

POST:

ASSISTANT DIRECTOR: MONITORING, EVALUATION AND REPORTING

SALARY:

R 337 998 per annum (level 10)

CENTRE:

Bloemfontein

REF

270315/09

REQUIREMENTS:

A three year Degree or National Diploma in Public Administration or Social Sciences. Appropriate experiences in Financial Administration in a supervisory level. Good knowledge of Monitoring and Evaluation research methodologies and strategic planning. Knowledge of compiling reports. Knowledge and development of procedure for data collection. Excellent communication, analysis and report writing skills. A team work orientation. Good inter and intra-personal skills. Computer literacy with good knowledge of the MS Office Suite and data analysis methods and tools. A demonstrated, firm understanding of the Water and Sanitation Sector and Water Sector Legislation. Knowledge of the Public Sector and Government processes. A valid Code 08 driver's licence.

DUTIES:

Report to the Deputy Director: Strategic Support and M&E. Oversee the integration of all the existing monitoring and evaluation systems within the Department. Manage, monitor and evaluate 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. Manage Anti-Corruption and Audit risk areas in implementing programmes of the Department. Assist in the provision of information and coordinate responses to Ministerial, Parliamentary Questions and National Council of Provinces (NCOP) reports.

ENQUIRIES:

Ms MZ Letloenyane, tel (051) 405 9000

APPLICATIONS

*Please forward all applications for the **centre: Bloemfontein** quoting the reference number to: The Provincial Head, Department of Water and Sanitation, Private Bag X 528 Bloemfontein 9300 or hand deliver to 2nd Floor, Bloem Plaza Building, c/o Charlotte Maxeke & Eastburger Streets, **For attention:** Ms R Ntja*