



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **Centre Provincial Office Gauteng:** Please forward your application quoting the reference number to: The Provincial Head:Gauteng, Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at 15th floor Reception, Bothongo Plaza East, 285 Francis Street, Pretoria, 0001.**For attention:** Mr. S Nevhorwa.
- CLOSING DATE** : **02 JUNE 2017 TIME: 16H00**
- POST** : ASSISTANT DIRECTOR: MONITORING AND EVALUATION (FREE BASIC WATER) REF NO: 020617/20
- SUB-DIRECTORATE** : WATER SECTOR SUPPORT
- SALARY** : R 334 545 per annum (Level 09)
- CENTRE** : Gauteng Provincial Office
- REQUIREMENTS** : Degree or National Diploma in Public Administration/Social Sciences/Development Studies. Three (3) to five (5) years management experience in financial administration with Monitoring and Evaluation as added advantage. Knowledge and understanding for strategic and annual plans. Knowledge of development of Business plans, reporting requirements and answering Risk management questions including addressing Audit queries. Knowledge and application of project management skills. Development of procedure for data collection within policing. Demonstrated previous experience of having conducted monitoring and evaluation and reporting. A valid driver's license is essential. Ability to work under pressure and deadline oriented. Skills and competence: Interpersonal, communications, report writing and presentation skills. Analytical thinking, honesty and integrity, innovative and creative, problem solving and decision making skills, high level proficiency in relevant computer applications.
- DUTIES** : Active involvement in the development of Business Plans; Demand and risk management plan. Collate and coordinate monthly, quarterly and annual reporting progress. Submit the report and portfolio of evidence to Strategic Support section on time before deadline. Assist in the development of Monitoring and Evaluation tools. Develop and implement an organizational performance, Monitoring and Evaluation systems aligned to policies, strategies, guidelines, directives and procedures. Assist in the design of an impact evaluation plan. Conduct spot checks on progress of projects on a regular basis. Conduct research to contribute to continuous improvement of organizational planning process of the department. Analyze legislative prescription policy documents and reports. **NOTE: preference will be given to coloureds, Indians, Africans and Whites females**
- ENQUIRIES** : Ms. S Rikhotso, Tel 012 – 392 1566.