



water affairs

Department:
Water Affairs
REPUBLIC OF SOUTH AFRICA



Enquiries: WG van der Westhuizen
Telephone: 012 336 6651
Reference: S4/2/1

MINISTER OF WATER AND ENVIRONMENTAL AFFAIRS

NATIONAL ASSEMBLY: QUESTION 891 FOR WRITTEN REPLY

A draft reply to the above question asked by Mrs S V Kalyan (DA) is attached for your consideration.

Ullswater
DIRECTOR-GENERAL

DATE: 18/05/2012

as
DRAFT REPLY APPROVED/AMENDED

[Signature]
MRS B E E MOLEWA, MP
MINISTER OF WATER AND ENVIRONMENTAL AFFAIRS

DATE: 20/05/2012

NATIONAL ASSEMBLY

FOR WRITTEN REPLY

QUESTION NO 891

DATE OF PUBLICATION IN INTERNAL QUESTION PAPER: 20 APRIL 2012
(INTERNAL QUESTION PAPER NO. 09)

891. Mrs S V Kalyan (DA) to ask the Minister of Water and Environmental Affairs:

- (1) Whether the water control officer at the Voëlvlei Dam (name furnished) is qualified for the position; if not, why not; if so, what are the relevant details;
- (2) what is the job description of a water control officer;
- (3) what (a) qualifications has the said person achieved and (b) in each case what is the name of the institution that conferred the qualification?

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REPLY:

- (1) Yes, the control water control officer is qualified for the position in which he is appointed. This post was advertised in 2008 and filled in 2009 and Mr J Barnes was found to be the best candidate for the position. Refer to **Annexure A** for the copy of the advert.
- (2) The key performance areas of this position includes:
 - Calculating and control of bulk water use and releases from government water schemes and the compiling of reports of the Berg and Olifants-Doorn Water Management Areas;
 - Co-ordinate and control the development, utilization and placement of water control personnel in the region;
 - Ensure that the function of water distribution and water control is executed efficiently in the region and that the water supply policy is adhered to;
 - Investigate problems with regard to water supply abstraction control and initiate remedial steps;
 - Undertake routine dam safety inspections;
 - Operate and maintenance of government water infrastructure;
 - Assist with the compilation of the budget with regard to the water supply function;
 - Monitoring of water quality and control of alien vegetation;
 - Apply health and safety regulations to the schemes.

The position further entails that the incumbent must be able to work under unexpected weather conditions and willing to be on standby duty and willingness to travel extensively between government schemes. Refer to **Annexure B** for the Role Profile.

- (3)(a) The official obtained a grade 12 qualification in 1986.
- (3)(b) National Senior Certificate issued by the Department of Education and Culture, Administration: House of Assembly.

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Water Control Officer (4 Posts)

Salary: R76 194 per annum (Level 5)

- Lanti Weir/Qamata (Ref. R4/8/259459/SO) • Clanwilliam and Voëlvry Dam (Ref. R4/8/259321/SO) • Gouritz Operations (Ref. R4/8/259326/SO) • Bree River Operations (Ref. R4/8/259328/SO)

Requirements: • Grade 10 certificate • Relevant experience in the field of water distribution and water measurement • A mathematical background • Good communication and interpersonal skills • A Code B driver's licence.

Key performance areas: • Perform general administration functions • Ensure the proper collecting of hydrological data, including water meter readings • Operate and test infrastructure as per the O&M manual and EEP on a regular basis • Report on all unauthorised activities and abstractions by water users • Report all faulty infrastructure

- Ensure training, development and evaluation of personnel.

Enquiries: Mr G Dlamini, tel. (042) 243-6100.

Applications: The Director: Southern Operations, Department of Water Affairs and Forestry, Private Bag X6041, Port Elizabeth 6001, for attention: Ms NE Ngele, 6th Floor, Starport Building, 140 Govan Mbeki Avenue, Port Elizabeth 6000.

