



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 16 OF 2024

DATE ISSUED 10 MAY 2024

### 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).

### AMENDMENTS

: **DEPARTMENT OF CORRECTIONAL SERVICES:** Kindly note that the post of Director: Area Commissioner under the Eastern Cape region: Sada Management Area with Ref No: HO 2024/04/18 advertised on Public Service Vacancy Circular 15 dated 03 May 2024 with a closing date of 20 May 2024 has been withdrawn.  
**OFFICE OF THE CHIEF JUSTICE:** Kindly note that the closing date for the posts that were advertised on Public Service Vacancy Circular 15 dated 03 May 2024 with a closing date of 17 May 2024 has been extended to 24 May 2024. Apologies for any inconvenience caused.

## DEPARTMENT OF BASIC EDUCATION

*The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.*

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za)
- FOR ATTENTION** : Mr M Segowa
- CLOSING DATE** : 31 May 2024
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae. (ONLY). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the abovementioned requirements will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered. Note: A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

## MANAGEMENT ECHELON

- POST 16/01** : **CHIEF DIRECTOR: LEGAL AND LEGISLATIVE SERVICES REF NO: DBE/01/2024**  
Branch: Finance and Administration  
Chief Directorate: Legal and Legislative Services
- SALARY** : R1 371 558 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in a possession of a Bachelor of Law degree or equivalent qualification (NQF Level 7) as recognised by SAQA; Must be admitted as an Attorney or Advocate; A Master Degree in Law will be an advantage; Five years experience at Middle/Senior Management level; At least 10 years working experience in the legal field; Experience in Education Law; Excellent leadership and strategic management skills; Excellent communication skills (verbal and written) and good interpersonal skills; Computer literate including MS Office software (Word, Excel, Outlook, PowerPoint and Access); Research skills and Policy Formulation skills; Presentation skills; Analytical and problem solving skills. Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientated and Customer Focus and Communication skills. Core Competencies: Strategic capacity and Leadership; People management and Empowerment; Financial Management; Change Management and Conflict Management; Good Communication (verbal and written) skills and computer literacy are essential. Candidate must be confident, trustworthy, accurate, adaptable and diplomatic; A valid driver's license.
- DUTIES** : The successful candidate will be responsible for managing two Directorates: Legal Services and Legislative Services; Providing legal advice to the entire Department; Providing litigation support for Provincial Education Departments as well as drafting and monitoring implementation of education legislation (Bills; Acts and Regulations pertaining to the DBE); Coordinating, monitoring, evaluating and supporting the effective implementation of DBE legislation; Administering legislation of statutory bodies; Rendering legal interpretation and advisory service

to the DBE legislation; Managing court cases on behalf of the Minister and the Director-General of DBE; Drafting advice on national and international agreements and negotiate the terms of the agreement with parties.

**ENQUIRIES** : Mr M Segowa Tel No: (012) 357 4291, Ms N Monyela 012 357 3294, Ms N Kumalo Tel No: (012) 357 3398

**POST 16/02** : **CHIEF DIRECTOR: CARE AND SUPPORT REF NO: DBE/02/2024**  
Branch: Social Mobilisation and Support Services  
Chief Directorate: Care and Support in Schools

**SALARY** : R1 371 558 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicant must be in a possession of appropriate Bachelor's degree in Health Sciences, Public Health Science or Social Sciences; Relevant post graduate qualification will be an added advantage; 5 years' experience at senior managerial level; Experience in design and management of health and wellness programmes in education sector; Experience in high-level strategic planning processes, human resources management and financial management; Knowledge and understanding of the education and/or school health/wellbeing policies and trends is essential; Ability to manage research processes and/or experience in monitoring and evaluation will be a strong recommendation. Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientated and Customer Focus and Communication skills. Core Competencies: Strategic capacity and Leadership; People management and Empowerment; Financial Management; Change Management and Conflict Management. Good Communication (verbal and written) skills and computer literacy. The candidate must be confident, trustworthy, accurate, adaptable, and diplomatic.

