checked, analysed and captured. Ensure the consolidation of all quarterly regional information into the water sector work plan reporting tool. Facilitate the development of regional action plans for implementation of relevant actions. Report risk areas to management regarding service delivery of programmes.

ENQUIRIES : Ms Z Gcilitshana Tel No: (043) 604 5521
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 19/141 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 230625/03**
Branch: Water & Sanitation Services Management Free State
CD: Provincial Operations: Free State
Dir: Corporate Support Services
Div: Management Accounting

SALARY : R468 459 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant qualification at NQF level 7 in Financial Management. Three (3) years relevant supervisory experience in financial management. The disclosure of a valid unexpired drivers license will serve as an added advantage. Knowledge and understanding on human resources management legislation, policies, practices and procedures. Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service anti-corruption strategy and anti-corruption and fraud-prevention measures. Knowledge of administration and clerical procedures and systems. An understanding of Financial Management policies, procedures and government financial systems. Principles and practice of financial accounting. 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 : Co-ordination and Management of the budget processes in the Region for Exchequer Account (Main Account) Compilation and Management of various budgets - MTEF, Estimates of National Expenditure, Adjustment Estimates of National Expenditure. Co-ordination, compilation, consolidation and evaluation of budget inputs from Programme and Line Managers. Compilation of the Early Warning Reports (EWS)-In Year Monitoring and Reporting (IYM)-both voted and Infrastructure Projects funds. Assist Head of Finance in strategic and operational financial matters and ensure that all reports, notices and other information are submitted to the Provincial Head, Head Office or the Auditor-General as required by the PFMA. Compilation of expenditure reports and revise budget projections monthly. Presentation of budgets and expenditure reports in Finance Committee (FINCO), Regional Management Committee (PMANCO), Regional Executive Committee (PEXCO)(Ad-hoc), Top Management Meetings (Ad-hoc) and Regional Strategic Planning Sessions. Capture budget on Bas as per the ENE. Updating and monitoring of budget on Bas with budget shifts. Implementation of PFMA and Treasury Regulations in the Department to ensure and promote effective, efficient, economical budgeting and expenditure control, reporting mechanisms and system. Provide information of expenditure trends to prevent overspending as well as underspending of budget. Management, supervision and training of staff in accordance with the functions and needs of the component. Effectively manage the MTEF project budget and sectional budget and ensure ongoing monitoring and reporting of financial performance.

ENQUIRIES : Mr PC Matsau Tel No: (051) 405 9000
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 19/142 : **OFFICE MANAGER REF NO: 230625/04**
Branch: Corporate Support Services

SALARY : R468 459 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 6 qualification. Five (5) years experience in general administration and office management environment. The disclosure of a valid

unexpired drivers license. Extensive knowledge and understanding of public service policies and administrative procedures. Basic financial management and knowledge of PFMA. Knowledge of administrative procedures. Knowledge in secretarial duties. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Good communication, presentation and report writing skills. Ability to act with fact and discretion. Knowledge of dispute resolution process. Understanding of social and economic development issues. Understanding of legislative and policy frameworks governing the sector. Knowledge of project management and administration. Accountability and ethical conduct.

DUTIES : Manage and coordinate the flow of information within the office of DDG. Render administrative support services: Procurement of goods and services, ensure that assets register is updated, assist with the coordination of monthly, quarterly and annual reports. Quality assurance of documentation and remain up to date with prescripts, policies and procedure applicable to work terrain to ensure efficient support to the Office. Ensure effective records management system for all submissions and correspondences. Arrange / organise workshops and meetings. Represent Manager at certain meetings and workshops. Manages queries of the office of the DDG Branch. Management of financial and human resources. Assist during the compilation of budget in line with MTEF, PFMA, advice and facilitate the process of budget projection with all the project managers / Directorates within the Branch.

ENQUIRIES APPLICATIONS : Mr J Mashele Tel No: (012) 336 8197
: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>

POST 19/143 : **PERSONAL ASSISTANT REF NO: 230625/05**
Branch: Corporate Support Services

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Pretoria Head Office
: A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years 'experience in rendering a support service to Senior Management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good office management skills and knowledge of administrative procedures. Sound organizational skills. Good people skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management. People and Diversity management. Problem solving and Analysis. The successful candidate must be highly reliable, self-motivated, flexible, creative, client and customer focused. Remains up to date regarding the prescripts, policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. Excellent communication skills (verbal and written). Good accountability and ethical conduct.

DUTIES : Provide a secretarial / receptionist support service to the manager. Implement administrative procedures for the component. Receive telephone calls and visitors on behalf of the manager. Implement policies and procedures. Engage supplier regarding purchased materials. Develop implementation plan. Ensure that financial procedures are observed in the section. Compile monthly reports and present to the managers. Do early warning systems. Liaise with travel agencies to make travel arrangements for the DDG office. Arrange meetings and events for the manager and staff in the unit. Process all invoices that emanate from the activities of the work of the manager including the travel and subsistence claims for the unit. Draft routine correspondence and reports including records of basic minutes of the meetings of the manager where required. Administer matters like leave registers and telephone accounts and proper filing of documents. Receive, record and distribute all incoming and outgoing documents. Collect all relevant documents to enable the manager to prepare for meetings. Provide feedback on identified administrative gaps. Provide records on goods and services procured and handle all the procurement items for the office.

