



DEPARTMENT OF WATER AND SANITATION

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and 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" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

- APPLICATIONS** : Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X08, Noordbrug, 2522 or hand deliver to Department of Water and Sanitation Office, Boskop Dam. (On the R501 between Potchefstroom and Carletonville, 16 kilometres from Potchefstroom)
- ENQUIRIES** : Mr PD de Villiers, tel 082 724 9457
- FOR ATTENTION** : Ms MMM Buyskes
- CLOSING DATE** : 05 April 2019 TIME: 16h00
- POST** : CONTROL ASSISTANT TECHNICAL OFFICER (Data Management - Hydrometry) REF NO: 050419/05
- BRANCH** : CHIEF OPERATIONS OFFICE: GAUTENG DIV: HYDROMETRY
- SALARY** : R299 709 per annum (Level 08)
- CENTRE** : Hydrometry Office (Boskop Dam)
- REQUIREMENTS** : A Grade 12 with Mathematics / Mathematic Literacy and more than ten (10) years related experience in the field of hydrological data processing and management using Kisters Hydstra software. A thorough knowledge of and experience in hydrological processing, editing, auditing (quality control) and archiving is compulsory. Knowledge of and experience in the processing of water level recorder charts, flow meters, electronic logger data, evaporation data, dam returns, borehole data and dam spillway control gates are compulsory. Use of the Hydstra software to extract data management and statistical reports is required. Knowledge of the MS Office package, with experience in Word, Outlook, Power Point and Excel (which may be assessed if need be). Use of the Osiris operational management software will advantageous. Mathematics / Mathematic Literacy is compulsory. Willingness to travel and a valid code B (8) drivers license is required, as well as the attendance of in-house training, meetings and workshops at various locations countrywide. Good written and verbal communication skills are required. A high level of reliability, good interpersonal relationships and sound organizing skills are expected of the occupant of the post.
- DUTIES** : The successful candidate will be responsible for the management of the Data Management section. The officer will be responsible for the supervision and management of all personnel in the section and attending to their training needs, human resources requirements and performance management. The overall responsibility for the coordination and management of the capturing, processing, editing, evaluation and archiving of all collected surface and groundwater data in the Gauteng Hydrometry area of responsibility according to the required standard. Ensure that quality control is done on all processed data. Responsible for ensuring the proper registration and transfer of all collected water quality grab samples to Resource Quality Information Services. Liaison with technical officers to solve problems to ensure the quality of data collected. Compilation of monthly

and quarterly management reports for performance reporting. Liaison with Head Office Hydstra Support to resolve system issues and maintain required process requirements. Supply reliable data and information to all internal and external clients and stakeholders immediately when requests are received. Supply the Directorate Surface and Groundwater Information at Head Office with all information or reports as requested.