



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 14 OF 2024

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### 1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

### 2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

### 3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

### 4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za).

### AMENDMENT

**DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:** Department of Public Works and Infrastructure: kindly note that the post of Deputy Director: Parliamentary and Cabinet Support (Departmental Support to the Ministry) ref no: 2024/41, Correct salary: R849 702 per annum (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service), Email to: Recruitment24-01@dpw.gov.za, Deputy Director: Administration Support and Coordination (Departmental Support to the Ministry) Ref no: 2024/42, Correct salary: R849 702 per annum (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service), Email to: Recruitment24-02@dpw.gov.za, Administrative Officer: Registry Services (Departmental Support to the Ministry) Ref no: 2024/43, Correct salary: R308 154 per annum, Email to: Recruitment24-03@dpw.gov.za, Food Service Aid (Departmental Support to the Ministry) Ref no: 2024/44, Correct SALARY: R 131 265 per annum, Email to: Recruitment24-04@dpw.gov.za, advertised in

Public Service Vacancy Circular 13 dated 19 April 2024 with the closing date 10 May 2024, was advertised with incorrect Salary scale and without email address, above are the correct Scales and email per post. Closing date will be extended to the 17 May 2024.

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**GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM**

*The GCIS 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. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. People with disabilities will be given preference regardless of Race or Gender.*

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria, 0001, hand deliver to Tshedimoseiso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria, or email to recruitment@gcis.gov.za
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 17 May 2024
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

**OTHER POSTS**

- POST 14/01** : **VIDEOGRAPHER REF NO: 3/1/5/1-24/03**  
Directorate: Media Production
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Film Production, Videography, Video Production, or related field of qualification, as recognised by SAQA, with at least three (3) years' relevant experience at supervisory level. The applicant

should have knowledge of video production and an understanding of the use of professional video cameras and other related equipment. Deliver good quality of work with good editing skills on Final Cut Pro, Premier Pro or similar programmes. Be proficient in producing quality animation with software such as After-effects, Cinema4D, Photoshop and Illustrator amongst others. Have a basic understanding of live streaming. Be able to produce, upload and or share videos on different online platforms. Very strong ability to work under pressure, in a fluctuating environment with good time management skills. Should be highly motivated and driven with an eye for detail. Must have a light motor vehicle driver's licence as the post entails extensive travelling away from Head Office. He/ she must have knowledge of government communication with good interpersonal and communication skills. Be able to do on location creative lighting and sound operation. Must be able to work independently or with less supervision. Be a good team worker. Must be computer literate with strong coordination, client orientation and project management skills.

**DUTIES** : The incumbent will be required to provide high quality videos, with emphasis on editing and animation for different platforms including for broadcasting and digital platforms. Perform camera work and edit inserts on all Government assignments/programmes and the Presidency engagements. Archive and log all recorded footage and videos produced. Assist with teleprompter operations and live streaming. Performing basic administrative duties related to the responsibility of the unit. Assist other disciplines within the Media Production Directorate as and when required. Produce and edit for OTT platforms as and when required.

**ENQUIRIES** : Mr Gasegoitse Phatudi Tel No: (012) 473 0091  
**NOTE** : Shortlisted candidates will submit a portfolio on a memory stick or online link and will be subjected to a practical assessment.

**POST 14/02** : **VIDEOGRAPHER REF NO: 3/1/5/1-24/02 (X2 POSTS)**  
 Directorate: Media Production  
 (Twelve 12 Months Contract)

**SALARY** : R308 154 per annum (Level 07). Plus 37% of the annual notch  
**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of Grade 12, and an appropriate National Diploma (NQF Level 6) in Media Studies, Videography, Video Production, Motion Graphics or related field of qualification, as recognised by SAQA with at least one (1) year relevant experience (including internship and learnership experience). The candidate must have knowledge and experience in video production; as well as an understanding and experience in the use of the professional video cameras and other related equipment. Deliver good quality of work with good editing skills on Final Cut Pro, Premier Pro or similar programmes. Be proficient in producing quality animation with software such as After-effects, Cinema4D, Photoshop and Illustrator amongst others. Have a basic understanding of live streaming and be able to produce videos for different online platforms. Must be computer literate with coordination and project management skills. Must be able and prepared to work under pressure, in a fluctuating environment with good time management skills. Should be highly motivated and driven with an eye for detail. Must have a light motor vehicle driver's license as the post entails extensive travelling away from Head Office. He/ she should have knowledge of government communication with good interpersonal and communication skills. Be able to do location lighting and sound operation. Be client orientated.

**DUTIES** : The incumbent will be required to provide high quality videos, with emphasis on editing and animation for different platforms including for broadcasting and digital platforms. Prepare scripts for major production. Assist with camera work and edit inserts on all Government assignments/programmes and the Presidency engagements. Archiving and logging of all recorded footage with relevant metadata. Upload or share the produced/edited videos on identified platforms as directed. Assist with live streaming. Perform basic administrative duties related to the responsibility of the unit. Assist other disciplines within the Media Production Directorate as and when required.

**ENQUIRIES** : Mr Gasegoitse Phatudi Tel No: (012) 473 0091  
**NOTE** : Shortlisted candidates will submit a portfolio on a memory stick or online link and will be subjected to a practical assessment.

## OFFICE OF THE CHIEF JUSTICE

*The Office of the Chief Justice 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, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.*

- APPLICATIONS** : Gauteng Division of the High Court: Johannesburg / Pretoria / Land Court: Randburg / Labour and Labour Appeals Court: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- CLOSING DATE** : 13 May 2024
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised, and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will

use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process. Note: OCJ will give preference to candidates in line with the departmental Employment Equity goals.

#### OTHER POSTS

- POST 14/03** : **JUDGE'S SECRETARY REF NO: 2024/23/OCJ**  
(3-Year Contract)
- SALARY** : R308 154 - R362 994 per annum (Level 07). Plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of the High Court: Pretoria  
Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, / Bcom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed, and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgement only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready, and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that the register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgment from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgment will be handed down, further notifying them on how the judgment will be handed down. To ensure that the bench book of the Judge is prepared, and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Case lines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure

		that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leaf's in the Judges library are attended to.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms M Campbell Tel No: (012) 492 6799 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 14/04</u></b>	:	<b><u>JUDGE'S SECRETARY REF NO: 2024/24/OCJ (X3 POSTS)</u></b> (3-Year Contract)
<b><u>SALARY</u></b>	:	R308 154 - R362 994 per annum (Level 07). Plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng Division of the High Court: Johannesburg Matric Certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB / Bcom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
<b><u>DUTIES</u></b>	:	To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed, and that signed Judgments handed down in court or virtually are uploaded to the court file and submitted to the library. To ensure that orders are sent to the typist for typing, signed and uploaded to the court file. To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready, and Judge has all documents in the file on time as per the duty roster. To ensure that all electronic files assigned to the Judge are accessible. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated. Notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared, and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the electronic court file after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle maintenance and repairs. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that endorsed court roll(s) are submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose-leaf publications in the Judges library are attended to. To sign and account for assets, including those assigned to the Judge in terms of the PFMA.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms S Letlaka Tel No: (010) 494 8589

- NOTE** : HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515  
The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 14/05** : **JUDGES' SECRETARY REF NO: 2024/25/OCJ (X2 POSTS)**  
(3-Year Contract)
- SALARY** : R308 154 - R362 994 per annum (Level 07). Plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of the High Court: Johannesburg  
Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB, BA / Bcom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and that signed Judgments handed down in court or virtually are uploaded to the court file and submitted to the Library. To ensure that orders are sent to the typist for typing, signed and uploaded to the court file. To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready, and Judge has all documents in the file on time as per the duty roster. To ensure that all electronic files assigned to the Judge are accessible. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated. Notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared, and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled, and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the electronic court file after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle maintenance and repairs. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that endorsed court roll(s) are submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose-leaf publications in the Judges library are attended to. To sign and account for assets, including those assigned to the Judge in terms of the PFMA.
- ENQUIRIES** : Technical enquiries: Ms S Letlaka Tel No: (010) 494 8589  
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

