



## WATER AND SANITATION

### APPLICATIONS

For **Centre: Pretoria**: 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.

**For Centre : Western Cape Regional Office or Bellville** Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville. **For attention**: Mr. B. Saki 021 941 6018

**For Centre: Mbombela, Bronkhorstspuit and Nelspruit** Please

forward your applications quoting the relevant reference number. The Acting Provincial Head, Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200. Applications can also be hand delivered to the Department of Water and Sanitation and deposited into the application box at the reception ground floor, Prorom building, Corner Brown & Paul Kruger Street, Mbombela. **For Attention**: Mr AA Lessing

### CLOSING DATE

**17 June 2016 Time: 16H00**

### NOTE:

Applications must be submitted on a signed and dated Z83 form, 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 two (2) months 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 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 subjected 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

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**DEPUTY DIRECTOR: CORPORATE SERVICES REF: 170616/04**

- SALARY** : R612 822.00 per annum (all inclusive package) level 11
- CENTRE** : Nelspruit
- REQUIREMENTS** : National Diploma or Degree in Administration or equivalent qualification. Three (3) to five (5) years experience in Administration or Corporate Service environment. Valid driver's licence. Knowledge of policy development and implementation as well as administration processes. Knowledge of HR Policies and prescripts. Knowledge in prescribed disciplinary processes. Understanding of Government legislation. Financial management and knowledge of PFMA. People and diversity management. Problem solving and analysis. Client orientation and customer focus. Communication skills. Accountability and ethical conduct. Knowledge of organizational skills.
- DUTIES** : Manage the financial resources of the component. Application of procedures and policies to enable effective people management. Ensure the implementation and maintenance of correct Corporate Governance structures in the Corporate Service and line function. Management of HR Projects in the Region. Ensure the accuracy of HR information, record keeping and appointment procedures in the Region. Ensure the effectiveness of Talent Management (policies, bursaries, ABET, Employee Wellness and PMDS). Ensure the implementation of organizational development programmes (gender mainstreaming, employment equity, women empowerment, and Batho Pele Principles). Ensure the sound management of Employee Relations. Ensure an effective general administration support services in the Region (telecommunication, corporate travel, facility management, registry, security services, etc). Ensure the proper implementation of Occupational Health and Safety (OHS) policies in the Region (risk management, incident reports and investigations). Ensure an effective Information Technology (IT) support services (link to IT needs, IT procedures, problems etc). Ensure legal support to the Region (legal actions and contracts). Manage internal and external communication (media monitoring, event management, media releases, etc)
- ENQUIRIES** : Mr. M Mulaudzi, Tel No. 013-759 7310/7311.
- Preference will be given to the following designated groups People with disabilities, Indians (Females & Males) Coloureds (Females & Males), White (Females) and then followed by African Females**