



a world class African city



City of Johannesburg
Johannesburg Water SOC Ltd

17 Harrison Street
Johannesburg

Johannesburg Water
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Marshalltown
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www.johannesburgwater.co.za

JOHANNESBURG WATER (SOC) LTD

VACANCY CIRCULAR JW283/2014

Johannesburg Water (SOC) Ltd is a municipal entity owned by the City of Johannesburg. Its core purpose is to provide water and sanitation services to approximately 4 million people. Johannesburg Water will ensure that the selection and recruitment process is employment equity compliant and in line with the company's EE plan.

This is an external circular.

Only Electronic Applications shall be considered Please quote the position title and the reference number in the subject line

Applications must be submitted to jw.finance@jwater.co.za no later than 16h00, Tuesday, 13 January 2015

Correspondence will be conducted with shortlisted candidates only. Should you not hear from us within two weeks of the closing date please consider your application unsuccessful.

Directors:

Ms Getty Simelane (Chairperson), Mr Lungile Dhlamini (Managing Director), Ms Busisiwe Shongwe (Financial Director),
Ms Gugu Moloi, Mr Nandha Govender, Ms Natalie Skeepers, Ms Nompumelelo Msezane, Adv John Mateya, Mr Charles Motau,
Ms Khanyisa Mdutshane, Ms Jackie Manche, Mr Graham Luden (Company Secretary),

Johannesburg Water SOC Ltd

Registration Number: 2000/029271/07



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JOHANNESBURG WATER		(REF NO: JW280A/2014)
1.	Technical Assistant (Data)	<input type="checkbox"/> Requirements and Experience
Please note this is a month to month contract position		The candidate for this post should possess the following attributes:
<ul style="list-style-type: none"> Primary Purpose: Reduce unaccounted for water, with emphasis on commercial losses, by planning, coordinating and controlling water meter survey projects. Key Responsibilities Review and maintain existing control mechanisms, processes and procedures with the view to increase the effectiveness thereof and to ensure that it does not become outdated. (As least twice per annum) Carry out on-site audits on surveys done. (10% of surveyed stands) Generate performance statistics. (Daily, weekly and monthly) Submit reports on work progress to manager. (Weekly and monthly) Ensure that data capturing to the Management Information System meets the set standard (Ongoing) 		<ul style="list-style-type: none"> ➤ Grade 12 (matric) (NQF 4) ➤ 3 Years data capturing experience of which 1 year must be in an analyzing capacity. ➤ Proven Billing related knowledge ➤ Sound knowledge of Microsoft Office packages ➤ Experience in using GIS
<input type="checkbox"/> Workplace HEAD OFFICE		<p><i>In terms of EE consideration and targets the following race groups are targeted for this position based on the current demographic composition of the work force at this level. Consideration will further more be given to the gender composition of Johannesburg Water which indicates a need for greater representation of females in the composition of the workforce:</i></p> <p><i>Preference will be given to females and people with disabilities, however everyone is welcome to apply</i></p>

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JOHANNESBURG WATER		(REF NO: JW283/2014)
2.	Senior Technician	<input type="checkbox"/> Requirements and Experience
Please note this is a month to month contract position		The candidate for this post should possess the following attributes:
<ul style="list-style-type: none"> Primary Purpose: Reduce unaccounted for water, with the emphasis on commercial losses by facilitating data and documentation for the survey team to carry out surveys. Key Responsibilities .Select surveys to be done for the day. Ensure that the necessary details to do the survey is available this includes road maps/artisan maps or GIS maps. Work out route to get to the area and route to survey meters to ensure that time is spent productively. Carry out survey processes taking the agreed to processes and procedures to the specific project into account. Use road / artisan maps to identify potential customers who were previously part of the Local Authority e.g. traffic islands, parks and are billed on pseudo stands without proper reading or not billed at all. Whilst in the field identify users e.g. new developments that are suspected not to be billed. Where necessary contact users for more details. Search for the water connection by surveying the whole property. If a meter is located: lean the meter box and mark "difficult to find" meter boxes with spray paint. Check that the meter is in working order and report meter faults. Complete the survey sheet and supply all the relevant meter e.g. meter reading, size, location, address etc. Check if the meter is a fire meter and indicate it on the survey sheet. Indicate combination meters and ensure that both meter details are supplied. Investigate where stands that not vacant and do not have a meter get water from. Field investigate billing related queries. 		<ul style="list-style-type: none"> ➤ Grade 12 (matric)(NQF 4) ➤ 3 Years meter reading of which 1 year must be an investigating/auditing capacity of which at least; ➤ 1 Year customer liaison experience linked to meters/ billing and at least 1 Year data capturing experience ➤ Sound knowledge of Microsoft Office packages ➤ Experience in using GIS ➤ Valid drivers licence
<input type="checkbox"/> Workplace HEAD OFFICE		<p><i>In terms of EE consideration and targets the following race groups are targeted for this position based on the current demographic composition of the work force at this level. Consideration will further more be given to the gender composition of Johannesburg Water which indicates a need for greater representation of females in the composition of the workforce:</i></p> <p><i>Preference will be given to females and people with disabilities, however everyone is welcome to apply</i></p>

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