<b><u>POST 14/06</u></b>	:	<b><u>POOL JUDGE'S SECRETARY REF NO: 2024/26/OCJ (X1 POST)</u></b> (1-Year Contract)
<b><u>SALARY</u></b>	:	R308 154 - R362 994 per annum (Level 07). Plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng Division of the High Court: Johannesburg
<b><u>DUTIES</u></b>	:	Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB, BA / Bcom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed, and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgement only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared, and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leaf's in the Judges library are attended to.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms S Letlaka Tel No: (010) 494 8589 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 14/07</u></b>	:	<b><u>JUDGE'S SECRETARY REF NO: 2024/27/OCJ</u></b>
<b><u>SALARY</u></b>	:	R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Land Court: Randburg

<b><u>REQUIREMENTS</u></b>	:	Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB, BA / Bcom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
<b><u>DUTIES</u></b>	:	To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms N Mhlambi Tel No: (010) 493 5392 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 14/08</u></b>	:	<b><u>JUDGES SECRETARY REF NO: 2024/28/OCJ</u></b>
<b><u>SALARY</u></b>	:	R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Labour and Labour Appeals Court: Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric certificate with one (1) to three (3) years secretarial experience or as an office assistant in a legal environment. A valid Driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB/ Bcom Law degree will serve as an advantage and results must accompany the application. Shortlisted Candidate will be required to pass a typing test. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

- DUTIES** : Type (or format) draft memorandum decision, opinions or judgement entries written by assigned Judge; Provide general secretarial / administrative duties to the Judge, Manage and type correspondence, judgments and orders for the Judge (including data typing), arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangement. etc; To ensure that the bench book of the Judge is prepared, and the files are in court before court starts, Accompany Judge to circuit court as and when require , Ensure that all cases are called and recorded as per the court roll, Safekeeping of court files and court records allocated to the Judge, Type judgments and send them to the Library as required, return the court file to the Typists, Ensure all statistics and Reserved Judgments are reported to the Statistical Officer within the required time frames after a case has been completed and opinion, decision or judgment entry released, returns case file to the Registrar; Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court; Management of Judge's vehicle, logbook; Ensure Judges invoices are submitted for the S&T claims and ensure submission of cell phone and data claims for processing Arrange receptions for the Judge, and his visitors and attend to their needs; Management of Judge's Library and updating of loose leaf publications; Execute Legal research as directed by the Judge. Comply with departmental policies, prescripts, procedures and/ or guidelines.
- ENQUIRIES** : Technical enquiries: Ms T Nzimande Tel No: (010) 494 9238  
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 14/09** : **JUDGE'S SECRETARY REF NO: 2024/29/OCJ (X5 POSTS)**  
(3-Year Contract)
- SALARY** : R308 154 - R362 994 per annum (Level 07). Plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of the High Court: Pretoria  
Matric Certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB / BCOM Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgement only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and

recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leaf's in the Judges library are attended to.

- ENQUIRIES** : Technical enquiries: Ms M Campbell Tel No: (012) 492 6799  
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 14/10** : **JUDGE'S SECRETARY REF NO: 2024/30/OCJ**  
(3-Year Contract)
- SALARY** : R308 154 - R362 994 per annum (Level 07). Plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division of the High Court: Pretoria
- REQUIREMENTS** : Matric Certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB / BCOM Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgement only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file

and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leaf's in the Judges library are attended to.

- ENQUIRIES** : Technical enquiries: Ms M Campbell Tel No: (012) 492 6799  
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 14/11** : **POOL JUDGE'S SECRETARY REF NO: 2024/31/OCJ (X3 POSTS)**  
(1-Year Contract)
- SALARY** : R308 154 - R362 994 per annum (Level 07). Plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division of the High Court: Pretoria
- REQUIREMENTS** : Matric Certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB / BCOM Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgement only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-

authorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judges library are attended to.

**ENQUIRIES**

: Technical enquiries: Ms M Campbell Tel No: (012) 492 6799

HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

**NOTE**

: The Organisation will give preference to candidates in line with the Employment Equity goals.

## DEPARTMENT OF TRADITIONAL AFFAIRS

*It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.*

- APPLICATIONS** : All applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building.
- FOR ATTENTION** : Ms L Motlhala
- CLOSING DATE** : 17 May 2024
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the New Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied fully completed Z83 and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the responsibility of shortlisted applicant's to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (only when shortlisted). Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that the application is submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

## MANAGEMENT ECHELON

- POST 14/12** : **SECRETARY: COMMISSION ON KHOI-SAN MATTERS REF NO: 2024/03**  
Contract post linked to term of Office of The Commission on Khoi-San Matters
- SALARY** : R1 162 200 per annum (Level 13), An all-inclusive remuneration package, (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : A Degree or equivalent qualification (NQF level 7) in Social or Management Science. Certificate for entry into the Senior Management Services (SMS) (Nyukela Certificate). At least five years experience at middle management. A valid drivers license. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Office management, Monitoring and evaluation, Fluency in Afrikaans (verbal & written) Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.
- DUTIES** : The successful candidate will perform the following duties: Manage proceedings and corporate support services for the Commission on Khoi-San leaders; Manage Secretariat support and Programmes for the Commission on Khoi-San matters. Manage finances of the Commission on Khoi-San matters, Manage human resources within the Secretariat of the Commission on Khoi-San matters; Manage research support to the Commission on Khoi-San matters. Manage and supervision of staff in the Secretariat.
- ENQUIRIES** : Ms RS Mogaladi Tel No: (012) 334 4982

## OTHER POSTS

- POST 14/13** : **DEPUTY DIRECTOR: RISK OFFICER REF NO: 2024/04**  
12 months contract
- SALARY** : R849 702 per annum (Level 11), an all-inclusive remuneration package. The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification in Risk Management/Internal Auditing plus 5 years relevant experience in a Risk Management/Internal Auditing environment. A valid drivers license. Generic Competencies: Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication. Technical Competencies: Risk management and auditing practices, The Public Financial Management Act, Corporate governance, Development of policies and strategies.
- DUTIES** : The successful candidate will perform the following duties: Conduct a risk assessment and a resultant risk profile of the Department; Develop and implement policies, strategies and frameworks on risk management; Align the risk management process to strategic objectives and business plans of the Department; Identify and perform risk management capacity gaps and facilitate/provide risk management training; Monitor and evaluate the status of risk management and adherence to risk management processes within the Department; Develop and implement a fraud prevention plan. Manage business continuity function of the Department.
- ENQUIRIES** : Mr B Mabogoane Tel No: (012) 336 5669
- POST 14/14** : **ASSISTANT DIRECTOR: OFFICE SUPPORT & ADMINISTRATION REF NO: 2024/05**  
Secretariat: Commission on Khoi-San Matters  
(Contract post linked to term of office of the Commission)
- SALARY** : R444 036 per annum (Level 09). Plus 37% in lieu of service benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Public Administration or related qualification on NQF level 7 plus 3-5 years' relevant experience at supervisory level. A valid driver's licence. Generic competencies: Planning and organising; Coordination, Problem solving & decision making; Project Management; People Management and Empowerment; Client Orientation and Customer Focus; Team Leadership; Communication (Verbal and written). Technical competencies: Knowledge of Public Service policies and regulations; Office Management; Government systems and procedures, Records management, Report writing, Afrikaans fluency.
- DUTIES** : The successful candidate will perform the following duties: Support the Secretary of the Commission on the provision of secretariat support services of the Commission; Provide support to the Secretary of the Commission in respect of its statutory functions; Provide support to the Secretary of the Commission in respect of effective CKSM records management and operations of the Commission; Supervise support staff within the Secretariat: CKSM.
- ENQUIRIES** : Ms RS Mogaladi Tel No: (012) 334 4982
- POST 14/15** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2024/06**  
(12 months Contract)
- SALARY** : R444 036 per annum (Level 09). Plus 37% in lieu of service benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification in Internal Auditing at NQF level 7 plus 3-5 years' experience in an Internal Auditing environment  
Generic competencies: Service delivery innovation, problem solving and analysis, client orientation and customer focus, computer literacy, communication. Technical competencies: Assurance, Consulting and performance audits, risk management and auditing practices, the Public Finance Management Act, development of policies.
- DUTIES** : The successful candidate will perform the following duties: Provide inputs and implement operational, strategic plans, policies, procedures and internal audit methodology, conduct audits and investigations for the Department as required

by the audit standards, draft and discuss the audit findings with the supervisor and management, follow-up on internal audit findings recommended for management actions.