**DUTIES** : The successful candidate will be responsible for strategic and operational leadership in the development, implementation, coordination, monitoring education policies and ensuring quality education for all; Overseeing the development, implementation and monitoring of evidence-based health promotion, school nutrition and psychological support service in the education system; Providing strategic leadership in the implementation, coordination, monitoring and evaluation sector care and support programmes in schools; Leading the implementation of the Government's Strategic Plan on HIV, STIs and TB in the basic education sector through DBE policies aimed at addressing HIV infection and early/unattended pregnancies; Implementing a strong stakeholder management plan to liaise and cooperate with the Provincial Education Departments, National Government Departments, Academic Institutions, Research Organisations, Development Agencies, International Organisations as well as NGOs or Civic Organisations; Managing the MTEF budgets and monthly cashflow statements of the Chief Directorate; Coordinating and monitoring the performance management and development as well as needs-based capacity building of staff; Overseeing the development and management of risk and fraud management plans; Liaising with funders and Inter-Ministerial Committees or Task Team on HIV and Health; Coordinating and monitoring the implementation of programmes as directed by the Council of Education Ministers, Heads of Education Departments Committee, the Minister and Senior Management; Taking overall responsibility for managing and accounting on projects, including the development of business plans, managing budget, cash flows as well as implementing, monitoring programmes and reporting for the chief directorate.

**ENQUIRIES** : Mr M Segowa Tel No: (012) 357 4291, Ms N Monyela 012 357 3294, Ms N Kumalo Tel No: (012) 357 3398

**POST 16/03** : **DIRECTOR: READING REF NO: DBE/03/2024**  
Branch: Delivery and Support  
Chief Directorate: Foundation For Learning  
Directorate: Reading

**SALARY** : R1 162 200 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in a possession of a relevant Bachelor's degree or equivalent (NQF Level 7) qualification; A relevant post graduate qualification will be an advantage; Extensive experience in the education sector with specific focus on reading literacy; Five years' experience at Middle/Senior Management level in the education sector; Minimum of five years relevant experience in programme management or alternatively project management; Minimum of five years' experience of working with stakeholders and other sectors including communities; Minimum of five years' experience in managing and coordinating campaign projects; Knowledge of current education policies, strategies and sectors priorities, particularly in relation to reading literacy; Excellent communication skills (verbal and written) and good interpersonal skills; Computer literate including MS Office software (Word, Excel, Outlook, PowerPoint and Access); A valid driver's license; Ability to work long hours and travel extensively. Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientated and Customer Focus and Communication skills. Core Competencies: Strategic capability and Leadership; Programme and project management; Financial management; Knowledge management; People management and Empowerment; Promotion of communication, Innovation and Creativity.

**DUTIES** : The successful candidate will be responsible for managing the development and implementation of reading literacy policies and strategies; Managing all aspects of the reading promotion initiatives projects and campaigns; Managing implementation of daily operational matters which compromise carrying out administrative duties; Developing promotional material; Managing the communication of the campaign's messages to different audiences using different media; Implementing tracking and measurement systems for data on the implementation of reading initiatives; Providing oversight and management of monitoring activities of Provincial Education Departments' implementation of reading literacy programmes, which include promotion of functionality of school libraries; Managing the development of sector monitoring tools; Liaising and networking with partner organisations; Establishing and maintaining a database of partners and collaborators; Managing the Directorate, including its finances, in line with Public Finance Management Act.

**ENQUIRIES** : Mr M Segowa Tel No: (012) 357 4291, Ms N Monyela Tel No: 012 357 3294, Ms N Kumalo Tel No: (012) 357 3398

**POST 16/04** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DBE/04/2024**  
Branch: Finance and Administration  
Chief Directorate: Financial Management  
Directorate: Supply Chain Management

**SALARY** : R1 162 200 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicant must be in a possession of a Bachelor's degree or an equivalent qualification (NQF Level 7) as recognised by SAQA; Extensive appropriate experience and background in budgets, procurement/supply chain management, bid administration and office service, including the management of transport services; Five years' experience at Middle/Senior Management level is required; Knowledge of PFMA, Treasury Regulations, PPPFA and PPPF Regulations; Experience in LOGIS ad BAS is an advantage; High level strategic planning and development capability; Excellent communication skills (verbal and written) and good interpersonal skills; Computer literate including MS Office software (Word, Excel, Outlook, PowerPoint, and Access); A valid driver's license. Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientated and Customer Focus and Communication skills. Core Competencies: Strategic capability and Leadership; Programme and project management; Financial management; Knowledge management; People management and Empowerment; Promotion of communication, Innovation and Creativity.

