



## water & sanitation

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 17 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.

POST: CHIEF ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 170524/17  
BRANCH: PROVINCIAL OPERATIONS: EASTERN CAPE DIR: WATER RESOURCES SUPPORT  
SALARY: R308 154 per annum (Level 07)  
CENTRE: East London

REQUIREMENTS: A Senior / Grade 12 certificate with Mathematics / Mathematics Literacy. Six (6) to (10) ten years' experience in surface or groundwater technical environment in collecting and processing of water related data. Computer Literacy. The disclosure of a valid unexpired Driver's License. Knowledge of data administration. Knowledge of hydrological or geo-hydrological processes and systems. Knowledge in handling laboratory and monitoring equipment. High level knowledge in surface and groundwater data processing. Knowledge of Occupational Health and Safety (OHS). Good communication skills both (verbal and written). Good interpersonal relations. Good organizing skills. Technical report writing skills. Understanding of relevant software systems.

DUTIES: Process, supply and disseminate water data to system. Ensure that data and field forms for surface and groundwater are received, registered, and processed within set time frames. Edit and process water related data. Ensure that processed data is archived according to departmental standards. Evaluate and quality assure the water data on relevant databases. Process and disseminate surface water data to stakeholders. Quality control of hydrological time series data. Ensure that processed data is archived according to departmental standards and is available on the national archive. Ensure that the quality auditing processes are adequate. Adapt the quality auditing processes where necessary. Water related data audited and relevant data owners are informed of findings. Maintain improved data on relevant databases. Verify the data extracted from relevant systems. Present the findings to the custodian of the data if corrections are needed or apply the necessary corrections before data dissemination. Ensure that correct data is extracted before it is disseminated. Data disseminated to all (internal and external) stakeholders. Check monthly Returns from ATO's and archive. Monitor real time system operation. Compile and distribute Realtime site updates report. Ensure that Realtime sites issues are addressed. Identify and updates maintenance of surface water gauging sites on Hydstra. Assist with performance of surveys, calibration & Stream flow gauging activities. Ensure that the data

is electronically uploaded upon the successful application of quality auditing processes. Support technicians and Scientist in the execution of their tasks including quality control. Scan inspection reports and file them under Hydstra or K/drive and file cabinets. Provide technical support with regards to the requested technical activities. Ensure that recommendations from field visits are reported to supervisor. Convert binary (raw logger) data to text data in preparation for import to relevant systems Water related data / information maintained. Provide on-job training in the field of expertise. Provide inputs for the training materials in data processing. Data collectors assisted and guided in their data collections processes. Provide monthly feedback on the training interventions and its successes or failures. Attend planned meetings and others as per invitation and availability. Provide inputs to the Monthly reports and any other report/s requested. Prepare submissions, leaves, claims, travel plan and sign register.

ENQUIRIES: Mrs. V. Puye-Ndzamela, Tel No: (048) 801 1303

APPLICATIONS: Eastern Cape (East London): 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