

**MINISTRY OF WATER CIRCULAR NUMBER 3 OF**  
**2019**

**Ministry of Water  
Private bag A440  
Maseru 100  
Tel: 27316864**

**Ref: MW/CIR/1**

**02 SEPTEMBER 2019**

**TO: ALL PRINCIPAL SECRETARIES  
ALL HEADS OF DEPARTMENTS  
ALL DISTRICT ADMINISTRATORS**

**COPY: GOVERNMENT SECRETARY  
PRIVATE SECRETARY TO HIS MAJESTY  
PRIVATE SECRETARY TO THE PRIME MINISTER  
CLERK TO THE SENATE  
CLERK TO THE NATIONAL ASSEMBLY  
ATTORNEY GENERAL  
AUDITOR GENERAL  
ACCOUNTANT GENERAL  
OFFICE OF OMBUDSMAN  
SECRETARY TO THE PUBLIC SERVICE  
COMMISSION**

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**Applications are invited from suitably qualified local candidates for the following positions:**

**DEPARTMENT : WATER AFFAIRS**  
**DIVISION : HYDROLOGY (THABA TSEKA)**  
**JOB TITLE : PRINCIPAL TECHNICAL OFFICER**  
**GRADE : F**  
**NUMBER OF POSITIONS : ONE (1)**  
**RESPONSIBLE TO : HYDROLOGIST**

### **JOB SUMMARY**

The incumbent shall report to the Hydrologist and he/she is responsible for the collection, processing, analyzing and archiving of raw hydro meteorological data at all times. He/she shall establish river monitoring network, maintain available stations and ensure that adequate and accurate flow records are collected, processed and reported on a monthly routine basis.

### **1.0 MAIN DUTIES**

- 1.1 Oversees day-to-day hydro-operations of the region. He/she shall be head of the region.
- 1.2 Collects Hydrological, Water Quality, Wetlands and/or Hydrogeological field data. Prepares data collection schedules and check sheets to ensure data from the visited station is adequate.
- 1.3 Ensure that discharge measurements are taken and Compiled
- 1.4 Supervises junior staff as well as oversee the work of the Hydrological observers in the designated region.
- 1.5 Ensure that flow stations are clean and function properly. The sump of the stilling well must be cleaned regularly and mechanical parts of installed recorders and instrumentation maintained. Install and calibrate data loggers with minimal supervision for continued water level recording.
- 1.6 Must be able to survey river cross – sections, compile and interpret the survey results. Supervises the installation and calibration of gauge plates to ensure that accurate hydrology data is collected
- 1.7 Participate in Regional Meetings organized by DA and reports as appropriate

- 1.8 Calculates catchment characteristics such as bed profiles, slopes catchment area, stream length, altitude, etc. for each established flow measuring station within his region of operation.
- 1.9 Prepares the regional budget and manages all activities under his jurisdiction.
- 1.10 Archives and analyses hydrological/hydro-geological data. Submits a written Report submitting data and the activities he performed on a routine monthly basis. Fills the performance appraisal form

## **2.0 KNOWLEDGE AND SKILLS**

### **2.1 EDUCATION AND TRAINING**

- 2.1.1 Bachelor of Science Degree in Hydrology
- 2.1.2 Diploma in Hydrology **Plus 2 years'** experience working as the Senior Technical Officer
- 2.1.3 Diploma in Water and Environmental Engineering **Plus 10 years'** experience as the Senior and/or Technical Officer.

### **2.2 OTHER NECESSARY SKILLS**

- 2.2.1 Knowledge of the laws governing the Public Service employees.
- 2.2.2 Knowledge of the water resources laws and policies.
- 2.2.3 A driver's license is an added advantage.

## **3.0 RESPONSIBILITY**

- 3.1 Day to day management of hydrological/hydro-geological activities.

## **4.0 GOVERNMENT PROPERTY**

It is the responsibility of the Principal Technical Officer to regulate the use of equipment for the proper operation of the section.

#### **4.1 EFFECT OF ERRORS**

It is the responsibility of the Principal Technical Officer to minimize errors in the general operation of the Section. The consequences of errors would lead to:

- Misuse of resources such as, material and human.
- Under performance leading to failure to achieve the water resources information management
- Failure to advice on the drought, flood and pollution mitigation measures to be taken by Government.

