

DEPARTMENT OF WATER AND SANITATION

<u>CLOSING DATE</u>	:	23 December 2024
<u>NOTE</u>	:	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 Sanitations website, under career opportunities or the DPSSA 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, drivers 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. 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 drivers 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. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). 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). 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 Agency 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 Agency 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.

OTHER POSTS

<u>POST 45/193</u>	:	<u>RISK OFFICER (ENTERPRISE RISK MANAGEMENT) REF NO: VOCMA 01</u>
<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE</u>	:	Bloemfontein (Vaal-Orange Catchment Management Agency)
<u>REQUIREMENTS</u>	:	Relevant tertiary qualification in Risk Management/Auditing/Economics at NQF7. Registration as a Certified Risk Management practitioner/professional, Certified Internal Auditor, Certified Fraud Examiner. A minimum of 4 years' experience obtained in Risk Management practices at a middle managerial level. Knowledge and experience of risk mitigation processes, knowledge of the broader risks management guidelines and standards. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures, Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures, Knowledge of equal opportunities and Affirmative action guidelines and laws, Knowledge of administrative and clerical procedures and systems, Principles and practice of financial accounting, Framework for managing performance information, business strategy transaction and alignment, Problem solving and Analysis, People and Diversity Management, Client Orientation and Customer Focus, Communication, Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Development and implementation of Enterprise Risk Management (ERM) framework: Participate in the development of the risk management framework, implement the risk management plan, support the establishment of the risk management philosophy and culture in the organization, advocate and promote risk management in the agency (awareness activities). Supervise, facilitate and advise on the risk management assessment process: facilitate Enterprise-Wide Risk Assessments, conduct risk identification, analysis and evaluation with strategic partners within the Vaal-Orange Catchment

Management Agency. Initiate the updating of VOCMA's risk register for conformity of objectives to improve effectiveness of the entity. Engage stakeholders within business units with the sole purpose of extracting information to integrate within the draft risk reports as per identified risks for mitigation. Develop proposals to determine the scope of allocated internal audits. Monitor and review the identified risk response activities: continuous monitoring of the risk environment. Monitoring the implementation of the progress of activities to address risks as agreed on revising risk response activities. Conduct Risk Education, Training and benchmarks; Initiate awareness sessions on risks and provide training to educate internal clients on ERM principles. Conduct workshops on risks mitigation processes for implementation within VOCMA. Conduct research and benchmark on best practices with recognised institutions pertaining to risk assessment methodologies.

ENQUIRIES : Ms. Fanisa Lamola, Tel no: 071-345-8929
APPLICATIONS : Please email your application quoting the relevant reference number on the subject line to: VOCMA01@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit

NOTE : The Vaal-Orange Catchment Management Agency (VOCMA) 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).

POST 45/194 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: VOCMA 02**

SALARY : R552 081 per annum (Level 10)
CENTRE : Bloemfontein (Vaal-Orange Catchment Management Agency)
REQUIREMENTS : A relevant tertiary qualification at NQF level 7. Registration as a Certified Internal Auditor / Compliance Auditor / Performance Auditor / Forensic Investigations and Quality Assurance auditor / General Control Review and Applications Control. 5-year internal audit / compliance audits / performance audits/ forensic investigations and quality assurance audits / general control review and applications control supervisory / management experience (ASD); or Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP). Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures, Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures, Knowledge of equal opportunities and Affirmative action guidelines and laws, Knowledge of administrative and clerical procedures and systems, Principles and practice of financial accounting, Framework for managing performance information, business strategy transaction and alignment, Problem solving and Analysis, People and Diversity Management, Client Orientation and Customer Focus, Communication, Accountability and Ethical Conduct.

DUTIES : Supervise and participate in the development of strategic internal audit plans; Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy, participate in the development of the three year strategic risk based audit plans, participate in the development of the annual audit operational plan, participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort. Supervise assistance to and assist the accounting officer in maintaining efficient and effective controls and achieving the objectives of the entity by evaluating the entity's controls/objectives, to determine their effectiveness and efficiency through internal audits; Develop proposals to determine the scope of allocated internal audits, Collect, analyse and interpret data for purposes of the development of the engagement work program, develop the engagement work program, supervise and execute the allocated internal audits, develop findings and recommendations for the enhancement of controls/processes, compile and review audit reports for each engagement, monitor progress on the implementation of agreed upon action plans. Review, collect information and compile reports to the accounting officer and audit committee (progress reports against audit plan, quarterly reports and annual reports).

