



# water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF WATER AND SANITATION

**APPLICATIONS** : For Centre: **King William's Town, Port Elizabeth, East London, Cradock, Mthatha**, please forward your applications quoting the relevant reference number to: Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town. For attention: Mr MK. Noah

**CLOSING DATE** : 01 July 2016 Time: 16H00

**POST** : **DEPUTY DIRECTOR: MONITORING AND EVALUATION. REF: 010716/03**

**SALARY** : **R 726, 276 per annum (all inclusive salary package) level 12**

**CENTRE** : **King William's Town**

**REQUIREMENTS:** National Diploma or Degree in Public Management, Business Management or Project Management. Three (3) to five (5) years relevant experience (Integrated Water Resource Management). Experience in the areas of General Management, Project and Programme Management. Monitoring and Evaluation, Strategic planning and financial management. Ability to deal with pressure. Willingness to travel provincially and liaison skills. Excellent computer literacy. Presentation skills. Planning and organising skills. Excellent interpersonal skills. Research skills. Knowledge of public Service Regulations, Public Service Act, Public Finance Management Act and DORA, Human resources policies and procedures. A valid code 08 drivers license.

**DUTIES** Facilitate and co-ordinate the preparation of the monthly reports and quarterly Regional reporting as per OPS plan, reporting and ensuring both quality and meeting deadlines. Analyse and integrate all regional water sector relevant information for reporting (meta data). Liaise with key provincial sector players and ensure intergovernmental relations. Prepare regional summary slide presentation on the analysis of project programme progress, including content and financial. Represent the regional /Chief Director in some meetings. Conduct regional training workshops on monitoring, reporting and evaluation. Ensure monthly data is quality checked, analysed & captured. Obtain approval from regional sector forum for key progress analysis and findings in reports. Ensure the consolidation of all quarterly regional information into the water sector Work Plan reporting tool. Ensure that the Departmental Ministerial and PGDP priorities for the region as agreed in the business plan are captured and programmatically in the work plan tool and are reported on.

**ENQUIRIES** Ms P Makhanya, Tel ( 043) 604 5401