#### **4.2 FOR EFFECT OF SAFETY OF OTHERS**

The Principal Technical Officer supervises the Technical staff that is directly under him/her. The Technical staff carries out field work which needs protective measures while at a particular work.

#### **5.0 COMPLEXITY**

##### **5.1 AUTHORITY FOR DECISION MAKING**

The Principal Technical Officer makes decisions that affect the water resources information management system.

##### **5.2 PROBLEM SOLVING**

The Principal Technical Officer is expected to intervene whenever a problem arises within the section, be it administrative or technical. The problems beyond the Principal Technical Officer's authority are referred to Hydrologist.

##### **5.3 SUPERVISION RECEIVED**

The Principal Technical Officer receives supervision on government policy issues/changes through the Hydrologist.

##### **5.4 DEXTERITY**

The Principal Technical Officer must possess good communication skills to enable him/her to represent the department in the water resources fora.

##### **5.5 CONTACTS**

The Principal Technical Officer is required to contact with:

- Hydrologist of the department of water affairs.
- Technical staff in the department of water affairs
- Non-governmental Organizations.
- Consultants.
- The General Public in the water resource data collection and management.

## **6.0 EFFORTS**

### **6.1 MENTAL EFFORT**

The Principal Technical Officer's work pressure requires strong mental effort which involves translation of government policy into technical operations to achieve expected results per the objectives of the Section.

### **6.2 PHYSICAL EFFORT**

The Principal Technical Officer is expected to pay attention to the general expectations of the Section through monitoring of performance of technical staff.

### **6.3 EMOTIONAL EFFORT**

The Principal Technical Officer must have the quality to control the emotional expressions especially when dealing with supervisees, Public, and other contacts.

## **7.0 WORKING CONDITIONS**

### **7.1 UNFAVOURABLE CONDITIONS**

This involves random monitoring/checking of some of the Sectional operations at different extremes of weather conditions.  
Frequent field visits which include spending days at working sites anywhere in the country.

### **7.2 HAZARD**

The Principal Technical Officer is expected to visit hazardous areas involving flood, drought and pollution stricken areas.

**DEPARTMENT : WATER AFFAIRS**  
**DIVISION : HYDROLOGY**  
**POSITION : TECHNICAL OFFICER**  
**GRADE : D**  
**NO OF POSITIONS: ONE (1)**  
**RESPONSIBLE TO: SENIOR TECHNICAL OFFICER**

**JOB SUMMARY:**

Under the general supervision of the Senior Technical Officer, the incumbent is responsible for collection, processing, analyzing and archiving of raw hydro meteorological data. He/she shall prepare weekly and monthly schedules for the collection of flow data from the field.

**1.0 MAIN DUTIES:**

- 1.1 Keeps records of any available information regarding the occurrence and development of Hydrology.
  - 1.2 Have an inventory of springs and boreholes and measure their characteristics.
  - 1.3 Performs pumping tests.
  - 1.4 Ensures that evaporation records are correct and accurate
  - 1.5 Measures physical and chemical characteristics of water.
  - 1.6 Takes proper care of equipment and instrumentation.
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**2.0 JOB SPECIFICATION**

- Certificate in Water Technology or Environment plus 3 years relevant experience.
- OR
- Diploma in Water Management
- A valid driver's license is essential and a prerequisite.

**DEPARTMENT** : WATER AFFAIRS  
**DIVISION** : WATER RIGHTS  
**JOB TITLE** : ASSISTANT WATER OFFICER  
**GRADE** : D  
**NUMBER OF POSITIONS** : (ONE) 1  
**RESPONSIBLE TO** : WATER RIGHTS OFFICER

**JOB SUMMARY**

Under general supervision of the Water Rights Officer, the incumbent will be responsible for implementation of and ensuring adherence to water laws, regulations and policies.

**1.0 MAIN DUTIES**

- 1.1 Implement the Water Act 2008 and Water Resources Regulations of 1980.
- 1.2 In environmental protection measures, prepares inventory of Water Act of 2008
- 1.3 Convene "*pitsos*" for introducing water licensing abstraction issues.
- 1.4 Carries field surveys to source of water supply and identify types of water use.
- 1.5 Identify all existing water users other than domestic and maintain a register of all water abstractions.
- 1.6 Monitors the compliance of the conditions of Water Use Permits.
- 1.7 Identify and report all instances of pollution as defined by the Water Act.

