



## water & sanitation

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 10 NOVEMBER 2023

NOTE: Interested applicants must submit their applications for employment to the 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 (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a driver's license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. 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 (only when shortlisted). 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 three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or emailed applications will not be considered. 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 TECHNICAL OFFICER REF NO: 101123/08  
BRANCH: WATER RESOURCE MANAGEMENT: SUB-DIRECTORATE: RESOURCE QUALITY INFORMATION  
SALARY: R 202 233 per annum (LEVEL 05)  
CENTRE: Roodeplaat

REQUIREMENTS: A Senior / Grade 12 Certificate with Mathematics / Mathematic Literacy as a passed subject. The disclosure of a valid unexpired driver's license. Computer Literacy (Microsoft: Word, Excel, and Power Point). Basic Knowledge in handling laboratory equipment. Ability to solve problems. Good communication skills both (verbal and written). Good interpersonal relations. Good organizing skills. Willingness to acquire new skills.

DUTIES: Assist in the supply and dispatching of sampling materials to various monitors for scheduled and ad hoc requests. Ensure that sample material routing is done on time, print tags and schedules. Keep address lists of monitors up to date. Assist in creation of work sheets and batch logged samples in packing lists according to different analysis groups. Management of queries relating to problem samples, logging and re-checking on both Water Management System (WMS) and Laboratory Information Management System (LIMS) as well as doing the verification of samples packed for analysis in laboratories. Responsible for preparation of filter papers, assist in filling of Lugol and ethanol to glass bottles and the packing of Petri dishes. Partake in timeous stock taking.

ENQUIRIES: Mr. V Sigonyela, Tel No: (012) 808 9736 / (081) 316 0338

APPLICATIONS: Roodeplaat: Please forward your application quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001. For Attention: Planning, Recruitment and Selection Unit.