**ENQUIRIES** : Mr JJ Appel Tel No: (012) 334-4974

**POST 14/16** : **SENIOR PERSONNER PRACTITIONER: RECRUITMENT REF NO: 2024/07**

**SALARY** : R376 413 per annum (Level 08)

**CENTRE** : Pretoria

**REQUIREMENTS** : A National Diploma/degree in Human Resource Management or equivalent qualification on level NQF 6/7 plus at least 5 years' relevant experience recruitment and selection. Generic Competencies: Knowledge and understanding of enabling legislation (BCEA, EEA, PSA, PSR, CORE, PFMA, etc). Ability to perform in a pressure driven environment. Proven strong and verbal written communication skills. Sound analytical, statistical, and problem-solving skills. Knowledge of PERSAL and Vulindlela. Computer literate. Driver's licence.

**DUTIES** : The successful candidate will perform the following duties: Facilitate and implement recruitment and selection processes. Prepare and submit vacancy and employment statistics reports to the Head of Human Resources. Ensure effective implementation and compliance with relevant legislative framework and policies. Provide support on recruitment and selection processes. Coordinate employee health and wellness programmes.

**ENQUIRIES** : Ms L Motihala Tel No: (012) 336 5824

**POST 14/17** : **SENIOR STATE ACCOUNTANT: BUDGETS REF NO: 2024/08**

**SALARY** : R376 413 per annum (Level 08)

**CENTRE** : Pretoria

**REQUIREMENTS** : A National Diploma or Degree in Accounting/Business Administration or equivalent with accounting as a passed subject (NQF level 6/7). Three (3) years relevant experience. Generic competencies: Finance, problem solving and client orientation and customer focus, good verbal/ and written communications skills, Decision making skills. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, guidelines and directives, Reconciliation processes, Understanding of Government financial delegations, Management of government departments standard chart of accounts, Government Budget systems, principles and procedures, Government Financial Systems, Supply Chain Management, Financial prescripts (GAAP and GRAP), Basic Accounting System (BAS) and PERSAL System.

**DUTIES** : The successful candidate will perform the following duties: Consolidate and check budget planning, monitoring and reporting, check and verify strategic budget documents required for the strategic and annual performance planning processes, Check and verify the relevant financial information required in the evaluation and development of business and project plans, Consolidate the supporting information for various financial planning processes. Supervise the budget preparation process:- Consolidate budget information for the completion of the Medium Term Expenditure Framework (MTEF), Adjusted Estimates of National/Provincial Expenditure (AENE) and Estimates of National/Provincial Expenditure (ENE) in compliance with National Treasury guidelines; Check and verify the monthly cash flow and adjusted cash flow against the estimates of expenditure/adjusted estimates of expenditure; Prepare, consult and implement the adjustment estimate process; Monitor the recording of adjustment on the accounting system and review the record of supporting documentation; Capture adjustment on the accounting system; Assess where rollovers are required by reviewing expenditure against budget; Assess whether the approved rollovers are updated on the accounting system. Coordinate the standardised management accounting reporting activities: - Check and monitor the capturing of management accounting information on the monthly reporting templates, consolidate, check, and verify the information in the in-year monitoring management reports for the department, collate financial and non-financial performance information to be included in the annual report. Collate and capture information on interim and annual performance reporting templates and compile draft reports required for the interim and annual performance reporting. Prepare presentations for meetings with internal governance structure and oversight bodies, Attend to audit

queries. Gather and submit information requested by auditors within required time.

**ENQUIRIES** : Mr PM Komape Tel No: (012) 336-5796/4

**POST 14/18** : **ADMINISTRATIVE ASSISTANT REF NO: 2024/09**  
Chief Directorate: Office of the Director-General

**SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)  
: Pretoria  
: A Grade 12 Certificate or equivalent qualification with appropriate experience in office management and administration. A post-Matric qualification will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication. Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions, and general administration.

**DUTIES** : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents for line functions in the Office of the Director-General Chief Directorate: Receive and distribute documents. Record documents in the appropriate various line functions registers. File and manage the paperwork of line functions in the ODG. Establish effective document tracking systems. Provide secretarial support services for line functions in the Office of the Director-General Chief Directorate: Co-ordinate and prepare documentation for meetings/ workshops. Compile minutes/ reports. Draft memoranda and any other correspondence. Manage diaries of heads of Directorates: Arrange appointments and record events in the diary. Promote effective diary co-ordination in an electronic or at least on a manual system. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops and conferences. Purchase and order stationery and equipment. Manage inventory and equipment line functions in the Office of Director-General Chief Directorate. Make copies, fax and email documents as required.

**ENQUIRIES** : Mr B Mabogoane Tel No: (012) 336 5669

**POST 14/19** : **ADMINISTRATIVE ASSISTANT REF NO: 2024/10**  
Chief Directorate: Partnerships

**SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)  
: Pretoria  
: A Grade 12 Certificate or equivalent qualification with appropriate experience in office management and administration. A post-Matric qualification will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication. Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.

**DUTIES** : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the Office of the Chief Director: Partnership: Receive and distribute documents, Record documents in the appropriate various line functions registers, File and manage the paperwork of line functions in the ODG, Establish effective document tracking systems. Provide secretarial support services: Co-ordinate and prepare documentation for meetings/ workshops, Compile minutes/ reports, Draft memoranda and any other correspondence. Manage diaries of heads of Directorates: Arrange appointments and record events in the diary, Promote effective diary co-ordination in an electronic or at least on a manual system. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops and conferences, Purchase and order stationery and equipment, Manage inventory and equipment in the Office of Chief Director. Make copies, fax and email documents as required.

**ENQUIRIES** : Mr L Morule Tel No: (012) 336 5816

**POST 14/20** : **ADMINISTRATIVE ASSISTANT REF NO: 2024/11**  
Secretariat: National House of Traditional & Khoi-San Leaders

**SALARY CENTRE** : R216 417 per annum (Level 05)  
: Pretoria

**REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification with appropriate experience in office management and administration. A post-Matric qualification will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication. Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.

**DUTIES** : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the Office of the Secretary of the NHTKL: Receive and distribute documents, Record documents in the appropriate various line functions registers. File and manage paperwork in the Secretary's office. Establish effective document tracking systems. Provide secretarial support services: Co-ordinate and prepare documentation for meetings/ workshops, Compile minutes/ reports. Draft memoranda and any other correspondence. Manage diary of the Secretary: NHTKL: Arrange appointments and record events in the diary. Promote effective diary co-ordination in an electronic or at least on a manual system. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops and conferences. Purchase and order stationery and equipment. Manage inventory and equipment in the Office of the Secretary. Make copies, fax and email documents as required.

**ENQUIRIES** : Mr A Sithole Tel No: (012) 336 5853

**POST 14/21** : **ACCOUNTING CLERK: FINANCIAL MANAGEMENT REF NO: 2024/12**

**SALARY** : R216 417 per annum (Level 05)

**CENTRE** : Pretoria

**REQUIREMENTS** : A Grade 12 Certificate with accounting/mathematics as a passed subject. A Degree or National Diploma in Accounting/Business Administration or equivalent with accounting as a passed subject will serve as an added advantage. Generic competencies: Finance, problem solving and client orientation and customer focus. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, general ledger reconciliation and analysis, Knowledge of travel and subsistence, Basic Accounting System (BAS) and PERSAL System.

**DUTIES** : The successful candidate will perform the following duties: Receive, collect, capturing, reconciling, and ensuring that invoices, inter-departmental claims, salary claims, travel and subsistence payments are made within 30 days. Responsible for all queries in respect of BAS and PERSAL payments. Responsible for the reconciliation of monthly IRP5 payments with payments to the South African Revenue Services. Liaising with clients and resolving queries related to payments or claims. Responsible for payments reports and payroll. Responsible for accounts receivable, accounts, journalize, bank/ accounts reconciliation, and prepare payments. Handling of salary claims as well as the clearance of all suspense accounts and attends to payments enquiries and payments from other departments. Filing of documents. Gather and submit information requested by supervisor for submission to auditors within required time.