**2.0 JOB SPECIFICATION**

- Diploma in Mass Communication with a working experience in water management (Hydrology or Groundwater) for at least three (3) years.  
**OR**
- Certificate in Environmental Health or Environmental Management with a working experience in water management (Hydrology or Groundwater) for at least five (5) years

**3.0 WORKING CONDITIONS**

The applicant should be able to travel and be willing to work in any district assigned.

**DEPARTMENT** : **RURAL WATER SUPPLY**  
**JOB TITLE** : **DRIVER**  
**GRADE** : **C**  
**NO. OF POSITIONS** : **ONE (1)**  
**RESPONSIBLE TO** : **ASSISTANT ADMIN OFFICER**

**JOB SUMMARY:**

Under the general supervision of the District Engineer, the incumbent is responsible for checking the vehicles condition and cleanliness, maintaining the log book and transporting of staff and delivering documents.

**MAIN DUTIES:**

**1.0 CHECKING THE VEHICLE CONDITION AND CLEANLINESS**

- 1.1 Maintains the vehicle's operating conditions and its cleanliness both interior and exterior.
- 1.2 Checks engine oil, water, petrol, lights, mirrors, tyres and speedometer before beginning each journey to ensure that the vehicle is in good condition.
- 1.3 Checks on regular basis that anti-theft devices are operative all the time.
- 1.4 Reports any defects detected on the vehicle and takes the vehicle for service.

**2.0 MAINTENANCE OF THE LOG BOOK AND TRANSPORT REQUISITION FORM.**

- 2.1 Records mileage readings before and after completion of a journey, in the log book.
- 2.2 Checks on regular basis requests of transport.

**3.0 TRANSPORTATION OF STAFF, SAFELY AND DELIVERY OF DOCUMENTS**

- 3.1 Assists staff when entering and leaving the vehicle to ensure their safety.
- 3.2 Transports staff in accordance with specifications of the transport requisition form.

**4.0 RELIABILITY AND EFFICIENCY IN THE WORK PLACE**

- 4.1 Avails him/herself at all times as dictated by work
- 4.2 Observes and adheres to officers' schedule as may be directed.

**5.0 JOB SPECIFICATION**

- Atleast C.O.S.C/GCE **plus** three years related work experience.
- Should be in possession of a valid **Heavy Duty Driver's license**.
- Passing of driving assessment test
- Possession of a technical qualification will be an added advantage

**6.0. RESPONSIBILITY**



The incumbent will be responsible for ensuring safekeeping of vehicle tools and the vehicle itself.

#### **6.0 COMPLEXITY**

The incumbent takes orders from the District Engineer and other senior officials

#### **7.0 EFFORT**

Must be mentally and physically stable.

#### **6.0. WORKING CONDITIONS**

- Should be prepared to travel long distances both within and outside the country.
- Can be stationed anywhere with the country.
- Travel after normal working hours and on weekends.
- Be prepared to work under unfavorable working conditions especially in the mountain areas.

**DEPARTMENT : ADMINISTRATION**

**JOB TITLE : SENIOR MESSENGER**

**NO. OF POSITION : ONE (1)**

**GRADE : B**

**RESPONSIBLE TO : ASSISTANT EXECUTIVE OFFICER**

#### **JOB SUMMARY**

The Senior Messenger duties include collection and posting of mail and delivering of messages in and outside the Organisation.

#### **1.0 MAIN DUTIES**

- Collect mail from the post office and post outgoing mail.
- Circulate internal mail within the department.
- Carry messages to the Ministry and other government offices.
- Carry out any other job related duties to be assigned by relevant Senior Officers

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#### **JOB SPECIFICATION**

- Have a minimum of C.O.S.C/GCE
- Be able to read and write Sesotho and English.

All applications should be on relevant forms, GP 104 for serving officer and GP 103 for job seekers, accompanied by certified copies of educational certificates, marriage certificates for married women, transcripts, performance appraisals (for serving officers) and contact details.

Applications should be submitted to:

The Human Resource Office  
Ministry of Water  
Christie House  
2<sup>nd</sup> Floor  
Maseru

Closing date: 27 September, 2019

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E.M. LESOMA (Mr.)  
Principal Secretary  
Ministry of Water.

