



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION CLOSING DATE: 04 September 2020

Note: Interested applicants must submit their applications for employment to the **postal address specified** to each post or e-mail at recruitment@dws.gov.za. 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 copies of qualifications and Identity document. No late, applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. **A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants.** Candidates will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holders must provide the Police Clearance certificate from country of origin. 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 two (2) months of this advertisement, please accept that your application has been unsuccessful. 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: ASSISTANT DIRECTOR: TECHNICAL SUPPORT (DAM SAFETY REGULATION) REF NO: 040920/11
BRANCH: REGULATION, DIR: DAM SAFETY ADMINISTRATION**

SALARY: R 470 040 per annum, (Level 10)

CENTRE: Head Office, Pretoria

REQUIREMENTS: A National Diploma /Bachelor's Degree or relevant qualification in Public Administration; Record Management /Archival Science or Human Resources Management. Three (3) to five (5) years' experience in water resources management, water infrastructure management or dam safety matters. Good interpersonal relations, supervisory, administration, communication both written and verbal, decision making, problem solving and organising skills are essential. Good computer literacy skills. Extensive experience in the application of Dam Safety Legislation in Chapter 12 of the National Water Act, 1998 will serve as added advantage. Appropriate experience in office administration environment and management/control of registry (record management database). A good knowledge of the water sector as well as aspects of water resources development and management will also be advantageous.

DUTIES: Lead and manage administrative team that will give support to engineering team by, processing applications from professional persons to be approved, manage and update APP register, templates, route forms and statistics for the annual report of the dam safety regulations. Ensure compliance with dam safety policies and procedures by communicating requirements of dam safety legislation in writing to dam owners, approved professional persons, engineers, technologist, technicians, interested affected parties, stakeholders and the public. Compile and process dam safety licence applications and ensure those necessary authorisations are in place before dam safety licences are drafted. Ensure that quality and set standards are maintained. Ensure dam safety website and database are maintained and updated regularly. Oversee the running of the dam safety regulation registry. Render support services on human resources to dam safety office.

ENQUIRIES: Mr. W Ramokopa Tel No: (012) 336-7953

APPLICATIONS: Head Office (Pretoria): Please **post** your applications or e-mail quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za. For Attention: Ms. L Mabile.