

INTERNAL & EXTERNAL

POSITION: Process Controller

LOCATION: Orange River Region (4)
Modder River Region (2)

PRIMARY DUTIES

- Ensure that the quantity of water treated meets the demand
- Assume full responsibility for treatment process whilst on shift duty
- Desludging performed when required
- Backwash of filters as when required
- Calculation of chemical dosages and the recording thereof
- Adjust chemical dosages according to raw water flow and Turbidity
- Operation of pump station
- Manage reservoir levels
- Change of chlorine cylinders
- Ensure uninterrupted Service Delivery of 90% work attendance and completion of daily shift
- Proactive problem solving
- Compilation of reports
- Monitoring Dam Levels
- Adhere to Health & Safety standards in all plants hazardous chemicals and pump stations
- Perform Laboratory Routine tests that meet SANS241:2015
- Any reasonable and relevant duties as assigned from time to time

REQUIREMENTS:

- Grade 12/N3 Water and Wastewater Treatment
- Minimum National Diploma in Water Care, Biochemistry, Chemical Engineering or equivalent qualifications
- DWS Classification Certificate (Class III and above)
- Valid code EB or C Driver's License
- 2-3 years relevant Water Treatment Experience
- Computer Literacy
- Technical Report writing skills
- Problem Solving Skills
- Basic Knowledge of Health and Safety
- Team Player
- Knowledge of treatment plants and pump stations



INTERNAL & EXTERNAL

POSITION: Employee Relations Officer

LOCATION: Bloemfontein Office (1)

PRIMARY DUTIES

- Provide advice and guidance to Line Management, employees and Labour as required.
- Assist with investigations (misconduct, loss of assets and vehicle accidents).
- Liaise with CCMA and assist with preparation for conciliation/arbitration.
- Prepare a bundle of documents for CCMA proceedings.
- Administration of disciplinary, grievances, conflict resolutions and appeal hearings.
- Record keeping and update of disciplinary files checklist.
- Promote policy awareness by conducting quarterly workshops.
- Prepare and update quarterly action plans for the Employee Relations unit.
- Ensure compliance with procurement process when professional services are sources.
- Prepare monthly summary reports on Labour Relations for EXCO and Board reporting.
- Coordinating and administration of LLF (Local Labour Forum) activities.
- Coordinating and assisting with employees' induction.
- Assist with the recruitment, selection and placement process.
- Observe all Health and Safety protocols and procedures.
- All assignments directed from time to time.

REQUIREMENTS:

- Relevant degree or equivalent qualification
- 3 – 5 years Labour/Industrial Relations experience
- Competent in MS Office
- Extensive understanding of legislative framework
- Report writing skills
- Valid Code B Drivers' License



Bloem Water is an equal opportunity, affirmative action employer. The intention is to promote representivity in the organization through the filling of vacancies.

Send or submit your application with comprehensive CV and supporting documents on or before **Friday 18th June 2021** to:

The Executive Human Resource
P.O. Box 30121
Pellissier
BLOEMFONTEIN
9323

OR

Email to: recruitment@bloemwater.co.za

Only shortlisted applicants will be contacted. Should you not receive a response within 3 months of the closing date of the advertisement, applicants should consider their applications as unsuccessful.

Closing Date: Friday 18th June 2021

APPROVED/NOT APPROVED BY:



DR L. MOOROSI
CHIEF EXECUTIVE



DATE