



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 41 OF 2023

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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).

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE**  
**NOTE**

- : 24 November 2023
- : 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, and experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a driver's license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A 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. 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 emailed 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.

**OTHER POSTS****POST 41/01**

- : **SCIENTIST PRODUCTION GRADE A - C REF NO: 241123/01**  
Branch: Water Resource Management  
Directorate: Water Information Integration

**SALARY**

- : R687 879 – R1 035 084 per annum, (OSD), (all-inclusive package, the offer will be based on proven years of experience)

**CENTRE**  
**REQUIREMENTS**

- : Pretoria Head Office
- : Science degree (BSc) (Hon) in Hydrology or relevant qualification. Compulsory registration with the South African Council of Natural Scientific Professions (SACNASP) as a professional Natural Scientist. Three (3) years post-qualification natural-scientific experience. The disclosure of a valid unexpired driver's license. Experience in hydrological and water quality modelling tools. Experience in conducting water quality and water quantity studies. Experience in water resources data collection and analysis. Knowledge of geographical information systems (GIS). The ability to apply scientific principles to integrate and interpret water quality and quantity data to draw scientifically sound conclusions based on fundamental data. Good technical report writing skills, including good verbal and written communication of scientific information. Knowledge of the National Water Act, related legislation, and strategies.

**DUTIES**

- : Conduct integrated water resource studies (quality, quantity, and ecological) focusing on the impact of land use and water use activities on water resources (surface and groundwater). Analysis of water resources data. Developing or

		configuring and setting up hydrological and water quality models. Coordinate and analyse information and compile the national state of water report. Compile monthly state of water bulletins. Liaise with water sector stakeholders, including other Government departments and the public, on water issues through workshops and other facilitation techniques.
<b><u>ENQUIRIES</u></b>	:	Mr A Sambo Tel No: (012) 336 8403
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	Planning, Recruitment and Selection Unit.
<b><u>POST 41/02</u></b>	:	<b><u>ENGINEER PRODUCTION GRADE A-C REF NO: 241123/02</u></b> Branch: Water and Sanitation Services Management Directorate: Water Resources Support
<b><u>SALARY</u></b>	:	R795 147 – R1 197 978 per annum, (OSD), (all-inclusive package, the offer will be based on proven years of experience)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Engineering Degree (B Eng/BSc (Eng) or relevant qualification. Three (3) years post qualification Engineering experience required. Compulsory registration with Engineering Council of South Africa (ECSA) as a professional Engineer. The disclosure of a valid unexpired driver's license. Five (5) years' experience in the municipal water supply industry will serve as an added advantage. Knowledge of the water and sanitation services legislative environment. Good technical, analytical, programme and project management skills, financial management skills, knowledge management, and the ability to effectively liaise with a wide range of sector role players. Willingness to travel frequently.
<b><u>DUTIES</u></b>	:	The successful candidate will report to the Chief Engineer: Water Macro Planning. Provide support in the analysis and coordination of work assigned. Provide technical support to the water and sanitation services sector. Strategic Analysis of Water Services themes and topics. Development of related business perspectives with recommendations. Input on regular update of planning guidelines, with checklist for comprehensive planning and documentation. Development of SOPs related to planning. Liaison and engagements with all stakeholders and sector players regarding planning. Provide support to WSAs to ensure implementation of Planning Frameworks and methodologies. Monitoring and reporting on implementation of planning frameworks and methodologies nationally. Initiation of projects for planning through the Regional Offices and ensuring budgeting for planning. Co-ordination of plans to improve water and sanitation services, infrastructure, integrated planning, and management in all local government. Investigation, assessment, monitoring, and reporting on all aspects of Water Services delivery. Ensure all data, information and results of analyses are packaged and made accessible to the sector via the Water Services Knowledge System and National Integrated Water Information System. Liaison with, and maintenance of data sharing and information partnerships with key Water Services, Key Sector role-players and stakeholder such as Statistics South Africa, National Treasury, Cooperative Governance and Office of the Presidency.
<b><u>ENQUIRIES</u></b>	:	Mr P Ngqumshe Tel No: (012) 336 8815
<b><u>APPLICATIONS</u></b>	:	Pretoria (Head Office): Please forward your applicant 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.
<b><u>FOR ATTENTION</u></b>	:	Planning, Recruitment and Selection Unit.
<b><u>POST 41/03</u></b>	:	<b><u>CHIEF ARTISAN GRADE A (ELECTRICAL) REF NO: 241123/03</u></b> Branch: Infrastructure Management: Central Operation
<b><u>SALARY</u></b>	:	R434 787 per annum, (all-inclusive OSD salary package)
<b><u>CENTRE</u></b>	:	Upper Vaal (Vaal Dam)
<b><u>REQUIREMENTS</u></b>	:	Trade Test Certificate in Electrical. Ten (10) years post-qualification experience required as an Artisan/Artisan Foreman in the electrical field. The disclosure of a valid unexpired driver's license. Computer literacy and fully