**DUTIES** : The successful candidate will be responsible for managing procurement services and provision of quality goods and equipment; Ensure that all records are kept safe according to prescripts; Managing an effective and efficient tendering service in all tenders n the Department; Render a contract administration service for the Department; Providing strategic management of the Directorate; Overseeing an effective administration support and telecommunications service to the Department; Ensuring compliance with applicable legislation; Managing staff of the Directorate.

**ENQUIRIES** : Mr M Segowa Tel No: (012) 357 4291, Ms N Monyela Tel No: 012 357 3294, Ms N Kumalo Tel No: (012) 357 3398

**NATIONAL SCHOOL OF GOVERNMENT (NSG)**

*The National School of Government (NSG) is an equal opportunity, affirmative action employer. It is our intention to promote presentively (race, gender, and disability). The people living with disability are therefore encouraged to apply.*

- APPLICATIONS** : Email address: [Recruitment.Admin02@thensg.gov.za](mailto:Recruitment.Admin02@thensg.gov.za) or hand delivery to 70 Meintjies Street, Sunnyside, Pretoria, 0001 or to be posted to the National School of Government (NSG), Private Bag X759, Pretoria, 0001, for the attention of the Director: Human Resources Management and Development (HRM&D).
- CLOSING DATE** : 24 May 2024 @ 16h00
- NOTE** : Applications must be submitted on the new Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for and other details as required on the form and attach a short Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications and identity documents. These need not be attached to the application. The National School of Government reserves the right not to make a placement. Due to an anticipated large number of responses, correspondence will be limited to short-listed candidates only. If you have not been contacted within six months of the closing date of the advertisement, please accept that your application has been unsuccessful. Applicants applying for more than one field of study must submit a separate Z83 form as well as required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study/discipline as detailed below and should not have previously served as an intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, citizenship and reference checks as well as security vetting.

**GRADUATE INTERNSHIP PROGRAMME 2024-2026  
TWENTY- FOUR (24) MONTHS**

**OTHER POSTS**

- POST 16/05** : **GRADUATE INTERNSHIP PROGRAMME (X1 POST)**  
Chief Directorate: Technical Support Services
- STIPEND** : R7 043.00 per month for National Diploma, Bachelor's degree, Honours degree and Post-Graduate Diploma  
R8 584.00 per month for Master's degree
- CENTRE REQUIREMENTS** : Pretoria
- ENQUIRIES** : National Diploma, Bachelor's degree, Honours degree or Post-Graduate Diploma in Contact Centre Management, Customer Care, Operations Management or Business Management.  
Mr Fhatuwani Maano Tel No: (012) 441 6105
- POST 16/06** : **GRADUATE INTERNSHIP PROGRAMME (X1 POST)**  
Chief Directorate: Executive Management Development
- STIPEND** : R7 043.00 per month for National Diploma, Bachelor's degree, Honours degree and Post-Graduate Diploma  
R8 584.00 per month for Master's degree
- CENTRE REQUIREMENTS** : Pretoria
- ENQUIRIES** : National Diploma, Bachelor's degree, Honours degree or Post-Graduate Diploma in Project Management, Corporate Governance, Economics, or Media Technology.  
Mr Fhatuwani Maano Tel No: (012) 441 6105
- POST 16/07** : **GRADUATE INTERNSHIP PROGRAMME (X1 POST)**  
Chief Directorate: Business Development
- STIPEND** : R7 043.00 per month for National Diploma, Bachelor's degree, Honours degree and Post-Graduate Diploma  
R8 584.00 per month for Master's degree
- CENTRE REQUIREMENTS** : Pretoria
- ENQUIRIES** : National Diploma, Bachelor's degree, Honours degree or Post Graduate Diploma in Marketing, Business Development, Business Management or Operations Management.  
Mr Fhatuwani Maano Tel No: (012) 441 6105
- POST 16/08** : **GRADUATE INTERNSHIP PROGRAMME (X1 POST)**  
Chief Directorate: Cadet and Foundation Management
- STIPEND** : R7 043.00 per month for National Diploma, Bachelor's degree, Honours degree and Post-Graduate Diploma  
R8 584.00 per month for Master's degree
- CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma, Bachelor's degree, Honours degree or Post Graduate Diploma in Public Administration, Public Management, Human Resource Development or Business Management.