**ENQUIRIES** : Mr PM Komape Tel No: (012) 336-5796/4

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE** : 13 May 2024

**NOTE** : 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, drivers 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 drivers 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 or e-mailed 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.

**ERRATUM:** Kindly note that the post of Control Engineering Technologist Grade A with reference number: 060524/04 advertised in Public Service Vacancy Circular 13 of 2024 dated 19 April 2024 has been withdrawn.

## MANAGEMENT ECHELON

**POST 14/22** : **CHIEF DIRECTOR: WATER RESOURCE INFRASTRUCTURE OPERATIONS & MAINTENANCE REF NO: 130524/01**  
Branch: Infrastructure Management  
Chief Directorate: Water Resources Infrastructure Operations & Maintenance (WRIOM)

**SALARY CENTRE REQUIREMENTS** : R1 371 558 per annum (Level 14), (all-inclusive salary package)  
: Pretoria Head Office  
: A 4-year B Eng / BSc Eng Engineering Degree NQF 7 qualification in Civil or Mechanical Engineering. At least ten (10) years post qualification water engineering experience. Five (5) years experience at a senior managerial level. The disclosure of a valid unexpired drivers license. Experience in Water Resource Infrastructure Operations and Maintenance. Knowledge of Water Engineering and Water Resource Systems (Dams, Rivers, Pump Stations, Canals, Pipelines, Tunnels). Understanding of Practical Engineering Management Principles. Knowledge of National Water Act, 1998 (Act No 36 of

1998) and related policies. Knowledge of Integrated Water Resources Management. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of Project and Programme Management. Basic Understanding of Project Finance. Knowledge of Human Resources Management. Knowledge of Industrial Relations. Understanding of procurement. Strategic capability and Leadership. Programme and Project Management. Financial and budget Management. Change management. Knowledge management. Service Delivery Innovation (SDI), Problem solving and analysis. People management and empowerment. Communication. Client orientation and customer focus. Accountability and ethical conduct.

**DUTIES** : Manage the operations and maintenance of national water resources infrastructure to supply bulk raw water. Manage dams and surrounding areas (land matters) to meet environmental and social objectives. Manage refurbishment and rehabilitation of national water resource infrastructure to secure a sustainable supply of bulk raw water. Ensure surveillance of all dams owned by the Department of Water and Sanitation in accordance with approved dam safety legislation. Ensure human resources management, financial management and risk management. Provide maintenance of water resource infrastructure (dams, pumps and pump stations, pipelines, syphons, gates and valves, canals, tunnels), monitor operational performance, prepare and/or review reports on various aspects of operations and maintenance. Manage revenue budget, forecast capital and operational expenses in line with the applicable policy. Mobilize budget and resources for the various projects and provide leadership of the Chief Directorate.

**ENQUIRIES APPLICATIONS** : Mr. LS Mabuda Tel No: (012) 336 8477  
 : Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

**FOR ATTENTION** : Planning, Recruitment and Selection Unit.

**POST 14/23** : **CHIEF DIRECTOR: AUXILIARY SERVICES REF NO: 130524/02**  
 Branch: Corporate Support Services  
 Chief Directorate: Auxiliary Services

**SALARY CENTRE REQUIREMENTS** : R1 371 558 per annum (Level 14), (all-inclusive salary package)  
 : Pretoria Head Office  
 : A relevant undergraduate NQF 7 qualification. Five (5) years experience at Senior Management level. Understanding of building management legislation and regulatory framework. Understanding security policies and procedures. Understanding of transport policies and procedures. Knowledge of Public Finance Management Act and Treasury Regulations. Understanding administration procedures, programme and project management. Insight knowledge of knowledge management Strategic capability and leadership. Financial and change, management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.

**DUTIES** : Ensure strategic leadership to the overall planning and reporting. Oversee the implementation of facilities management of the departmental buildings. Ensure that travel services are managed efficiently and effectively within the department. Manage the safety and security function of the department. Manage the co-ordination of knowledge management within the department. Generic management functions such as financial and human resources.

**ENQUIRIES APPLICATIONS** : Mr. C Greve Tel No: (012) 336 8919  
 : Pretoria (Head Office): Please forward your application quoting the reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

**FOR ATTENTION** : Planning, Recruitment and Selection Unit.

**POST 14/24** : **DIRECTOR: DEPARTMENT INFORMATION SECURITY OFFICER REF NO: 130524/03**  
 Branch: Corporate Support Services

**SALARY CENTRE** : R1 162 200 per annum (Level 13), (all-inclusive salary package)  
 : Pretoria Head Office

**REQUIREMENTS**

: A Bachelor's Degree at NQF 7 qualification in IT or related field. Certified Information Systems Security Professional (CISSP) and/or Certified Information Security Manager (CISM). Five (5) to ten (10) years experience in ICT. Minimum of (5) five years' experience should be at a specialist, middle management in cyber security. Demonstrated experience in strategic leadership role in cyber security, risk management and OT (operational technology) security. Demonstrated technical and tactical experience in the field of cybersecurity, including information security and compliance. Knowledge of information and cybersecurity models and frameworks, operating models, and risk management. Knowledge and understanding of relevant legal and regulatory requirements, such as data privacy, POPIA and MISS. Familiarity with information management practices, IT Governance, system development life cycle management, IT services management, infrastructure and operations, and enterprise architecture. Knowledge of business ecosystems, (SaaS) software as a service, (IaaS) infrastructure as a service, (PaaS) platform as a service, SOA, APIs, open data, microservices, event-driven IT and predictive analytics. Exposure and understanding of existing, new, and emerging technologies, and processing environments. Exceptional soft and interpersonal skills, including teamwork, facilitation, and negotiation skills. Strong leadership skills. Excellent analytical and technical skills. Excellent written, verbal, communication, and presentation skills. Excellent planning and organizational skills. Excellent stakeholder management skills. Knowledge and understanding of social engineering concepts. Knowledge and understanding of operating systems, middleware, and databases. Knowledge of project management methodologies and processes. Knowledge and understanding of network connectivity. Be computer literate (MS Office) and take a holistic system perspective. Empathizes with multiple points of view. Applies creativity and critical analysis in designing and creating organizational commitment for new objectives.

**DUTIES**

: Lead, develop, implement, and manage the end-to-end information and cybersecurity program of the department. Manage the ICT risk management function to support the overall departmental risk management function. Ensure compliance for cyber security, risk management, data privacy and confidentiality, information security management, including the development of policy standards, processes, and procedures as well as regular cybersecurity management reporting to stakeholders. Oversee the technical security operations function in line with the cybersecurity best practices and communicate to stakeholders through dashboards and reports on cyber and information security in line with cybersecurity frameworks. Develop, implement, and manage the ICT business and service continuity plans including data backup and disaster recovery implementation and testing.

**ENQUIRIES  
APPLICATIONS**

: Mr A Kekana Tel No: (012) 336 8701  
: Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION  
NOTE**

: Planning, Recruitment and Selection unit  
: Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

**OTHER POSTS**

**POST 14/25**

: **DEPUTY DIRECTOR: REGIONAL PROJECT MANAGER (X3 POSTS)**  
Branch: Provincial Operations

**SALARY  
CENTRE**

: R1 003 890 per annum (Level 12), (all-inclusive salary package)  
: Gauteng, Bloemfontein, Mmabatho Provincial Offices'  
Gauteng Ref No: 130524/04 (A) (X1 Post)  
Free State Ref No: 130524/04(B) (X1 Post)  
North-West Ref No: 130524/04(C) (X1 Post)

**REQUIREMENTS**

: A Degree in Civil Engineering or Project Management in an Engineering Environment. A certificate in Project Management would serve as an added advantage. Three (3) to five (5) years Junior Management experience in industrial related project planning and/or in civil engineering (Design and Construction). The disclosure of a valid unexpired driver's license. Understanding of contract administration, business principles and business law. A broad understanding of each engineering discipline. Effective

management and leadership skills. Effective advanced computer skills: Microsoft Office Software (MS Word, Excel and PowerPoint), Lotus Notes, and other Company and discipline-specific software applications. Effective communication skills both verbally and in writing with management, colleagues, and individuals inside and outside of the Company. Effective analytical and problem-solving skills. Good planning and organizing skills. Knowledge and understanding of Human Resource Management Legislation, policies, practices, and procedures. Public Finance Management Act (PFMA), Division of Revenue Act (DoRA), National Water Act (NWA), Water Services Act (WSA) and related legislation.

