



## water & sanitation

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 13 May 2024

NOTE: 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 Sanitation's website, under career opportunities or the DPSA 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 in line with DPSA circular 19 of 2022. 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). 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. 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. 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). 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 or e-mailed 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: ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO. 130524/08  
BRANCH: PROVINCIAL OPERATIONS: GAUTENG  
SALARY: R552 081 per annum (Level 10)  
CENTRE: Gauteng Provincial Office

REQUIREMENTS: A National Diploma or Degree in Public Management / Business Management / or Project Management. Three (3) to (5) five years supervisory experience in monitoring and evaluation. Exposure in project management is highly recommended. The disclosure of a valid unexpired driver's license. Knowledge and understanding of Human Resource Management Legislation, policies, practices, and procedures. Knowledge and experience of developing tools of monitoring and evaluation. Experience in the development of procedures for data collection. Knowledge and experience of compiling reports. Exposure to departmental policies and procedures. Understanding of Governmental financial systems. Understanding of the framework for managing performance information. Ability to work under pressure to meet deadlines. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES: Report to the Deputy Director: Strategic Support and M & E. Ensure the integration of all the existing monitoring and evaluation systems within the Department. Coordinate planning, monitoring and evaluation of Departmental programmes and align them with Government wide programme of action. Manage and coordinate reporting instruments and tools on monitoring and evaluation. Establish early warning systems on reporting performance of the Department. Develop the Provincial Business Plan and support components on the development of their Business Plans. Co-ordinate and consolidate the performance information report on monthly, quarterly, and annual basis Verification of Portfolio of Evidence (PoE) for the progress reports submitted. Conduct project site spot checks to verify progress reported and attend project performance evaluation sessions. Assist in the provision of information and co-ordinate responses to Ministerial, Parliamentary Questions and National Council of Provinces (NCOP) reports.

ENQUIRIES: Ms. T Mashiloane, Tel No: (012) 392 1489

APPLICATIONS: Gauteng Provincial Office: Please forward your application quoting the relevant reference number, to The Provincial Head, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or Hand deliver at 285 Francis Baard Street, Bothongo Plaza East Building, 15th Floor. For Attention: Ms Beaula Mekwa