



# water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

## **DEPARTMENT OF WATER AND SANITATION**

- APPLICATION** : **Centre Provincial Office Gauteng, Upper Vaal** : Please forward your application quoting the reference number to: The Acting CEO, Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Street, Pretoria, 0001. **For attention:** Mr. ME Matseba
- CLOSING DATE** : **25 NOVEMBER 2016 TIME: 16H00**
- POST** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF: 181116/56**
- SALARY** : R 311 784 per annum (level 9)
- CENTRE** : Provincial Office Gauteng
- REQUIREMENTS** : Degree or National Diploma in Public Administration or Social Sciences. Three (3) to five (5) years experiences in Performance Monitoring and Performance Information in a supervisory level. Good knowledge of Monitoring and Evaluation research methodologies and strategic planning. Good knowledge of compiling reports and excellent report writing skills. Good understanding and knowledge for developing a procedure for data collection. Excellent communication skill and analytic skill. A team work orientated. Good inter and intra-personal skills. Computer literacy with good knowledge AND APPLICATION of the MS Office Suite 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 driver's licence.
- DUTIES** : Report to the Deputy Director: Strategic Support and M&E. Ensure the integration of all the existing monitoring and evaluation systems within the Department. Coordinate planning, monitoring and evaluation of Departmental programmes and align them with Government wide programme of action. Manage and coordinate reporting instruments and tools on monitoring and evaluation. Establish early warning systems on reporting performance of the Department. Develop the Provincial Business Plan and Support Components on the development of their Business Plans. Co-ordinate and consolidate the performance information report on monthly, quarterly AND ANNUAL basis Verification of Portfolio of Evidence (PoE) for the progress reports submitted. Conduct project site spot checks to verify progress reported and attend project performance evaluation sessions. Assist in the provision of information and co-ordinate responses to Ministerial, Parliamentary Questions and National Council of Provinces (NCOP) reports.
- ENQUIRIES** : Ms M Goitsemodimo Tel, 012 392 1324