**DUTIES**

: Provide support in the implementation of water services infrastructure grant programmes in the provincial operations. Implement water services infrastructure grant programmes in the provincial operations. Ensure effective integrated water resources implementation. Ensure various water sectors consulted on water issues. Ensure the needs of business sectors are catered for and implement water policies for water services infrastructure grant programmes in the provincial operations. Support the development and evaluation of the implementation readiness reports, feasibility studies, and business plans for water services infrastructure grant programmes by all water sectors. Provide support in the development of project planning in the design and/or testing phases. Define, create, determine, develop, and review project scope, detailed work plans, resources, project schedules, project completion activities, and objectives and measures to be evaluated to ensure completion. Promote partnerships between government, public entities, private sector and civil society regarding water services infrastructure grant programmes. Ensure water supply availability for all business sectors. Avail raw water supply for all municipalities. Ensure water issues are communicated with all key stakeholders and various water sectors consulted. Needs of business sectors catered for on bulk infrastructure programme. Assure that water services infrastructure grant programmes are budgeted for in medium term expenditure framework. Compile budget for building water services infrastructure grant programmes. Ensure that budgeted funds are used efficiently and effectively. Develop and implement early warning management system. Ensure effective monthly and quarterly reporting, and information dissemination. Monitor and evaluate the implementation of all water services infrastructure development programmes in the provincial operations. Ensure that project deliverables are on time, within budget and meet the required quality standards. Develop forms and records to document and file project activities and ensure that project information is appropriately documented and secured. Monitor project and programme progress and make necessary adjustments to ensure successful project completion. Establish a communication schedule to update stakeholders including appropriate staff in the organization on project progress. Regularly review the quality of work completed to ensure standards are met. Manage, supervise, and train 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**

: Gauteng Mr. Mulalo Bvumbi Tel No: (012) 392 1345  
 Free State: Mr. M Manyama Tel No: (051) 405 9000  
 North-West: Mr L Mditshane Tel No: (018) 387 9549

**APPLICATIONS**

: **Gauteng (Pretoria):** Please forward your application quoting the relevant reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver at 285 Francis Baard Street, Bothongo Plaza East Building, 15th Floor. For Attention: Mr Daniel Masoga  
**Free State (Bloemfontein):** Please forward your application quoting the relevant reference number to the Provincial Head, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor. For Attention: Ms. Z Gwetyana  
**North-West (Mmabatho):** Please forward your application quoting the relevant reference number to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5, Mmabatho, 2735 or hand deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor. For Attention: Mr Ntwe MJ

**POST 14/26** : **DEPUTY DIRECTOR: SANITATION CO-ORDINATION REF NO: 130524/05**  
Branch: Provincial Operations: Eastern Cape  
Dir: Water And Sanitation Services Support

**SALARY** : R1 003 890 per annum (Level 12), (all-inclusive salary package)  
**CENTRE** : King Williams Town  
**REQUIREMENTS** : A National Diploma or Degree in Built Environment. Three (3) to (5) years relevant experience. The disclosure of a valid unexpired driver's license. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Project Management. Problem solving and analysis. Strategic capability and leadership. Understanding of programme and project management. Financial, change, and knowledge management. Service Delivery Innovation (SDI). People management and empowerment. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

**DUTIES** : The implementation of provincial sanitation programmes. Ensure development of strategic objectives for provincial sanitation programme. Development of provincial programmes in line with strategic objectives. Roll out provincial programmes that are in line with sanitation regulations, norms, and standards. Co-ordinate and oversee sanitation programmes implementation in all sectors. Regular reporting on programme achievements. Ensure that inputs, buy-in and collaboration by all stakeholders into sanitation programmes are made. Strategic objectives developed. Sanitation programmes formulated and implemented. Regular reports compiled. Establish and maintain provincial relations with all stakeholders. The development of provincial and district level sanitation policies, strategies in line with national strategic objectives. Coordinates stakeholder inputs into provincial sanitation strategies and policies. Develop provincial inputs into National Policy and Strategies. Establish and maintain sanitation forums. Promote a culture of learning and exchange of information (Sector Advocacy). Stakeholder policy and strategic inputs. Provincial policies and strategies. Inputs into National Policy and Strategies. Sanitation forums established. Sector Advocacy. The co-ordination of sanitation planning in the province. Coordinate provincial sanitation programme planning. Provide inputs into provincial sanitation funding requirements. Ensure inputs into water services and integrated development plans. Ensure alignment of National and Provincial priorities within individual WSDP's and IDP's. Co-ordinated provincial sanitation programme plan. Inputs into WSDP's and IDP's. Provincial priorities aligned within WSDP's and IDP's.  
Ms. A Sizani Tel No: (043) 604 5404

**ENQUIRIES** :  
**APPLICATIONS** : Eastern Cape (King Williams Town): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X7485 King William's Town, 5600 or hand deliver at the No 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600.

**FOR ATTENTION** : Mr. MK Noah Tel No: (043) 604 5323

**POST 14/27** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 130524/06**  
Branch: Provincial Operations: Free State  
Dir: Financial Management

**SALARY** : R849 702 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A Bachelor's Degree in Financial Management or relevant qualification at NQF 7. Three (3) years relevant experience in Finance at Junior Management (ASD) level. The disclosure of a valid unexpired driver's license. Knowledge and understanding of Human Resource Management legislation, policies, practices, and procedures. Knowledge and understanding of the Public Finance Management Act (PFMA), National Treasury Regulations and guidelines. Knowledge of Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administration and clerical procedures and systems. An understanding of Departmental 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. Ability to write reports and submissions. Ability to compile presentations. Good communication skills both

(verbal and written). Excellent Computer literacy skills in MS Word, MS Excel, and Outlook.

**DUTIES**

: Manage the following units: Financial Accounting, Management Accounting, Supply Chain Management and Asset Management. Monitor the policy and legislative framework to ensure cognizance is taken of new developments. Develop and maintain policies and processes. Submit reports and plans as required. Effective management of Provincial office budget processes and MPAT reporting. Managing Regional asset register and safeguarding departmental assets. Managing Supply Chain Functions in line with regional compliance on all Financial Transactions as PFMA, Treasury Regulations, DORA, Public Service Regulations, PPPFA, BBBEE, Departmental policies, procedures, and circulars. Proper recording of all accounting transactions on the financial systems. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting work as required. Revenue management will include cashier, banking and debt management, monitoring and reporting services are rendered. Expenditure management will include payments for compensation of employees, goods and service, transfers, subsidies, and reporting are efficiently and effectively performed. Provide financial administration and accounting services (legal/ journals, accounting and reporting, interim and annual statements). Management of performance and development. Undertake Human Resource and other related administrative functions. Develop and manage the operational plan of the sub-directorate and report on progress as required. Compile and submit all required administrative reports, serve on transverse task team as required.

**ENQUIRIES  
APPLICATIONS**

: Dr T Ntli, Tel No: (051) 405 9000  
: Free State (Bloemfontein): Please forward your application quoting the relevant reference number to The Provincial Head, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.

**FOR ATTENTION**

: Ms. Z Gwetyana

**POST 14/28**

: **ENGINEER PRODUCTION GRADE A - C REF NO: 130524/07**  
Branch: Provincial Operations: Mpumalanga  
Dir: Water and Sanitation Services Management: Infrastructure Development & Refurbishment Programmes  
(This is a re-advertisement applicants who applied previously should re-apply)

**SALARY**

: R833 499 - R1 254 282 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

**CENTRE  
REQUIREMENTS**

: Mbombela  
: A Civil Engineering degree (B Eng/ BSc Eng). Three (3) years post qualification engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Knowledge and understanding of programme and project management. Knowledge and understanding of government procurement for infrastructure projects. Knowledge engineering design and analysis. Understanding of research and development. Knowledge and understanding of government legislations relevant to the sector. Technical report writing. Team leadership, planning, organizing, and analytical skills. Financial, conflict and people management skills. Computer literacy.