ENQUIRIES APPLICATIONS : Mr J Mashele Tel No: (012) 336 8197
: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>

POST 19/144 : **PERSONNEL PERSAL CONTROLLER REF NO: 230625/06**
Branch: Corporate Support Services
Cd: HRM
Dir: Human Resource Administration

SALARY : R325 101 per annum (Level 07)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma in Human Resource Management. Three (3) to five (5) years experience in Human Resources. Knowledge in Policy implementation. Monitoring and evaluation principles. Good computer literacy. PERSAL Training. Excellent communication skills. Good problem solving and analysis. Pay attention to detail. Maintain confidentiality on information. Understand cultural awareness. Be flexible and initiative.

DUTIES : Manage User access rights and policy implementation. Respond to audit findings. Ensure Users/Terminals are registered with SITA. Register user ID, Reset ID, allocate functions in relation to users jobs and levels. Link User to revisor, restrict user to terminal and component group. Manage dormant and inactive Users. Issue reports on transactions awaiting approval and authorization for more than a month. Approve and disapprove HR establishment transactions. Provide Human Resource reports, downloading FTP from PERSAL and Vulindlela. Co-ordinating PERSAL Training and provide assistance to PERSAL users. Maintain the PERSAL staff establishment. Creating and abolishing components/posts in accordance with approved structure. Link responsibility and objective codes and link component groups. Create system generated ID's amend appointment dates. Filing of relevant documentation. Register SCC's (system change controls).

ENQUIRIES : Mr I Govender Tel No: (012) 336 7683
APPLICATIONS : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>

POST 19/145 : **ADMINISTRATION CLERK REF NO: 230625/07**
Branch: Infrastructure Management: Head Office
CD: Engineering Services
Dir: Environmental Impact Monitoring (EIM)

SALARY : R228 321 per annum (Level 05)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Senior/Grade 12 certificate. Have knowledge / competencies of clerical functions, Knowledge of basic financial operating systems (SAP). Knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of problem solving and analysis. A highly motivated individual with good time-management and organisational skills. Excellent interpersonal and communication skills are required to deal with people at all levels in the Department and the incumbent must have skill in the use of computer applications such as MS Word, Excel, Outlook, and PowerPoint. Have accountability and ethical conduct. Teamwork and flexibility. Communication skills, verbal and written. Client orientation and customer focus.

DUTIES : Render general clerical support services to the Director and the officials within the Directorate. Keep and maintain the incoming and outgoing registers in the Directorate. Receive and respond to queries timeously. Receive and deliver documents for the Directorate as and when required. Maintain the filing system for the Directorate. Make photocopies and receive or send facsimiles. Type letters and / or other correspondences when required. Provide supply chain management support services within the Directorate. Complete procurement forms / capture purchase requisition on SAP system for purchasing of standards office items, drums, toners, stationery, IT equipment etc. Collect and control all received standards office items, drums, toners, stationery, IT equipment. Liaise with internal and external stakeholders in relation to procurement of goods and services. Receive and verify delivered goods / services for the Directorate. Stock control of offices stationery. Keep and maintain the asset register of the Directorate. Provide support in arranging travelling and accommodation requests if or when required. Provide financial administration support services in the Directorate. Check correctness of

- subsistence and travel claims of officials and submit to the manager for approval. Receive, verify and process invoices for payment.
- ENQUIRIES APPLICATIONS** : Ms T Shilote Tel No: (012) 336 6604
: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>
- POST 19/146** : **ADMINISTRATION CLERK (TELEPHONE OPERATOR) REF NO: 230625/08**
Branch: Infrastructure Management: Southern Operations
CD: WR Infrastructure Operations & Maintenance
Dir: Operations Southern
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Level 05)
: Gqeberha/Port Elizabeth
: A Senior/ Grade 12 certificate. 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. Telephone etiquette.
- DUTIES** : Operate the switchboard by answering the incoming and handling outgoing calls. Handle routine enquiries. Must upkeep the registry and filing system. Ensure customers are referred promptly and correctly. Taking down messages and administering the correct distribution thereof. Supplying basic information to customers regarding the Department services. Keep the reception area clean and tidy. Receive guests and / or visitors. Updating and distributing the internal telephone directory and keeping a database of other important contact numbers. Operate the fax machine. Responsible for fault reporting on the telephone system and liaising with service providers in this regard. Utilize the Telephone Management System to monitor telephone accounts, including printing reports and verifying information. Keeping and completing registers pertaining to their telephone system and fax machine. Monitor access control ensuring visitors sign in.
- ENQUIRIES APPLICATIONS** : Ms. P Adonis Tel No: (041) 508 9778
: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>
- POST 19/147** : **CLEANER REF NO: 230625/09**
Branch: Water & Sanitation Services Management Eastern Cape
CD: Provincial Operations Eastern Cape
Dir: Corporate Support Services
Div: Auxiliary Services EC
- SALARY CENTRE REQUIREMENTS** : R138 486 per annum (Level 02)
: Cradock
: An ABET certificate. Experience in cleaning services will serve as an added advantage. Knowledge of cleaning principles. Knowledge of chemical use (dilution/mixing). 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 and interpersonal relations.
- DUTIES** : Provision of basic cleaning services. Keeping and maintaining of cleaning equipment and managing stock of cleaning materials. Dusting, waxing, sweeping, scrubbing and vacuuming of floors. Emptying and cleaning of waste bins. Collecting and removing of office waste. Freshening of offices, boardrooms, working areas, kitchen and storerooms. Cleaning the restrooms, refilling the hand wash liquid soap, replacing paper towels, toilet papers and emptying and cleaning of wash waste bins. Assisting with other duties as and when required.
- ENQUIRIES APPLICATIONS** : Mr. S Dyolisi Tel No: (043) 604 5425
: Applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/> or hand deliver to: Department of Water and Sanitation, No2 Hargreaves Avenue, Old SABC Building, King William's Town, 5600
- NOTE** : NB: Preference will be given to candidates residing within the geographical area.