



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 10 October 2025

NOTE: Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/>. 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 DPSS circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). 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. Candidates will be required to complete a financial disclosure form and undergo 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 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: SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER X2 POSTS

REF NO: 101025/03 X1 POST(Bloemfontein)

REF NO. 101025/04 X1 POST(Mbombela)

BRANCH: WATER AND SANITATION SERVICES MANAGEMENT: CD: PROVINCIAL OPERATIONS
FREE STATE / MPUMALANGA

CENTRE: Bloemfontein

CENTRE: Mbombela

SALARY: R397 116 per annum (Level 8)

REQUIREMENTS: A relevant NQF Level 6 qualification in Health and Safety. Three (3) to four (4) years' experience in Occupational Health and Safety environment. The disclosure of a valid unexpired driver's license. Knowledge and understanding of the OHS Act 85 of 1993 and related regulations and policies. Compensation for Occupational Injuries and Diseases Act 30 of 1993. Understanding of government legislation. Knowledge of learning and teaching procedures and techniques. Good planning and organizational skills. Computer Proficiency (MS Office, Word, Ms Excel, MS PowerPoint and Outlook). Good analytical and problem-solving skills. Presentation and facilitation skills. Knowledge of learning Creativity and innovative skills, self-motivation and assertiveness. Ability to function under pressure and handle high work volume. Ability to plan and prioritize work. Ability to work independently. Accountability and ethical code. Attention to details. Good communication skills both (verbally and in writing).

DUTIES: Promote safe and healthy environment through monitoring and management of occupational health and safety risks within the office. Conduct occupational health and safety inspections and audits. Coordinate incident reporting and preliminary investigations. Coordinate emergency drills (evacuation). Oversee facility compliance with relevant occupational health and safety requirements, legislation, codes of practice, standards, and norms. Maintain compliance documentation. Facilitate establishment of OHS committee and ensure functionality thereof. Train employees and render an advisory role to the employer on OHS matters. Ensure effective administration of occupational health and safety activities. Prepare monthly and quarterly reports.

ENQUIRIES: Bloemfontein: Ms. B Seeco, Tel No: (051) 405 9000

ENQUIRIES: Mbombela: Mr M.J Nzima, Tel No: (013) 759 7334

APPLICATIONS: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>