



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** : **25 NOVEMBER 2016 TIME: 16H00**
- POST** : **DEPUTY DIRECTOR: STAKEHOLDER LIAISON & PARLAMENTARY COORDINATION REF: 181116/20**
- SALARY** : R 612 822 per annum (All inclusive package) level 11
- CENTRE** : Pretoria,
- REQUIREMENTS** : National Diploma/ Degree in Social Science. Three (3) to five (5) years management experience in Administration. Sound knowledge of Government policies. Good understanding of Parliament rules and administrative procedures. Must have excellent written and verbal communication skills. Be action orientated, flexible and motivated to work in a team and independently. Must have a valid driver's licence. Be willing to work under pressure. Sound interpersonal skills and high levels of reliability and diplomacy. Willingness to travel between Cape Town and Pretoria.
- DUTIES** : The successful candidate will provide strategic support in relation to cooperation between the Department, Ministries and other Departments when engaging with Parliament. Ensure rapid and efficient production and circulation of documentation. Ensure efficient handling of Parliamentary queries, questions and programme. Scheduling and co-ordination of Parliamentary meetings and obligations. Liaison with Members of Parliament on certain issues, advising the Department and Ministry and other relevant stakeholders. Ensure stakeholder management for harmonious relationship with organs of the state across spheres of government. Ensure alignment of the departments calendar and the programme of Parliament. Manage communication between the department and parliament. Handling of all correspondences on functional matters to and from the department. Quality assurance of documents submitted to parliament. Compile regular written reports on parliamentary briefings, debates and oversight visits relevant to the department's mandate including following up on outstanding matters.
- ENQUIRIES** : Ms P Skhonde, Tel: (012) 336 7306