



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

: **DEPUTY DIRECTOR: STRATEGIC SUPPORT REF NO: 020617/04**

SALARY

: R 657 558 per annum (level 11)

CENTRE

: Gauteng Provincial Office

REQUIREMENTS

: Degree or National Diploma in Social Science. Three (3) to five (5) years' management experience in Administration. Good understanding of strategic and business planning processes. Understanding of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations is highly recommended. Knowledge and understanding of the public service and the general core business of the Department of Water and Sanitation will serve as an advantage. Knowledge of organizational performance management practices and procedures, the Government Planning Framework and administrative procedures. Project planning and management experience. Proven strategic management, leadership, strong analytical, interpersonal and financial management skills. Excellent administrative, organizational and management skills. Good writing and communication skills. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Ability to work independently, long hours and under pressure. Valid driver's license and the willingness to travel where necessary. Good understanding of the risk management concept, principles and processes.

DUTIES

: To provide administrative and strategic support to the Provincial Head and the entire Provincial Office. Be responsible for performance monitoring, evaluation and reporting within the Provincial Office. Co-ordinate and develop the office's strategic and business plans as well as ensure alignment thereof. Co-ordinate quarterly reports and develops Provincial Business Plans as well as ensures alignment with the office's Business Plan and Annual Performance Plan. Responsible for the development of the office's Annual Report. Communication with Directorates on matters relating to performance monitoring, evaluation, reporting and provide support and guidance to Directorates on performance monitoring and evaluation. Analyse performance reports of the provincial office and co-ordinate support to underperforming programmes. Co-ordinate outcomes reporting within the Provincial Office. Develop performance agreements for the Chief Director. Compilation of the Provincial Head's budget and submission of projections and monthly reports. Analysis of budget and expenditure reports. Liaison with relevant stakeholders and Corporate Planning. Co-ordinate governance structures and special projects within the provincial office. Risk management and ensuring compliance thereof. Co-ordination of parliamentary questions and referrals. Quality assurance of submissions and documents. **NOTE: preference will be given to coloureds, Indians, Africans and Whites females**

ENQUIRIES

: Mr S Mthembu Tel, 012 392 1301