



DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

For **Centre: Pretoria Head Office, Roodeplaat**: please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. **For attention: Ms Cindy Mazibuko**

CLOSING DATE:

12 AUGUST 2016. TIME: 16H00

POST

: **DEPUTY DIRECTOR: STRATEGIC SUPPORT REF: 120816/06**
Planning and Information

SALARY

: R612 822 per annum (all inclusive package - level 11)

CENTRE

: Pretoria

REQUIREMENTS

: A B-Degree in Public Administration or equivalent qualification. Knowledge in project management. A minimum of three (3) five (5) years experience in administrative support. The ability to think strategically and practically develop and apply policies, procedures and business/action plans. A self-motivated individual with good intra- and interpersonal communication skills at all stakeholder levels. A clear understanding of the Department's role and policy with respect to water resources management. Management of relationships with senior managers, innovative thinking, management of systems and procedures, including databases and administration. Knowledge of Public Service Regulations, the Public Finance Management Act, 1999 and Human Resources policies and procedures. Proven managerial, Organization skills and communication skills. Analytical thinking and good report writing and verbal skills. A valid driver's license. Computer literacy is essential. Travelling is required.

DUTIES

: Provide strategic support to the Chief Directorate: Resource Directed Measures (RDM) to ensure provision of a coordinated and efficient delivery of service within DWA including managing relationships with other national departments and local stakeholders, and will be responsible for the following: To strategically support the functions of the Chief Directorate RDM in terms of the development and implementation of policies, interventions and guidelines. Ensure coordination and analysis of strategic inputs and budget planning for the Chief Directorate: RDM. Be the central point of contact for managers within the unit and for other entities. Ensure coordination and synergy for all functional areas in the RDM unit and provide programme management support in order to give effect to resource directed measures. Compile reports in terms of the financial and technical performance of the Chief Directorate RDM. Work in a multidisciplinary environment. Manage staff in the Chief Directorate RDM. Attend meetings with relevant stakeholders and represent the Department and Chief Directorate RDM on various forums.

ENQUIRIES

: N Mohapi, Tel 012 336 8234

