



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATION** : **Centre East London; King William's Town; Umthatha; Port Elizabeth:**
Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X 7485 King William's Town 5600 or hand deliver at No. 2 Hargreaves Avenue King William's Town. **For attention:** Mr K Noah.
- CLOSING DATE** : **25 NOVEMBER 2016 TIME: 16H00**
- POST** : **ASSISTANT DIRECTOR: MONITORING: EVALUATION AND STRATEGIC SUPPORT REF: 181116/46**
- SALARY** : R 311 784 per annum (Level 09)
- CENTRE** : King William's Town
- REQUIREMENTS** : A recognised three year degree/diploma from a recognised tertiary institution; preferably in Social Science; Civil Engineering or Public Administration with at least three (3) five (5) years appropriate experience in analytical assessments and report writing. Good knowledge of monitoring evaluation research methodologies and strategic planning. Excellent communication; analytical and report writing skills. Team work orientation. Good inter- and intra –personal skills. Computer literacy; with good knowledge of the MS office suit; working knowledge of SPSS and data analysis methods and tools. A demonstrated firm understanding of the water and sanitation sector and water sector legislation. Knowledge of the Public Sector and Government processes. A valid code 08 driver's licence.
- DUTIES** : Reporting to the Deputy Director: M&E and Strategic Support; the incumbent will: Assist in regional business plan developmental and alignment of the Directorate's operational plans with the Region's BP. Ensuring alignment of the budget; the region's branch and regional business plan. Ensure alignment of projects with Departmental and provincial strategic priorities. Verify projects physical progress against reported expenditure and report on the physical –financial performance of the Region. Assist in the compilation of the regions annual report. Monitor and report on the performance of the Region. Facilitate reporting of programme performance to various departmental management structures. Facilitate knowledge sharing with other sector departments; including consolidating quarterly and monthly reports. Assist in the provision of information or compile ministerial or parliamentary questions, imbizo and NCOP reports. Represent the Department at various meeting; as may delegated. **Note:** Short-listed candidates will be required to partake in a practical report writing and competency assessment.
- ENQUIRIES** : Ms Makhanya Tel 043 604 5401/6