



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 15 April 2026

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 DPSA 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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: PROJECT ADMINISTRATOR REF NO: 150426/13
BRANCH: WATER AND SANITATION SERVICES MANAGEMENT: NW CD: PROVINCIAL OPERATIONS: NORTH-WEST

SALARY: R325 101 per annum (Leve 07)

CENTRE: Mmabatho

REQUIREMENTS: A relevant NQF level 6 qualification. One (1) to (2) two years' experience in project administration environment. Understanding of legislative and policy frameworks governing the sector. Understanding of programme, project and financial management. Knowledge of policy development and implementation. Understanding of legislative and policy frameworks governing the public sector. Good communication skills both (verbal and written). Knowledge of presentation and report writing. Accountability and ethical conduct.

DUTIES: Render administrative and coordination support in the implementation of water services infrastructure development grant programmes. Coordinate project reporting, site visits, and verification of water infrastructure development projects. Provide project financial administration support, including monitoring expenditure and assisting with grant-related financial documentation. Monitor and evaluate project activities to ensure that implementation aligns with approved plans, targets, and deliverables. Maintain and manage proper filing systems for all project-related documentation and correspondence with Municipalities and Implementing Agents to ensure accurate record keeping and easy retrieval of information. Compile and maintain a database of resource-poor farmers as beneficiaries of rainwater harvesting programmes.

ENQUIRIES: S Velembu, Tel No: (018) 387 9549

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