



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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ASSISTANT DIRECTOR: ADMINISTRATION REF: 170616/08

SALARY : **R311 784.00 per annum (level 09)**

CENTRE : **Mbombela**

REQUIREMENTS: A Degree or National Diploma in Social Science or relevant

qualifications. Three (3) to five (5) years experience in administration. Strong written and verbal communication skills; Computer skills; Management skills; Honesty and integrity; Organising skills; Knowledge of and experience in Department of Water and Sanitation regulations, support policies, , HRM and support plans systems, planning models and procurement processes. Basic knowledge of Contract Management, Project and Presentation skills, PFMA and all aspects of budgeting. A sound understanding and ability to implement relevant Regulations, Policies, Frameworks and Guidelines pertaining to planning, human resources management, logistical administration, record management and secretariat services.; Management skills; Problem solving; Report writing; Computer skills; Good interpersonal relationship skills.

DUTIES : Manage the Transport Section which includes fleet management, travel

management and provision of advice regarding travel management policies and activities. Manage the building lease agreements and contract management of accommodation requests. Provide records management for the Sub-Directorate by ensuring the provision of effective and efficient registry duties. Timeous handling of ongoing and outgoing mail. The maintenance of the departmental filing system. Provide office reception services for the Directorate. Manage cleaning and all telephone administration matter. Supervise staff and oversee the work of subordinates. Handle disciplinary actions as well as ensure training and development of subordinates. Handle general administrative support including the arrangement of secretarial services for the Sub-Directorate meetings for the effective and efficient functioning of the office. Draft routine correspondence and reports. Arrange workshops/ conferences. Process/check correctness of travel claims. Form part in the budgeting process of the Sub-Directorate.

ENQUIRIES : Mr. AA Lessing Tel No: 013-759 7336

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