



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: STRATEGIC SUPPORT REF: 170616/06

- SALARY** : **R612 822.00 per annum (all inclusive package) level 11**
- CENTRE** : **Mbombela**
- REQUIREMENTS** : National Diploma/ Degree in Social Science. Three (3) to five (5) years
management experience in Administration. Knowledge of policy development and implementation. Knowledge of Administration processes. Knowledge of HR information. Disciplinary knowledge in HR information. Understanding of Government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Competency in Program and Project management. Problem solving and analysis, people and diversity management, client orientation and customer focus, communication, accountability and ethical conduct, knowledge of analytical procedure.
- DUTIES** : Monitoring of strategic management inputs and programmes. Ensure
the coordination and analysis of strategic inputs and budget planning. Ensure the creation of coherence and synergy across all functional areas. Ensure compilation of the budget and monitors expenditure. Monitors and reports in progress of flagship projects. Develop systems to coordinate the flow of correspondence between all relevant role players. Manage all incoming and outgoing strategic documents. Oversee the planning and preparations of meetings. Coordinate the support of external services required by the Chief Director. Ensure the development and maintenance of the Regional Operations Business Plans. Ensure effective management of all projects. Liaise with service providers to negotiate service level agreement. Analyse the entire operations Regional budget and expenditure report to provide the Chief Director with a summarized version of activities taking place that may require attention.
- ENQUIRIES** : Mr. M Mulaudzi Tel No: 013-759 7310/7311