**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 are done according to sound engineering principles and according to norms and standards and code of practice. Develop cost-effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Analyses and advice 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 M Matiso Tel No: (013) 759 7330 / Ms F Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr SG Nkosi Tel No: (013) 759 7335

**APPLICATIONS** : Mpumalanga (Mbombela): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or Hand Deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

**FOR ATTENTION** : Ms. FM Mkhwanazi

**POST 14/29** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 130524/08**

Branch: Provincial Operations: Gauteng

**SALARY CENTRE REQUIREMENTS** : R552 081 per annum (Level 10)  
: Gauteng Provincial Office  
: A National Diploma or Degree in Public Management / Business Management / or Project Management. Three (3) to (5) five years supervisory experience in monitoring and evaluation. Exposure in project management is highly recommended. The disclosure of a valid unexpired driver's license. Knowledge and understanding of Human Resource Management Legislation, policies, practices, and procedures. Knowledge and experience of developing tools of monitoring and evaluation. Experience in the development of procedures for data collection. Knowledge and experience of compiling reports. Exposure to departmental policies and procedures. Understanding of Governmental financial systems. Understanding of the framework for managing performance information. Ability to work under pressure to meet deadlines. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

**DUTIES** : Report to the Deputy Director: Strategic Support and M & E. Ensure the integration of all the existing monitoring and evaluation systems within the Department. Coordinate planning, monitoring and evaluation of Departmental programmes and align them with Government wide programme of action. Manage and coordinate reporting instruments and tools on monitoring and evaluation. Establish early warning systems on reporting performance of the Department. Develop the Provincial Business Plan and support components on the development of their Business Plans. Co-ordinate and consolidate the performance information report on monthly, quarterly, and annual basis Verification of Portfolio of Evidence (PoE) for the progress reports submitted. Conduct project site spot checks to verify progress reported and attend project performance evaluation sessions. Assist in the provision of information and coordinate responses to Ministerial, Parliamentary Questions and National Council of Provinces (NCOP) reports.

**ENQUIRIES APPLICATIONS** : Ms. T Mashiloane Tel No: (012) 392 1489  
: Gauteng Provincial Office: Please forward your application quoting the relevant reference number, to The Provincial Head, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or Hand deliver at 285 Francis Baard Street, Bothongo Plaza East Building, 15th Floor.

**FOR ATTENTION** : Ms Beaula Mekwa

**POST 14/30** : **ASSISTANT DIRECTOR: COMMUNICATION REF NO: 130524/09**

Branch: Provincial Operations: Gauteng

Dir: Support Services

**SALARY CENTRE REQUIREMENTS** : R552 081 per annum (Level 10)  
: Gauteng Provincial Office  
: A National Diploma or Degree in Communication / Journalism. Three (3) years supervisory management experience in Communication. Three (3) to (5) five years' experience in a communication environment will serve as an added advantage. The disclosure of a valid unexpired driver's license. Disciplinary knowledge in communication and media studies, political science and policy,

public administration. Knowledge of design principles, techniques, and tools. Knowledge of the writing process reviewing and proofreading. Knowledge and understanding of water sector legislation. financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Knowledge and understanding of programme and project management. knowledge of relationship management. 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** : 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 maintain stakeholder relations with community and media.

**ENQUIRIES** : Mr. S Nevhorwa Tel No: (012) 392 1324

**APPLICATIONS** : Gauteng Provincial Office: Please forward your application, quoting the relevant reference number, to The Provincial Head, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or Hand deliver at 285 Francis Baard Street, Bothongo Plaza East Building, 15th Floor.

**FOR ATTENTION** : Mr. Elphus Pinga

**POST 14/31** : **CHIEF ARTISAN GRADE A ELECTRICAL REF NO: 130524/11**

Branch: Infrastructure Management: Northern Operations  
Div: Electrical Maintenance

**SALARY** : R455 223 per annum, (OSD)

**CENTRE** : Hartbeespoort Area office

**REQUIREMENTS** : Appropriate Trade Test Certificate in Electrical engineering. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. The disclosure of a valid unexpired driver's license. Technical report writing skills, Communication skills and Computer literacy (Word, PowerPoint, Excel, Outlook). Be able to read and interpret manufacturing drawings. Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential. Proven experience in staff supervision. Knowledge/Experience with SAP will be advantageous.

**DUTIES** : Manage the Electrical Workshop and ensure compliance to prescribed standards in ensuring safe and serviceable infrastructure (pumps, valves, sluices, auxiliary drives, cranes, water vessels, etc.) on Government Water Schemes through planned maintenance schedule and unscheduled repairs and refurbishment projects. Be involved in the planning and execution of OPEX maintenance and CAPEX maintenance. Manufacture items from own planning and from design drawings source, liaise and request quotations from suppliers and ensure product compliance to specifications and standards Accept appointment as a 2.7 responsible person for Electrical equipment. Evaluate and identify staff training needs and assist with training facilitation processes. Manage and evaluate staff performance on an on-going basis. Compile Monthly and Quarterly maintenance performance reports. Work requires travelling to remote areas and overnight stays on a regular basis. Standby and occasional overtime work, including weekends and public holidays, will be expected from time to time.

**ENQUIRIES** : Mr MJ Kgwaswane at 087 943 3702

**APPLICATIONS** : Hartbeespoort: Please forward your application quoting the relevant reference number to The Department of Water and Sanitation: The Area Manager: Hartbeespoort Area Manager, Hartbeespoort Area Office, Private Bag X 352, Hartbeespoort, 0216 or deliver to Dept of Water and Sanitation, Old Rustenburg Road, Hartbeespoort, 0216.

**FOR ATTENTION** : HR Section

**POST 14/32** : **ASSISTANT DIRECTOR: COMPLIANCE AND OVERSIGHT REF NO: 130524/10**

Branch: Provincial Operations: Free State

**SALARY** : R444 036 per annum (Level 09)

**CENTRE** : Bloemfontein

**REQUIREMENTS** : A National Diploma / Degree in Auditing or Financial Management. Three (3) to five (5) years supervisory experience in Auditing or Financial Management.

Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994), the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), Treasury Regulations and Corporate Governance issues. Experience and sound understanding in internal auditing, auditing principles, risk management. Experience in a compliance environment. Ability to work independently and under pressure. The disclosure of a valid unexpired driver's license and the willingness to travel. Computer literacy in Microsoft Office Suite. Good communication (verbal and written) skills. Problem solving skills. Ability to think strategically. Excellent communication skills. A sound understanding of ERM principles and philosophy. Excellent facilitation skills. Able to organize and motivate others, who in many cases may be in a senior position. Leadership skills. Project management skills. Sound understanding of investigation skills. Sound understanding of anti-corruption strategy and fraud prevention measures. Sound understanding of strategic plan and Annual Performance Plan.

**DUTIES** : Develop and implement compliance procedures and guidelines. Ensure compliance with legislative requirements. Assist in the identification of operational and strategic risks. Develop risk management strategies; perform risk analysis, risk identification, risk monitoring and risk reporting. Establish, communicate, and facilitate the use of the appropriate ERM methodologies, tools, and techniques. Work with individual Components and Units to establish, maintain, and continuously improve risk management capabilities. Facilitate enterprise-wide risk assessments and monitor priority risks across the organization. Implement planning, execution and reporting of investigation assignments on both Main and Trading Account. Perform pre-audit checks on all documents. Manage and co-ordinate audit-related activities (internal and external). Conduct regular spot checks. Assist management with investigations into fraud, corruption, and theft in the Provincial office. Promote the culture of professionalism. People management (mentoring, ensuring on the job training and development and conduct appraisal and feedback).

**ENQUIRIES** : Ms. MZ Letloenyane Tel No: (051) 405 9240  
**APPLICATIONS** : Free State (Bloemfontein): Please forward your application quoting the relevant reference number to Provincial Head, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.

**FOR ATTENTION** : Ms. Z Gwetyana

**POST 14/33** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 130524/12**  
 Branch: Provincial Operations: Limpopo  
 Dir: Asset Management

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Polokwane

**REQUIREMENTS** : A tertiary qualification in Supply Chain Management, Public Management or Finance at NQF level 7. Three (3) to five (5) years working experience in the area of Asset Management at supervisory level. The disclosure of a valid unexpired driver's license. Knowledge of the Public Finance Management Act (PFMA), Asset Management Framework and Treasury Regulations. Procurement Framework and other relevant legislation. Must be able to work on BAS and LOGIS systems. Computer literacy with sound knowledge of the MS Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Excellent Interpersonal relations.