**ENQUIRIES** : Mr Fhatuwani Maano Tel No: (012) 441 6105

**POST 16/09** : **GRADUATE INTERNSHIP PROGRAMME (X1 POST)**  
Chief Directorate: Snr Management and Professionalisation

**STIPEND** : R7 043.00 per month for National Diploma, Bachelor's degree, Honours degree and Post-Graduate Diploma  
R8 584.00 per month for Master's degree

**CENTRE REQUIREMENTS** : Pretoria

**REQUIREMENTS** : National Diploma, Bachelor's degree, Honours Degree or Post-Graduate Diploma in Project Management, Public Administration, Public Management, Human Resource Development or Business Management.

**ENQUIRIES** : Mr Fhatuwani Maano Tel No: (012) 441 6105

**POST 16/10** : **GRADUATE INTERNSHIP PROGRAMME (X1 POST)**  
Chief Directorate: Outcomes and Impact

**STIPEND** : R7 043.00 per month for National Diploma, Bachelor's degree, Honours degree and Post-Graduate Diploma  
R8 584.00 per month for Master's degree

**CENTRE REQUIREMENTS** : Pretoria

**REQUIREMENTS** : National Diploma, Bachelor's degree, Honours degree or Post-Graduate Diploma in Statistics, Data Analysis, Economics, Business Management, Monitoring or Evaluation.

**ENQUIRIES** : Mr Fhatuwani Maano Tel No: (012) 441 6105

**POST 16/11** : **GRADUATE INTERNSHIP PROGRAMME (X1 POST)**  
Chief Directorate: Workplace Environment Management

**STIPEND** : R7 043.00 per month for National Diploma, Bachelor's degree, Honours degree and Post-Graduate Diploma  
R8 584.00 per month for Master's degree

**CENTRE REQUIREMENTS** : Pretoria

**REQUIREMENTS** : National Diploma, Bachelor's degree, Honours degree or Post-Graduate Diploma in Facilities Management, Built Environment Management, Property Management, Logistics or Operations Management.

**ENQUIRIES** : Mr Fhatuwani Maano Tel No: (012) 441 6105

**POST 16/12** : **GRADUATE INTERNSHIP PROGRAMME (X1 POST)**  
Chief Directorate: Curriculum Support & Trainer Professionalisation

**STIPEND** : R7 043.00 per month for National Diploma, Bachelor's degree, Honours degree and Post-Graduate Diploma  
R8 584.00 per month for Master's degree

**CENTRE REQUIREMENTS** : Pretoria

**REQUIREMENTS** : National Diploma, Bachelor's degree, Honours degree or Post-Graduate Diploma in Film and Video Editing, Graphic design or Video technology.

**ENQUIRIES** : Mr Fhatuwani Maano Tel No: (012) 441 6105

**POST 16/13** : **GRADUATE INTERNSHIP PROGRAMME (X1 POST)**  
Chief Directorate: Research and Market Intelligence

**STIPEND** : R7 043.00 per month for National Diploma, Bachelor's degree, Honours degree and Post-Graduate Diploma  
R8 584.00 per month for Master's degree

**CENTRE REQUIREMENTS** : Pretoria

**REQUIREMENTS** : Honours or master's degree in Business Administration, Public Administration, Political Science, Industrial psychology or Social Science.