ROLE PROFILE

POSITION TITLE	Control Water Control Officer	
PURPOSE	To manage the routine maintenance in the Government Water Scheme Waterworks on the State Dams.	
LOCATION /DIVISION / DEPARTMENT	DWA	
GRADE	8	
KEY PERFORMANCE AREAS	<ol style="list-style-type: none"> Co-ordinate and control the development, utilisation and placement of water control personnel in a region. Assist with the compilation of the budget with regard to the water supply function and promote higher productivity and cost-effectiveness. Ensure that the function of water distribution and water control is executed efficiently in a region and that the water supply policy is adhered to. Investigate problems with regard to water supply abstraction control and initiate remedial steps. Undertake routine dam safety inspections. Act as secretary at advisory committee meetings. 	
REQUIRED MINIMUM EDUCATION/TRAINING	Grade 12	
REQUIRED MINIMUM WORK EXPERIENCE	<ul style="list-style-type: none"> 3-5 years 	
TECHNICAL KNOWLEDGE / COMPETENCIES	<ul style="list-style-type: none"> Knowledge in controlling and managing the water distribution for all Government Waterworks within the Area Office's jurisdiction. Policy implementation Monitoring and evaluation principles Knowledge in managing human resources. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in Public administration. Knowledge in supporting water utilisation and water resource strategy. Knowledge of flood controlling. 	
BEHAVIOURAL COMPETENCIES		



ROLE PROFILE

DESCRIPTION OF TASKS		Understanding of Government legislation		
NO.	KEY PERFORMANCE AREAS	INPUT (METHODS USED)	OUTPUT	
1	Co-ordinate and control the development, utilisation and placement of water control personnel in a region.	<ul style="list-style-type: none">▪ Do routine maintenance in the Government Waterworks on the state dams.▪ Control water distribution on the Government Waterworks.▪ Ensures adequate support to subordinates▪ Supervise and audit water use data and register all water users.▪ Develops and implements a performance improvement suggestion scheme.▪ Investigate and make recommendations on all problems▪ Communicates effectively with stakeholders in the sector about the functions of the section	<ul style="list-style-type: none">▪ Supplied water Schemes Regulations	<ul style="list-style-type: none">▪ Strategic and operational management plans▪ Updated operational policy standards.
2	Assist with the compilation of the budget with regard to the water supply function and promote higher productivity and cost-effectiveness.	<ul style="list-style-type: none">• Develops strategic plan for the section• Control and manage health and safety aspects within water division.• Gathering information, collation and storing of all water related data for the area.• 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	<ul style="list-style-type: none">▪ Updated operational standards.	



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ROLE PROFILE

3	<p>Ensure that the function of water distribution and water control is executed efficiently in a region and that the water supply policy is adhered to.</p>	<ul style="list-style-type: none">▪ Promote awareness on the equal distribution of water programmes▪ Assist in Institutional Business planning support, appraisal and monitoring▪ Provide guidance in water distribution.▪ Investigate and make recommendations on all problems.▪ Communicates effectively with stakeholders in the sector about the functions of the section.
4	<p>Investigate problems with regard to water supply abstraction control and initiate remedial steps.</p>	<ul style="list-style-type: none">• Gathering and collation of hydrological data.• Compile monthly reports on OHS environment.• Do Capacity Building, Skills Training and job creation programmes.• Assist management with registration of water users within an area.• Monitor and report on invasive plants and aquatic weeds within the area. <ul style="list-style-type: none">▪ Distribute water accordingly▪ Updated operational standards▪ Monitoring and evaluation reports



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ROLE PROFILE

5 Undertake routine dam safety inspections.

- Implement dam safety action plan for all state dams within the area.
- Assists in the development of appropriate maintenance procedures through Best Practices.
- Assists in the organisation and facilitation of workshops to create awareness on policies and guidelines.
- Reporting of actions necessary for the safety of state dams and in consultation with mainstreaming of Health and Safety programme
- 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

6 Collaboration with stakeholders Integrated knowledge management



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ROLE PROFILE

6	Coordinate training of personnel in areas of safety including first aid.	<ul style="list-style-type: none">• Assists in the Basic Occupational Health and safety policy implementation• Assists in the development of appropriate maintenance procedures through Best Practices• Assists in the organisation and facilitation of workshops to create awareness on policies and guidelines• Manages mainstreaming of Health and Safety programme• 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
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- The responsibilities contained in this document is not necessarily exhaustive and the employer is entitled to instruct the employee to carry out additional duties or responsibilities which may fall reasonably within the ambit of the position profile or in accordance with operational requirements. Such variable tasks should be listed and recognised in the employee's Performance Management document.