		<p>proficient with Microsoft packages. Good management skills complemented by a knowledge of electrical installations. Safety instructions for high voltage equipment and switching of high voltage equipment will be a recommendation. Knowledge of Risk Management/Assessment. Ability to convey knowledge to others, Self-confidence, and good problem-solving abilities.</p>
<b><u>DUTIES</u></b>	:	<p>Provide guidance to subordinates and assist electrical maintenance personnel responsible for the maintenance of departmental infrastructure. Ensure compliance with relevant legislation regarding routine and preventive maintenance on Electrical installations. Make recommendations regarding the required refurbishment of Electrical installations to ensure compliance with legislation. Supervise Electrical refurbishment performed by contractors. Ensure compliance with the OHS Act regarding the testing of cranes and Electrical equipment. Conduct internal Health and Safety audits. Investigate all accidents and report to management and the Department of Labour. Conduct site inspections and provide Safety Induction training for contractors. Ensure that required notices are filed with the Department of Labour by contractors when performing work on behalf of the Department of Water and Sanitation. Maintain and update quarterly Health and Safety reports. Assist with compilation and update Risk Assessment for the directorate. Provide inputs for budget and funds required to ensure compliance with OHS Act requirements for installations. Supervise and evaluate the performance of subordinates.</p>
<b><u>ENQUIRIES</u></b>	:	Mr CM Mokone Tel No: (016) 371 3039
<b><u>APPLICATIONS</u></b>	:	Central Operation (Vaal Dam): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X02, Deneysville, 1932 or hand deliver to Vaal Dam Plot 1 Mackenzie Street, Deneysville 1932
<b><u>FOR ATTENTION</u></b>	:	S Mbongo / R Madzivhadila
<b><u>POST 41/04</u></b>	:	<p><b><u>CHIEF ARTISAN GRADE A (CIVIL) REF NO: 241123/04</u></b> Branch: Infrastructure Management: Central Operation</p>
<b><u>SALARY</u></b>	:	R434 787 per annum, (all-inclusive OSD salary package)
<b><u>CENTRE</u></b>	:	Upper Vaal (Vaal Dam)
<b><u>REQUIREMENTS</u></b>	:	Trade Test Certificate in Civil. Ten (10) years post-qualification experience required as an Artisan/Artisan Foreman in the civil field. The disclosure of a valid unexpired driver's license. Knowledge and experience regarding compliance with the Occupational Health and Safety Act workplace is essential. Proven experience in staff supervision will be a recommendation. Computer literacy and fully proficient with Microsoft packages. Knowledge of Risk Management/Assessment, Ability to convey knowledge to others, Self-confidence, and good problem-solving abilities.
<b><u>DUTIES</u></b>	:	<p>Manage plumbers, carpenters, bricklayers, and other related civil trades and construction workers. Undertake budget process and control thereof for the Civil section. Planning and organizing of work according to the budget implementation. Conducting of estimated costs/ monitoring of expenditure. Perform Quality assurance during the performance and after completing the task to ensure that prescribed standards are adhered to construction and maintenance of civil structures on the scheme. Ensure compliance with the Occupational Health and Safety Act. Evaluate and identify staff training needs and assist with training facilitation processes. Manage and evaluate staff performance on an ongoing basis.</p>
<b><u>ENQUIRIES</u></b>	:	Mr CM Mokone Tel No: (016) 371 3039
<b><u>APPLICATIONS</u></b>	:	Central Operation (Vaal Dam): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X02, Deneysville, 1932 or hand deliver to Vaal Dam Plot 1 Mackenzie Street, Deneysville, 1932.
<b><u>FOR ATTENTION</u></b>	:	S Mbongo / R Madzivhadila
<b><u>NOTE</u></b>	:	Candidates may be subjected to skills and Knowledge tests
<b><u>POST 41/05</u></b>	:	<p><b><u>ARTISAN FOREMAN GRADE A: ELECTRICAL REF NO: 241123/05</u></b> Branch: Infrastructure Management Southern Operation</p>
<b><u>SALARY</u></b>	:	R344 811 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Worcester

<b><u>REQUIREMENTS</u></b>	:	Appropriate Electrical Trade Test Certificate. Five (5) years post qualification experience as an Artisan. The disclosure of a valid unexpired driver's license. Accredited MV Switching and Accredited HV Regulations Certificate, will be an added advantage. Three (3) years' experience in supervision of personnel will be an added advantage. Knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production, process knowledge and skills. Problem solving and analytical decision making, teamwork and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication skills both (verbal and written) and computer literacy. Planning and organizing skills. Conflict management. Ability to work independently as well as in a team and ability to work long hours and perform well under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Drawing skills and ability to read drawings.
<b><u>DUTIES</u></b>	:	Maintenance of bulk raw water infrastructure (dams, reservoirs, departmental houses, pump stations and pipelines) and machinery. Electrical maintenance and inspections of cathodic protection (TRU's). Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Fault diagnosis on SCADA/PLC and telemetry systems. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements, and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures. Candidates may be required to complete practical and theoretical test.
<b><u>ENQUIRIES</u></b>	:	Mr P Gillespie Tel No: (023) 348 5600 / (082) 809 5718
<b><u>APPLICATIONS</u></b>	:	Gqeberha (Port Elizabeth): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, P O Box 5501, Walmer, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3 <sup>rd</sup> Avenue and Heugh Road, Walmer.
<b><u>FOR ATTENTION</u></b>	:	Mr M Jonkerman