



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATION** : **Centre Pretoria , Umzimvubu:** Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X 350, Pretoria, 0001 or hand deliver at the Continental Building, cnr Visagie and Bosman, Continental Building. **For attention:** Ms Cindy Mazibuko
- CLOSING DATE** : **18 NOVEMBER 2016 TIME: 16H00**
- POST** : **DEPUTY DIRECTOR: ADMINISTRATION REF: 181116/23**
NWRI Sub Directorate Project Support
- SALARY** : R 612 822 per annum (All inclusive package) level 11
- CENTRE** : Pretoria
- REQUIREMENTS** : Degree or National Diploma in Administration. Three (3) to five (5) years management experience in Administration. Previous exposure to managing information. 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
- DUTIES** : Provide administrative and co-ordination support to the component (Demand Plans, Risk Management and Coordination and Implementation of Audit Action plan). Implement policies regulation and strategic planning of the component. Ensure regulatory and legislative compliance. Budget planning and reporting (in - year monitoring of expenditure and variance analysis, preparation of project bids). Management of human resources.
- ENQUIRIES** : Ms. P Magubane, Tel (012) 336-8519