ENQUIRIES : Ms. Fanisa Lamola: Tel. No: 071-345-8929

- APPLICATIONS** : Please email your application quoting the relevant reference number on the subject line to: VOCMA02@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit
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- POST 45/195** : **LEGAL ADMINISTRATIVE OFFICER: REF NO: VOCMA 03**
- SALARY** : R440 412 per annum (MR 5) (OSD)
- CENTRE** : Bloemfontein (Vaal-Orange Catchment Management Agency)
- REQUIREMENTS** : LLB (or equivalent qualification). At least eight (8) years appropriate post qualification legal experience. Competencies required: Knowledge and experience of policy development and implementation, public sector legal processes, legislation and contracts, PAIA, PAJA, the Constitution and all the relevant legislation. Knowledge of Treasury regulations. Ability to negotiate and draft contracts and international instruments. Ability to interpret specific environmental legislation, issues affecting the environment and general environmental law is required. Knowledge of Public Finance Management Act. Legal research and interpretation. Analytical skills. Report-writing. Programme and project management. Computer literacy. Good planning and decision-making skills. Language proficiency. Confidentiality. Excellent communication skills (written and verbal). Strategic capability and leadership skills. Accountability and Ethical Conduct.
- DUTIES** : Provide legal support to ensure compliance with relevant legislation. Develop standard operating procedures. Advise on and draft legal opinions and documents to support criminal prosecutions for contraventions of the National Water Act. Draft legal documents, memoranda, reports and submissions. Draft, vet and review contracts on behalf of the entity. Advise, negotiate and draft multilateral and bilateral agreements. Handle litigation matters and appeals on behalf of the CMA. Render legal support on all litigation matters. Develop interventions where challenges are experienced. Monitor the implementation of the Promotion of Access to Information Act, 2000 and the Promotion of Administrative Justice Act, 2000 in the CMA. Handle PAIA and PAJA matters on behalf of the CMA.
- ENQUIRIES** : Ms. Fanisa Lamola, Tel. no: 071-345-8929
- APPLICATIONS** : Please email your application quoting the relevant reference number on the subject line to: VOCMA03@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit
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- POST 45/196** : **COMMITTEE SECRETARIAT: REF NO: VOCMA 04**
- SALARY** : R308 154 per annum (Level 7)
- CENTRE** : Bloemfontein (Vaal-Orange Catchment Management Agency)
- REQUIREMENTS** : A relevant three (3) year tertiary qualification in Administration/Secretarial. Minimum Three (3) years' experience in Committee work, administration and secretarial. Competencies required: knowledge of Governance, Policies and Procedures. Knowledge of administrative and clerical procedures and systems. Board Procedures. Schedule 4 of National Water Act. Ethics and integrity. Writing skills. Detail and focused. High Degree of confidentiality. Computer skills and good Communication skills. Coping with work pressure.
- DUTIES** : Record and prepare minutes of the Governing Board and its committees including (ad-hoc committees) and stakeholders' sessions. Prepare and have agendas delivered for the Governing Board and its committees including (ad-hoc committees). Arrange official transport and accommodation for Board and

Committee members through Supply Chain Management section. Update outstanding Board Resolutions Register by collating information from various divisions. Follow up with Executives/Managers on all reports due to be submitted to committees including ad-hoc committees. Prepare and distribute to all Executives/Managers schedule of meeting dates with the closing dates for reports for the financial year. Prepare schedules of the Governing Board and its Committee meetings dates of every financial year. Arrange venues and logistics for the meetings of the Governing Board and its committees. Arrange appointments for the Chairperson and Governing Board members regarding official business of the VOCMA. Keep filing systems for verification to internal and external Auditors upon request. Provide documents for verification to internal and external Auditors upon request. Keep the pecuniary interests register in respect of the Governing Board members. Have declaration of interest forms completed by the Governing Board members and all employees attending the meetings of the Governing Board and its committees. Provide administrative support regarding the completion of claims by the Governing Board members in respect of attendance of Governing Board and committee meeting and events. Perform other committee work on request such as for MANCO, REMCO, etc.

ENQUIRIES APPLICATIONS : Ms Fanisa Lamola, Tel no: 071-345-8929
 : Please email your application quoting the relevant reference number on the subject line to: VOCMA04@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit

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POST 45/197 : **PERSONAL ASSISTANT (OFFICE OF THE CFO) REF NO: VOCMA 05**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 7)
 : Bloemfontein (Vaal-Orange Catchment Management Agency)
 : A relevant tertiary qualification at NQF level 6 (Diploma or Degree). Experience in high-level administrative support. Experience in providing executive-level support in a fast-paced environment. Strong organizational and communication skills. Ability to manage multiple priorities and stakeholders. Excellent organizational and time management skills. Strong written and verbal communication abilities. Proficiency in Microsoft Office and other administrative tools.

DUTIES : Provide a secretary/receptionist support service to the CFO, which includes the following: act as the primary point of contact for the CFO, handling inquiries and correspondence, manage the CFO's calendar, schedule meetings, and coordinate appointments with internal and external stakeholders, assist in preparing reports, presentations, and documents for meetings, ensuring accuracy and professionalism. Provide a clerical support service to the CFO which entails the following: Liaise with travel agencies to make travel arrangements, process travel and subsistence claims of the office, process all invoices that emanate from the activities of the work of the CFO, record minutes of meetings of the CFO where required, draft routine correspondence and reports, filing of documents for the CFO and the office, administer matters like the leave registers and telephone accounts, handle the procurement of standard items like stationery

ENQUIRIES APPLICATIONS : Ms Fanisa Lamola, Tel no: 071-345-8929
 : Please email your application quoting the relevant reference number on the subject line to: VOCMA05@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit

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