



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: COMMUNICATION OFFICER REF NO: PUCMA 33

BRANCH: PONGOLA-UMZIMKHULU CATCHMENT MANAGEMENT AGENCY DIVISION: INSTITUTIONS, STAKEHOLDER ENGAGEMENT AND GOVERNANCE

SALARY: R325 101 per annum (Level 07)

CENTRE: Durban

REQUIREMENTS: A relevant NQF level 6 qualification as recognized by SAQA in communications, Public Relations, Journalism, Media Studies, or related field. Three (3) years' experience in the public sector or environmental/water sector in the communication section. The disclosure of a valid unexpired driver's license, Experience in stakeholder engagement and public participation processes. Knowledge of Integrated Water Resource Management (IWRM), Public Finance Management Act (PFMA) requirements, Government communication systems and South African water legislation, knowledge of techniques and procedures for the planning and execution of operations, problems solving and analysis, conflict management, client orientation and customer focus, creative and awareness. Skills: Excellent written and verbal communication skills, Media liaison and crisis communication, Graphic design and digital content creation (advantageous) and project management and reporting. willingness to travel within the Pongola–Mtamvuna Water Management Area and computer literacy (MS Office).

DUTIES: The Communication Officer plays a strategic role in promoting Integrated Water Resource Management (IWRM), stakeholder participation, and transparent governance in line with national water sector priorities. To develop, coordinate, and implement internal and external communication strategies that enhance stakeholder engagement, promote awareness of water resource management issues, and support the mandate and programmes, fostering understanding, building awareness, and creating a favourable perception of the Pongola-uMzimkulu Catchment Management Agency. Communication Strategy and Planning: Develop and implement the PUCMA Communication Strategy and plans aligned with the Catchment Management Strategy (CMS), Strategic Plan (SP), and Annual Performance Plan (APP); coordination of PUCMA events, create actionable plans for securing media coverage of events and initiatives, recommend amendments to existing policies to improve communication effectiveness, ensure communication supports key focus areas such as awareness campaigns in Water Allocation Reform (WAR), Water Quality Management, Climate Change Adaptation, Compliance Monitoring and Enforcement and coordinate awareness campaigns (e.g., World Water Day, National Water Week, and other environmental days, etc). Dissemination of Information and Stakeholder Engagement: ensure timely and accurate dissemination of written and verbal communication materials to stakeholders, draft and send written invitation to stakeholders for PUCMA events, assist in crafting the strategic plan and budget management for the communication section, foster and maintain positive stakeholder relations, handle event logistics and venue management, update guest lists and maintain PUCMA calendars, facilitate communication between PUCMA and water users and other stakeholders such Water User Associations (WUAs), Local and District Municipalities, Traditional Authorities and rural communities, farmers, industries, government departments, and NGOs; support public participation processes for water use licence applications (WULAs) and other programmes of the CMA and assist in organising community outreach programmes

and school awareness initiatives within the Water Management Area. Media and Public Relations: draft media releases, speeches, internal and external newsletters, and stakeholder reports; manage media relations and respond to public/media enquiries; coordinate crisis communication during droughts, floods, pollution incidents, and water restrictions; and monitor media coverage and prepare media analysis reports. Digital Communication and Branding: manage and update the PUCMA website and digital platforms; develop social media content aligned with government communication guidelines; design and distribute Information, Education, and Communication (IEC) materials; and ensure consistent corporate branding in line with government communication standards. Internal Communication: develop internal communication tools to enhance staff awareness and cohesion; coordinate internal newsletters and staff engagement sessions; and Support change management communication initiatives. Monitoring and Reporting: track communication performance indicators in line with APP targets; compile monthly, quarterly, and annual communication reports; and conduct stakeholder feedback surveys and communication impact assessment.

ENQUIRIES: Mr. Nkosinjani Mkhize, Tel No: (082) 880 6086

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

NOTE: The Pongola-Umzimkulu Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.