



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### 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 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). 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** : Kimberley: Please forward your application, quoting the post reference number, to: The Acting Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301. For Attention: Ms C Du Plessis
- CLOSING DATE** : **07 February 2020, TIME: 16:00**
- POST** : ENFORCEMENT OFFICER REF NO: 070220/08
- BRANCH** : CHIEF OPERATIONS OFFICE NORTHERN CAPE SD: ENFORCEMENT
- SALARY** : R 316 791 per annum (Level 08)
- CENTRE** : Kimberley
- REQUIREMENTS** : A National Diploma in Public Administration / Natural Science / Policing or equivalent qualifications. A minimum of 3 years' experience in the field. Computer literacy. A valid driver's licence will be an added advantage (certified copy must be attached). Technical knowledge of water use investigation and inspections. Knowledge of sampling procedures and report writing. Knowledge of relevant legislations. Knowledge and understanding of natural resource management, technical assessment of action plans. Problem solving, analysis, client orientation and customer focus knowledge.
- DUTIES** : Complaint administration: Issue acknowledgement letters for receipt of complaints. Capturing of the complaint on the system. Conduct desk top analysis of complaint. Preliminary recommendation for complaint handling. Complaint case management: Gather evidence on site, water samples, photos and case notes. Conduct interviews – make case notes. Conduct evidence analysis – decision for issuing of notice of non-compliance. Compile file notes / reports. Manage evidence trail – securing evidence in legal manner. Issue notices and directives: Prepare notices and directives in line with complaint analysis. Deliver notices upon parties. Assessment of action plans. Explain action plans within notices to affected parties monitoring of notice implementation. Recommend further remedial steps based on monitoring findings.
- ENQUIRIES** : Mr GSDT Van Dyk, Tel: 053 830 8800