



**DEPARTMENT OF WATER AND SANITATION**

- APPLICATIONS** : Centre: Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, (Cnr Visagie) and Bosman, Street, Pretoria. For attention: Ms L Mabile
- CLOSING DATE** : **01 December 2017 TIME: 16H00**
- POST** : ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN REF: 011217/04
- SALARY** : R334 545 per annum, (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Degree in Organisational Development/Management Services/Operations Management or related. Three (3) years supervisory experience in Organisational Development. Knowledge of policy development and implementation. Practical knowledge of organisational development and organisational design. Knowledge of HR information. Disciplinary knowledge in HR information. Understanding of Government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Sound knowledge of programme and project management. Knowledge of relationship management. Good problem solving, analysis, people and diversity management. Good client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct. Knowledge of analytical procedures.
- DUTIES** : Development and implementation of job profiles. Analyse Departmental strategic objectives. Implementation of organisational design policies. Develop implementation plan. Advise management on new development structures for implementation. Development of organisational structures. Structures align to Persal system. Conduct job evaluation analysis by holding interviews with relevant officials. Analyse jobs on equate system. Implement HR policies. Implementation of OD systems. Monitor the implementation of human resource in the Department as per approved posts. Measure compliance in terms of HR information processes.
- ENQUIRIES** : Mr S Moyi, Tel 012 336 7405.