**DUTIES** : Implementation of Asset Management Policies and Procedures in the Department. Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Update new additions, movements, transfers and disposals. Reconcile BAS with the Asset Register on monthly basis. Monitor all entries made on the Asset Register as per minimum requirements. Retiring of all losses and disposed assets in the register. Update inventory lists. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the Department's asset requirements are included in the budget. Perform quarterly asset count. Conduct physical verification of movable assets and reconcile against the Asset Register. Implement and manage registers for Finance Leases. Review the existence of Finance Leases and report monthly

reconciliation between Bas and amortization tables versus the Finance Leases register. Ensure reconciling items are cleared. Ensure proper interim and annual reporting and reconciliations. Quality assurance of asset management processes. Assessing the Performance of Officials in the unit (PMDS).

**ENQUIRIES** : Mr. M Ramaphakela Tel No: (015) 290 1206

**APPLICATIONS** : Limpopo (Polokwane): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, AZMO Place Building (Registry Office 4rth floor).

**FOR ATTENTION** : Mr HH Khoza Tel No: (015) 290 1222

**POST 14/34** : **ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 130524/13**  
Branch: Provincial Operations: Eastern Cape  
Dir: Corporate Support Services

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : King William's Town  
**REQUIREMENTS** : A National Diploma of Degree in Public Administration. Three (3) to (5) five years' experience in Administration. The disclosure of a valid unexpired driver's license. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of administrative and clerical procedures and systems. Knowledge in management of cleaning services contracts. Knowledge in telecommunication services. Departmental policies and procedures. Governmental financial systems. Committed to high level of quality control. Knowledge of implementing policies of PMDS. Organizational skills. 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** : Render efficient and effective telecommunication services. Ensure that telecommunication systems operate well in DWS. Ensure that there are effective telecommunication equipment for DWS. Ensure that the software utilized for telecommunication is updated accordingly. Implement control measures within switch board services. Do monthly reports. Ensure that communication system is updated in accordance with recent technology. Authorization of cellphone account for payment. Ensure that cellphone accounts are paid. Ensure that offices, entrances and prepare visual equipment. Ensure that water and other refreshments are available during meetings. Offices and boardrooms are clean. Ensure that mails are open and distributed to relevant officials. Modify existing programmes where applicable. Analyse skills development gaps. Ensure that registry office is well kept, and files are distributed to various officials who needs them. Correspondences distributed to relevant officials. Monitor the correspondences that are distributed to various officials. Implementation of policies. Analyse human development trends. Provide input policy amendment. Record system kept up to date all the time. Monitor the expenditure of the component. Do early warning systems. Give input of the budget for the component. Implementation of policies. Do monthly reports.

**ENQUIRIES** : Mr MP Zenzile Tel No: (043) 604 5528  
**APPLICATIONS** : Eastern Cape (King William's Town): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private bag X7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town, 5600.

**FOR ATTENTION** : Mr. MK Noah, 043 604 5323

**POST 14/35** : **SENIOR STATE ACCOUNTANT REF NO: 130524/15**  
Branch: Provincial Operations: Free State: Financial Management: Management Accounting

**SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A National Diploma / Degree in Finance, Accounting or Economics. Three (3) to five (5) experience in cost management and financial management environment. Competencies (knowledge/skills): Advanced computer literacy (MS Excel and Word). Excellent interpersonal skills and the ability to interact with a broad range of users. Ability to analyse information, problem solving and lateral thinking skills. The ability to work cooperatively with colleagues and

- stakeholders at all levels of authority but also to work independently and unsupervised; Sound understanding of accounting principles. Knowledge of the budgeting process, In-Year monitoring and reporting, BAS and LOGIS. Knowledge of the PFMA and National Treasury Regulations.
- DUTIES** : Provide support with regards to the planning and budgeting processes within the Department. Ensure effective implementation of the budget policy and assist in formulating norms and guidelines for all budgeting responsibilities. Provide advice on costing of projects and other budgeting processes. Capture Estimates of National Expenditure (ENE) budget on BAS, departmental adjustment estimates including submissions regarding shifting of funds as well as roll over funds. Analyse expenditure trends and deviations and provide report to management. Prepare monthly early warning reports and identify budget deviations and report the projected shortfalls. Assist with the re-allocation of funds and monitor movement of funds allocated within the budget after reprioritization. Confirm availability of funds regarding the requisitions of goods and services and payment of assets.
- ENQUIRIES** : Mr. PC Matsau Tel No: (051) 405 9000
- APPLICATIONS** : Free State (Bloemfontein): Please forward your application quoting the relevant reference number to Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.
- FOR ATTENTION** : Ms. Z Gwetyana
- POST 14/36** : **COMMUNITY DEVELOPMENT OFFICER REF NO: 130524/16**  
Branch: Provincial Operations: Free State: Water and Sanitation Services Support: Capacity Building
- SALARY** : R308 154 per annum (Level 07)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A National Diploma / Degree in Social Sciences: Community Development and or/ Development studies. The disclosure of a valid unexpired driver's license (candidates should be able to drive). Computer proficiency. One (1) to three (3) years' experience in the handling of projects and programmes including experience in the public service, stakeholder management and community development. Good communication, liaison, interpersonal, presentation, report writing and networking skills. Sound knowledge of the principles of community development and service delivery. Knowledge of the National Water Act 1998 and Water Services Act 1997. Willingness to travel extensively and work long hours.
- DUTIES** : The successful candidate will be responsible for the coordination and implementation of the Water and Sanitation Education Programme which includes the South African Youth Water Prize, Baswa Le Meetse, Project Intervention, Aqua Enduro, Public Speaking and Curriculum Support Programmes. Mobilize participation of stakeholders for the successful delivery of the programme at provincial level. Liaise with stakeholders. Support Local Government on issues of water and sanitation services. Compile and present the monthly progress reports. Attend and participate at national meetings and planning sessions. Be prepared to work occasionally over weekends and after hours.
- ENQUIRIES** : Ms. P Sobuwa Tel No: (051) 405 9000
- APPLICATIONS** : Free State (Bloemfontein): Please forward your application quoting the relevant reference number to Provincial Head, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.
- FOR ATTENTION** : Ms. Z Gwetyana
- POST 14/37** : **CHIEF SECURITY OFFICER REF NO: 130524/17**  
Branch: Provincial Operations: Free State: Corporate Services
- SALARY** : R308 154 per annum (Level 07)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A Senior / Grade 12 certificate. Security Grade B Certificate (Newly issued PSIRA registration, annotate registration on CV). Three (3) to (5) five years supervisory experience in a security environment. The disclosure of a valid unexpired driver's licence. Strategic and operational plan on security

management. Computer literacy and skills in MS Office Software package. Knowledge of prescribed security legislation e.g., MISS, MPSS, Protection of Information Act, etc. Knowledge and experience of emergency procedures Policy implementation. Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge of emergency procedures. Knowledge in Occupational Health and Safety (OHS). Riot control and first aid competencies. Monitoring and evaluation principles. Research procedures and techniques on security issues. Good communication and listening skills. Interpersonal, and leadership skills. Accountability and ethical conduct. Investigation, and problem-solving skills.