**ENQUIRIES** : Mr Fhatuwani Maano Tel No: (012) 441 6105

**POST 16/14** : **GRADUATE INTERNSHIP PROGRAMME (X1 POST)**  
Directorate: Communication

**STIPEND** : R7 043.00 per month for National Diploma, Bachelor's degree, Honours degree and Post-Graduate Diploma  
R8 584.00 per month for Master's degree

**CENTRE REQUIREMENTS** : Pretoria

**REQUIREMENTS** : National Diploma and Bachelor's degree in Digital Marketing, Visual Communications or Multimedia Studies.

**ENQUIRIES** : Mr Fhatuwani Maano Tel No: (012) 441 6105

- POST 16/15** : **GRADUATE INTERNSHIP PROGRAMME (X1 POST)**  
 Directorate: Human Resource Management and Development
- STIPEND** : R7 043.00 per month for National Diploma, Bachelor's degree, Honours degree and Post-Graduate Diploma  
 R8 584.00 per month for Master's degree
- CENTRE REQUIREMENTS** : Pretoria  
 : National Diploma, Bachelor's degree, Honours degree or Post-Graduate Diploma in Public Administration, Public Management, Human Resource Development, Human Resource Management or Labour Relations.
- ENQUIRIES** : Mr Fhatuwani Maano Tel No: (012) 441 6105
- POST 16/16** : **GRADUATE INTERNSHIP PROGRAMME (X1 POST)**  
 Chief Directorate: Finance
- STIPEND** : R7 043.00 per month for National Diploma, Bachelor's degree, Honours degree and Post-Graduate Diploma  
 R8 584.00 per month for Master's degree
- CENTRE REQUIREMENTS** : Pretoria  
 : National Diploma, Bachelor's degree, Honours degree or Post-Graduate Diploma in Supply Chain Management, Management Accounting or Financial Accounting.
- ENQUIRIES** : Mr Fhatuwani Maano Tel No: (012) 441 6105

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE** : 24 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 Sanitations 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. 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.

## OTHER POSTS

**POST 16/17** : **CHIEF ENGINEER GRADE A REF NO: 240524/01**  
 Branch: Infrastructure Management: Head Office  
 Dir: Environmental Impact Monitoring  
 (This is a re-advertisement, applicants who applied previously should re-apply)

**SALARY CENTRE REQUIREMENTS** : R1 200 426 - R1 371 489 per annum, (all-inclusive OSD salary package)  
 : Pretoria Head Office  
 : A Civil Engineering degree (B. Eng/BSc (Eng). Six (6) years post qualification experience in hydraulic, environmental engineering, and geotechnical engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Experience in water use, waste management, water resources infrastructure design and mining facilities design and operation and review procedures. Good working knowledge of National Environment Management Act (NEMA), National Environmental Management Waste Act (NEMWA), National Water Act (NWA), Water Resources Infrastructure Development, ECSA Board Notices, Public Finance Management Act (PFMA) and associated legislation. Knowledge of programme and project management. Knowledge and experience in engineering, legal and operational compliance, technical drawing interpretation, risk management, technical report writing, research and development skills, engineering, and professional judgement, communication, excellent literacy, and numeracy skills both verbal and written. Computer skills, people management skills, planning and organising. Conflict management, negotiation skills and change management. Strategic capability and leadership, problem solving and analysis, decision making, team leadership, creativity, financial management, customer focus and responsiveness. Preference will be given to a self-motivated candidate who demonstrate a master's or equivalent post-graduate level knowledge in geotechnical engineering and geosynthetics and who takes responsibility for their actions and possess a strong ethics base.

**DUTIES** : Integration of environmental requirements in planning and design of water resources infrastructure. Evaluate water use license applications designs including those of waste management and mining facilities. Advise other chief directorates on civil design specifications to ensure compliance with environmental statutes and other relevant prescripts. Evaluating, editing, and authorising all designs, reports, engineering drawings and specifications. Provide professional and technical advice on support services within the Directorate as well as to other directorates and organizations. Keep abreast with the latest developments in the fields of Integrated Environmental Engineering and formulating new guidelines and standards to reflect



the latest trends. Mentoring and training graduate trainees, candidate engineers and technicians. Provide leadership and guidance to production engineers. Managing administrative, financial, and personnel-related functions.

