

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE

: 07 August 2015

NOTE

: Applications must be submitted on signed and dated form Z83, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within six (6) weeks of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to permanent appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subject to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" **PEOPLE WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY FOR THE POSTS.**

POST

DEPUTY DIRECTOR: PARLIAMENTARY LIAISON

Ref: 070815/02

SALARY:

R 671 196 per annum (all inclusive package) Level 12

CENTRE:

Pretoria

REQUIREMENTS:

National Diploma or Degree in Public Administration or Public Management. Three (3) to five (5) years experience in administration. A valid driver's licence (Attach proof). Sound knowledge of Government policies. Good understanding of Parliament rules and administrative procedures required. Must be computer literate with sound knowledge of MS Office Suite. Must have good written and verbal communication skills. Be action orientated. Be flexible and motivated to work in both team and independently. Be willing to work under pressure. Willing to travel between Cape Town and Pretoria.

DUTIES:

The successful candidate will support the Department and the Ministry when engaging with Parliament and when attending Parliamentary Committee meetings. Ensure alignment of the department's calendar and the programme of Parliament. Managing communication between the department and Parliament. Conduct quality control in the department's documents to Parliament. Compiling regular written reports.

ENQUIRIES:

Ms B Manyakanyaka tel, 012 336 7724

APPLICATIONS:

*Please forward you applications quoting reference number to: The Department of Water Affairs, Private Bag x 350, Pretoria, 0001 or hand deliver at the Continental Building, corner Visagie and Bosman street, Pretoria. **For attention:** Ms L Van Wyk*