**DUTIES**

: Implement security policies in line with relevant acts and National directives as determined by National Bodies. Manage total security functions (Private Security Service Providers according to Service level agreement (SLA) t Implement security policies in line with the relevant acts and National directives. Ensure security measures are in place and implemented properly. Promotes safety awareness in working environment. Ensures adequate support to subordinates. Ensures a culture of innovation and performance. Develops and implements a performance improvement suggestion scheme. Advises 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 functions of the section. Ensures safety working environment. Implement security measures for the Department. Security policies implemented. Conduct risk analysis and security appraisals for National and Provincial Offices installations. Liaise with State Security Agency (SSA), South African Police Services (SAPS), other security agencies and DWS National Security Manager Develops strategic plan for the section. Ensure that security policies and safety rules are observed in a working environment. Analyse working environment situation. Implement safety measures for the officials. Distribution of emergency procedures and fire safety programmes. Manages Human Resources within the section. Manages the development of individuals in subordinate positions. Ensures that HRD policies are applied for all staff members within the section. Strategic and operational management plans. Updated operational policy standards. Monitoring of security operations within the office responsibility. Promotes awareness programmes. Assists in Institutional Business planning support, appraisal, and monitoring. Liaise with fire Department regarding emergency procedures. Conduct the Security inspection. Assists with the promotion of health and safety programmes. Co-ordinate security training. Implement Security Systems that will improve safety awareness. Updated operational policy standards. Collaboration with stakeholders' safety measures. The investigation of all incidents that have occurred in the office and liaise with police where possible. Ensure equipment is available to ensure safe environment during emergency. Conduct investigations on theft. Analyse risk management. Implement safety measures for the officials in the Department. Compile monthly reports on OHS environment. Updated operational policy standards. Monitoring and evaluation reports. The rendering of security awareness programmes at all installations within the Department. Assists in the Basic implementation of security policy. Assists in the development of appropriate maintenance procedures through Best Practice. Assists in the organisation and facilitation of workshops to create awareness on policies and guidelines. Manages the facilitation of best practice learning in the country. Attends to ad hoc queries pertaining to OH and Safety programmes from both internal and external clients. Administers HRM, HRD and EE plan reports and submissions. Manages all admin functions within the section. Provides logistical support. Collaboration with stakeholders. Integrated knowledge management. Coordinate Security in events within the Province in accordance with The Safety at Sports and Recreational Events Act 2 of 2010 (SASREA). Coordinate Vetting of personnel and Service providers in the region.

**ENQUIRIES**

: Mr R Claassen Tel No: (051) 405 9000

**APPLICATIONS**

: Free State (Bloemfontein): Please forward your application quoting the relevant reference number to Provincial Head, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.

**FOR ATTENTION**

: Ms. Z Gwetyana

**POST 14/38**

: **CHIEF SECURITY OFFICER REF NO: 130524/18**  
Branch: Provincial Operations Office: Eastern Cape  
Dir: Corporate Support Services

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R308 154 per annum (Level 07)  
: King William's Town  
: A Senior / Grade 12 certificate. Security Grade B Certificate (Newly issued PSIRA registration, annotate registration on CV). Three (3) to (5) five years supervisory experience in a security environment. A valid 3 Firearms SAPS Competency Certificate(Annotate on CV). The disclosure of a valid unexpired driver's licence. Strategic and operational plan on security management. Policy implementation. Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge of emergency procedures. Knowledge in Occupational Health and Safety (OHS). Riot control and first aid competencies. Monitoring and evaluation principles. Research procedures and techniques on security issues. Good communication and listening skills. Interpersonal, and leadership skills. Accountability and ethical conduct. Investigation, and problem-solving skills.

**DUTIES**

: Implement security policies in line with relevant acts and National directives as determined by National Bodies. Implement security policies in line with the relevant acts and National directives. Ensure security measures are in place and implemented properly. Promotes safety awareness in working environment. Ensures adequate support to subordinates. Ensures a culture of innovation and performance. Develops and implements a performance improvement suggestion scheme. Advises 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 functions of the section. Security policies implemented. Conduct risk analysis and security appraisals for Provincial Offices installations. Develops strategic plan for the section. Ensure that security policies and safety rules are observed in a working environment. Analyse working environment situation. Implement safety measures for the officials. Manages Human Resources within the section. Manages the development of individuals in subordinate positions. Ensures that HRD policies are applied for all staff members within the section. Strategic and operational management plans. Monitoring of security operations within the office responsibility. Promotes awareness programmes. Assists in Institutional Business planning support, appraisal, and monitoring. Liaise with fire Department regarding emergency procedures. Conduct the safety inspection. Co-ordinate security training. Implement Security Systems that will improve safety awareness. Updated operational policy standards. Collaboration with stakeholders' safety measures. The investigation of all incidents that have occurred in the office and liaise with police where possible. Ensure equipment is available to ensure safe environment during emergency. Conduct investigations on theft. Analyse risk management. Implement safety measures for the officials in the Department. Compile monthly reports on OHS environment. Updated operational policy standards. Monitoring and evaluation reports. The rendering of security awareness programmes at all installations within the Department. Assists in the Basic implementation of safety policy. Assists in the development of appropriate maintenance procedures through Best Practice. Assists in the organisation and facilitation of workshops to create awareness on policies and guidelines. Manages the facilitation of best practice learning in the country. Manages all admin functions within the section. Provides logistical support. Collaboration with stakeholders. Integrated knowledge management.

**ENQUIRIES**  
**APPLICATIONS**

: Mr. MP Zenzile Tel No: (043) 604 5528  
: Eastern Cape (King William's Town): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private bag X7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600.

**FOR ATTENTION**

: Mr. MK Noah Tel No: (043) 604 5323

**POST 14/39**

: **SUPPLY CHAIN CLERK SUPERVISOR REF NO: 130524/19**  
Branch: Provincial Operations: Western Cape  
Dir: Support Services

**SALARY**  
**CENTRE**

: R308 154 per annum (Level 07)  
: Bellville

<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate / Grade 12 certificate or relevant qualification. Three (3) to five (5) years relevant experience. The disclosure of a valid unexpired driver's license. Computer literacy (especially Excel). Basic knowledge of supply chain duties, practices as well as the ability to capture data. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Good communication skills. Knowledge of administrative and clerical procedures. Teamwork. Problem solving and analysis. People and diversity management. Client Orientation and Customer Focus. Accountability and ethical conduct. Good presentation skills.
<b><u>DUTIES</u></b>	:	Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Oversee the verification of the asset register. Bar-coding of assets. Perform monthly reconciliation for both assets and finance lease. Maintain and update the asset register (historic register, new additions and WIP register). Update movement of assets. Update the disposal and loss register monthly. Conduct bi-annual physical verification. Update inventory lists. Identify redundant, non-serviceable and obsolete asset items for disposal.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. MM Chaka Tel No: (021) 941 6076
<b><u>FOR ATTENTION</u></b>	:	Western Cape (Bellville): Please forward your application quoting the relevant reference number to The Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville. Mr. V Mzimba
<b><u>POST 14/40</u></b>	:	<b><u>HANDYMAN REF NO: 130524/20</u></b> Branch: Provincial Operations: Free State: Corporate Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R155 148 per annum (Level 03) Bloemfontein
<b><u>DUTIES</u></b>	:	ABET level 4. Zero(0) to six(6) months experience in electrical and plumbing, carpentry, and joinery. Certificate in Health and Safety. Computer literacy and skills in MS Office. Knowledge and experience in emergency procedures. Grade 12 will serve as an added advantage. Basic knowledge in controlling and managing general work and equipment. Basic knowledge in maintaining equipment. Basic knowledge in maintaining building structures. Basic knowledge in policy implementation. Basic knowledge in routine inspection of equipment. Ability to use industrial woodwork machinery. Ability to operate electrical hand tools and machinery. Ability to operate machinery with low level of complexity. Ability to perform daily maintenance work inside the building. Ability to perform physical labour. Understanding and knowledge of health and safety. Ability to work independently and in a team. Good communication skills. Ability to plan ahead (pro-active) and comply with in-house systems and procedures. Ability to operate and use required tools and equipment skillfully and safely.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Maintenance of office building: Conduct regular building inspections and report defects that require attention of the landlord. Attend to minor electrical, plumbing and carpentry problems that requires the attention of the employer. Maintenance of office equipment and furniture. Repair broken furniture and equipment. Maintenance of basic electrical wiring and installations. Movement of office furniture and equipment between offices. Carry out maintenance and repairs by painting, glazing and spray-painting whenever required. Identify and assist with the requisitioning of materials and parts. Safekeeping of maintenance tools and supplies. Inspect and repair/replacement of drywall, hang, finish, frame, texture, wood trimming work or rough carpentry skills, baseboards, crown molding etc. Ensure that all tools and materials are available at all times. Maintain a safe and orderly working environment. Perform any other routine tasks. Report on the work done on monthly basis.
<b><u>FOR ATTENTION</u></b>	:	Ms. M Maema Tel No: (051) 405 9000 Free State (Bloemfontein): Please forward your application quoting the relevant reference number to Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor. Ms. Z Gwetyana