**ENQUIRIES  
APPLICATIONS**

: Mr Karl Bester Tel No: (012) 336 7119  
: 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 & Selection Unit  
: This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.

**POST 16/18**

: **CHIEF ENGINEER GRADE A REF NO: 240524/02**  
Branch: Water Resource Management  
Dir Water Resource Management Planning  
(This is a re-advertisement, applicants who applied previously should re-apply)

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 200 426 - R1 371 489 per annum, (all-inclusive OSD salary package)  
: Pretoria Head Office  
: A Civil / Agricultural Engineering Degree (B Eng/BSc (Eng). Six (6) years post qualification experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Relevant years' experience in the field of Water Engineering or Integrated Water Resources Management (IWRM). Good knowledge of water resources system operation and water resources modelling. Understanding of Water Resource Assessment. Analysis of Water requirements and Water availability assessment. Good knowledge in Hydrology, Geo-hydrology, Dam Engineering, Hydropower, Engineering Economics and Water Resource Planning skills. Proven extensive practical experience and skills in hydrological modelling and flow routing. Knowledge of supply chain management, contractual, legal requirements, and business planning. Report writing and reviewing skills. Good written and verbal communication skills. Knowledge and understanding of Project Management and Financial management. Good time management and interpersonal skills. Understanding of the National Water Act, Water Services Act, National Environmental Management Act, Public Service Regulations Act, and the Public Finance Management Act (PFMA). Must be able to work independently, be self-motivated and reliable.

**DUTIES**

: Conceptualizing and testing of water resources management scenarios in order to provide a balance and timely water resources management decision support. Undertake hydrological assessments. Provide technical, management and administrative support in Sub directorate: System Operation. Build capacity and mentor young water resources engineers/scientists. Undertake water resources planning/operation modelling developments and/ analyses. Serve in committees on water resource planning/operation matters both nationally and internationally with respect to trans-boundary watercourses.

**ENQUIRIES  
APPLICATIONS**

: Ms. C Ntuli Tel No: (012) 336 7618  
: 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 & Selection Unit  
: This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.

**POST 16/19**

: **DEPUTY DIRECTOR: AUTHORISATION ADMINISTRATION REF NO: 240524/03**  
Branch: Regulations, Compliance & Enforcement  
Dir: Water Use Authorisation Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R849 702 per annum (Level 11), (all-inclusive salary package)  
: Pretoria Head Office  
: A National Diploma or Degree in Environmental Sciences, Human Sciences or Social Sciences. Three (3) years relevant experience in Water Resource Management. The disclosure of a valid unexpired driver's license. Good understanding of the provision of the National Water Act, 1998 (Act 36 of 1998), with particular focus on water use authorisation and related regulatory matters. Understanding of the Water Act 1956 (Act of 1956) and any repealed legislation relevant to the entitlement of water use will be an advantage. Knowledge of strategic planning, resource allocation and human resources management is essential. Knowledge of Public Service Act and Regulation. Knowledge of project and program management. Excellent computer literacy, able to work both individually and within a team. Have a high level of innovation and adaptability as well as the willingness to work long and irregular hours. Excellent co-ordination and negotiating skills and the ability to interact with all stakeholders, including applicants. Excellent written and verbal communication and presentation skills.

