

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 27 August 2021

Note: Interested applicants must submit their applications for employment to the e-mail 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 as well as copies of qualifications, identity document and a valid driver's license (where applicable) which need **not** to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All documents must be submitted in one email in a PDF format. The attachment/s, may not exceed 5mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late, applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. 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. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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. 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.

POST: ENFORCEMENT CASE MANAGEMENT SYSTEM CONTROLLER / DATA MANAGEMENT REF NO:270821/03

BRANCH: REGULATION COMPLIANCE AND ENFORCEMENT

SALARY: R470 040 PER ANNUM (LEVEL 10)

CENTRE: PRETORIA HEAD OFFICE

REQUIREMENTS: A Relevant NQF level 7 qualification in Business Administration / Business systems. Three (3) to five(5) years experience in water resource management / business analysis / enforcement environment. Knowledge of National Water Act, Water Services Act, Environmental Management Act, Promotion of Access to Information Act (PAIA) and other relevant legislation. Good understanding of Public Service Act and regulations, Public Finance Management Act. Knowledge of project management. Computer literacy. Knowledge and understanding of administrative procedures and systems. Good understanding of departmental policies and procedures. Committed to high level of quality control. Knowledge of good governance requirements and practices. Maintain stakeholder relations and participation. Time management, problem solving, analysis, people and diversity management. Client orientation, and be customer focused. Accountability and ethical conduct. Analytical and Innovative skills. A valid driver's license(Attach a copy) and willingness to travel. Good communication skills (both written and verbal).

DUTIES: Ensure development, implementation, redesign and evaluation of the Enforcement Case Management System (ECMS). Coordinate the maintenance and enhancement of the ECMS. Coordinate stakeholder participation in the redesign of ECMS. Coordinate systems analysis and design of integrated water information systems. Manage and maintain the database of all complaints received for investigation. Track and monitor reported cases and actions to ensure adherence to the business processes. Capacitate users, organise training and conduct training for users. Provide ECMS Helpdesk support. Provide strategic support and reporting performance of the unit. Analyse and provide information for compilation of Monthly, Quarterly and Annual Reports. Provide analysed data on all enforcement related queries. Ensure maintenance of data integrity.

ENQUIRIES: Ms Thandi Mopai -Tel 012 336 6987/0792106996

APPLICATIONS: PRETORIA (HEAD OFFICE) PLEASE EMAIL YOUR APPLICATION QUOTING THE RELEVANT REFERENCE NUMBER ON THE SUBJECT LINE TO RECRUITMENT@DWS.GOV.ZA FOR ATTENTION: MS. L MABOLE