

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 15 August 2025
- : 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 qualifications (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 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**POST 27/199**

- : **SUPPLY CHAIN CONTRACT PROFESSIONAL REF NO: 150825/01**
Branch: Financial Management Services
(1 Year Contract)

SALARY
CENTRE
REQUIREMENTS

- : R1 494 900 per annum (Level 14), (all-inclusive salary package)
- : Pretoria Head Office
- : A relevant tertiary qualification at NQF level 9. Professional procurement and SCM registration (e.g. MCIPS) or equivalent. Five (5) years of experience at a senior managerial level. Five (5) years experience in infrastructure procurement and Supply Chain Management. The disclosure of a valid unexpired driver's license. Thorough knowledge of internationally recognized body of knowledge on best practice strategic infrastructure procurement and SCM. Full knowledge of all applicable SCM regulations and guidelines in South Africa. Proven ability to drive change in a complex environment and ensure implementation of the Department's procurement strategies. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES

- : Develop and provide guidance in the implementation of appropriate infrastructure procurement strategies. Identify and implement measures across the SCM value chain to ensure that all SCM for the Department's construction unit consisting of more than 3000 employees is sufficiently effective and efficient for the construction unit. Provides expert procurement advice, guidance and recommendations to meet the procurement needs of the Department. Works closely with all the line managers to ensure Departmental procurement needs are met. Lead and manage the sourcing process in the Department. Manages all sourcing activities in the Department by analysing

requirements, developing selection tools and methods that maximize chances to find best source of procurement and directs the work of evaluation committee. Provides contracting expert advice and recommendations on contract drafting and contract lifecycle management. Monitor and review progress of contractual agreements, coordinates contract extension or renewal, and as appropriate, reviews invoices, and resolves any problems that arise. Provides advice to the department on the proper use of the various systems used for procurement activities. Provides guidance and recommendations on the design of training sessions on the various systems to educate the Department on the proper use of those systems.

**ENQUIRIES
APPLICATIONS**

: Mr F Moatshe Tel No: (012) 336 7647
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

OTHER POSTS

POST 27/200

: **LEGAL ADMINISTRATION OFFICER (REGISTRAR) (MR 5) REF NO:
150825/02**
Branch: Corporate Support Services
Cd: Legal Services
Dir: Water Tribunal

**SALARY
CENTRE
REQUIREMENTS**

: R464 634 per annum, (OSD)
: Pretoria Head Office
: An LLB Degree or equivalent legal qualification on NQF7. At least eight (8) years' appropriate post qualification legal experience. Ability to draft legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations, the Public Service Act and Regulations, Promotion of Administrative Justice Act and Promotion of Access to Information Act. Knowledge of Public Finance Management Act (PFMA), Constitutional Law, Promotion of Access to Information Act and Administrative Law. An ability to interpret legislation, good analytical and research skills, good verbal and written communication skills in English, good drafting skills, computer literacy, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to deadlines are essential.

DUTIES

: Render legal advisory services on diverse legal issues to the Minister, the Director-General and officials of the Department. Conduct research that will provide information and case law relevant to the legal matter at hand and present motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / result. Manage litigation instituted by and against the Department, including water tribunal appeals. Conduct Legislative review, drafting of Bills, subordinate legislation and regulations. Provide legal support, advice, drafting and vetting of contract. Advise the client on possible courses of action during the consultation process in relation to legal entitlement and client's instruction. Document interview and all advice given during legal consultation in writing.

**ENQUIRIES
APPLICATIONS**

: Mr M Ratshisusu Tel No: (012) 336 7705
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 27/201

: **CHIEF ASSISTANCE TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF
NO: 150825/03**
Branch: Water Resource Management: Head Office
Sd: Hydrological Information

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum (Level 07)
: Pretoria Head Office
: A Senior / Grade 12 certificate with Mathematics / Mathematics Literacy / Science. Six (6) to ten (10) years' experience in surface or groundwater technical environment i.e. collecting and processing of water related data. High level in computer literacy in Microsoft Excel and Word. Ability to use data management system (HYDSTRA). Knowledge of surface water monitoring instruments and data processing and administration. Knowledge and understanding of hydrological or geo-hydrological processes and the relevant

database and or systems. Knowledge of relevant equipment's and OHS. Understanding of tendering processes, purchasing of instruments and materials. Problem solving and analysis. Good interpersonal relations, organizational skills, technical report writing skills and understanding of relevant software. Good communication skills both (verbal and written). Willingness to travel.

DUTIES : Assist in the auditing of hydrological data (stream flow data / surface water levels data, evaporation and rainfall data etc). Must be able to use data and information systems (HYDSTRA) to perform duties (data auditing, data quality control and data dissemination). Provide technical assistance in the archiving of hydrological data. Provide technical support to the regions thereby ensuring that good quality data is archived by the regions and head office. Assist with dissemination of hydrological data and information to various stakeholders. Assist in dam balance calculation and verification of dam recipes. Assist in the compilation of state of national dams, bulletin (report) on a weekly basis and ensure timely circulation and publication to internal and external stakeholders.

ENQUIRIES : Ms P Nemaxwi Tel No: (012) 336 8332
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 27/202 : **LIBRARIAN REF NO: 150825/04**
 Branch: Corporate Support Services
 Dir: Knowledge Management

SALARY : R325 101 per annum (Level 07)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma or Degree in Library Science / Information Science. Two (2) to (4) four years' experience in library sciences. Knowledge in monitoring the circulation of library resources. Knowledge of library information science matters. Knowledge and understanding in handling interlibrary loans. Understanding in tracking bibliographic records. Knowledge of organisational and government structures. Knowledge of procedures and processes. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Understanding of delegation authority. Financial management and knowledge of PFMA. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Knowledge of analytical procedures.

DUTIES : Identify the appropriate library resource needs. Analyse and sort library materials according to the applicable library system. Compare selections with card catalogue / electronic records. Implement good practices of maintaining library books and information. Review material from publisher catalogues and various database. Collect and secure material for official publications depositories. Pre-select and display library material. Inform users of special library collection. Facilitation of contracts for online subscriptions.

ENQUIRIES : Ms MC Mokhele Tel No: (012) 336 8284
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>