**DUTIES** : Co-ordinate the administrative function of water use authorisation. Implement policies and regulations of Water Use Authorisation for the component. Manage the functioning and use of the Electronic Water Use Licence Application and Authorisation System (E-WULAAS) and provide training on the functions of the system. Provide reliable and consistent record keeping of all applications for water use authorisation. Attend to queries and enquiries that arise from the water use authorisation including providing guidance on the process of authorisation. Ensure that the contents of water use authorisations are in compliance with the provisions of the legislation and other administrative requirements. Provide inputs with regard to reporting and responding to Ministerial, Parliamentary and Media queries regarding the authorisation of water use •Provide support/fulfil the role of the delegated authority on appeal matters regarding the authorisation of water use. Ensure that relevant historical data is analysed and interpreted in terms of the provisions of the relevant legislation whenever there is an enquiry on the status of water in any property. Have engagement with all stakeholders in the authorisation of water use with the view of achieving continuous improvement to the authorisation value chain. Provide strategic leadership and supervision to the Sub-directorate. Provide Input into the strategic and Business planning for the component. Provide inputs in the development of legislation and procedural documents for water use authorisation.

**ENQUIRIES APPLICATIONS** : Mr T Khosa Tel No: 012 336 7496  
: 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

**POST 16/20** : **CHIEF DEVELOPMENT EXPERT REF NO: 240524/04**  
Branch: Regulations, Compliance and Enforcement  
CD: Economic and Social Regulation

**SALARY CENTRE REQUIREMENTS** : R552 081 per annum (Level 10)  
: Pretoria Head Office  
: A National Diploma or Degree in Economics / Social Sciences / Development Studies / Business Management / Management or relevant qualification. Three (3) to (5) five years working experience in the water sector. The disclosure of a valid unexpired driver's licence. Knowledge and understanding of water sector legislations, policies, practices, and procedures. Practical knowledge of financial models. Knowledge of Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, GRAP guidelines and policies. Knowledge of accounting practice. Problem solving and analysis. Good people management, environment and change management interventions. Knowledge management skills. Service delivery analysis. Client orientation and customer focus skills. Good communication skills both (verbal and written). Conflict management, accountability, and good ethical conduct.

**DUTIES** : Develop consumer tools. Support staff consultation processes. Investigate all disputes lodged with the department. Implement and monitor outcomes of consumer surveys. Facilitate improved relationships between water users and service providers.

**ENQUIRIES APPLICATIONS** : Ms S Moshidi Tel No: (012) 336 6614  
: 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** : Planning, Recruitment & Selection Unit

**POST 16/21** : **ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 240524/05**  
Branch: Provincial Operations: Eastern Cape  
Dir: Corporate Support Services  
(This is a re-advertisement, applicants who applied previously should re-apply)

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
: King William's Town  
: A National Diploma or Degree in Public Administration or relevant qualification. Three (3) to (5) five years' experience in administration at supervisory level. 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. Analyze 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. Analyze 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 Tel No: (043) 604 5323

**POST 16/22** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C REF NO: 240524/06**

Branch: Provincial Operations: Northern Cape  
Sub-Dir: Water Services Regulation

**SALARY** : R325 917 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)

**CENTRE** : Kimberley

**REQUIREMENTS** : A National Diploma in Environmental Management / Natural Sciences or relevant qualification. The disclosure of a valid unexpired driver's license. Experience in water services management or regulation will serve as an added advantage. Computer skills (MS Office). Good presentation and communication skills. Experience of water resources and water services, related legislation such as the National Water Act 1998, Water Services Act 1997, etc. Experience of the National Blue, No and Green Drop Programs. Willingness to travel and work extensive hours.

**DUTIES** : Perform detailed inspections of water supply systems and wastewater collector systems and compilation of detailed inspection reports. Investigate drinking water quality failures and water supply balance. Investigate and compile detailed reports of sewer spillage and pollution incidents. Conduct routine water monitoring of drinking water and wastewater effluent quality and issue non-compliance letters for rectification. Support the implementation of the National Blue, No and Green Drop Programs within water services institutions. Monitor compliance and progress of corrective action plans for the National Blue, No and Green Drop Programs. Evaluate and comment on Environmental Impact Assessment, Basic Assessment Reports, and Environmental Management Plans.

**ENQUIRIES** : Mr GSDT Van Dyk Tel No: (053) 830 8802

**APPLICATIONS** : Northern Cape (Kimberley): Please forward your application quoting the reference number to The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8301 or hand delivered to 28 Conral Road, Beaconsfield, Kimberley, 8301.

**FOR ATTENTION** : Ms C Du Plessis