



## DEPARTMENT OF WATER AND SANITATION

### APPLICATIONS

**Centre: Pretoria, Free State, Durban KZN:** 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 Cindy Mazibuko

### CLOSING DATE

: **02 JUNE 2017 TIME: 16H00**

### POST

: **DEPUTY DIRECTOR: STRATEGIC SUPPORT (FINANCE REF NO: 020617/05**

### BRANCH

: OFFICE OF THE DEPUTY CFO WTE

### SALARY

: R 657 558 per annum (All-inclusive package), (Level 11)

### CENTRE

: Pretoria

### REQUIREMENTS

: Degree or National Diploma in Social Science. Three (3) to five (5) years management experience in Administration. Knowledge of policy development and implementation. Knowledge of administration processes. Knowledge of HR information management. Knowledge of Disciplinary Processes. Knowledge of government legislation. Working Knowledge of Financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and project management. Knowledge of customer relationship management. Analytical, conceptual and problem solving skills. Client orientation and customer focus. Excellent Verbal, Written Communication as well as report writing skills. Accountability and ethical conduct. Knowledge of analytical procedures.

### DUTIES

: Managing Workflows and high level correspondence. Tracking of high level Ministerial and Accounting Officer dashboards and referrals. The consolidation, analysis and reporting of strategic management inputs and programmes. Ensure coordination and analysis of strategic inputs. Prepare component budgets and demand plans and ensure expenditure monitoring. Intermediate to Advanced level of business software (Microsoft Office Package) for the preparation of business plans quarterly reports and trend analysis. Ability to convert data to knowledge. Ensure the creation of coherence and synergy across all functional areas. Prepare high level presentations. Monitors and reports on the progress of flagship projects. Quality assure and language edit all internal and external correspondence. Attend meetings on behalf of Director and prepare reports. The ability to work after hours when required. Ability to work independently for maximum results. Please note that a technical skills test will be conducted as part of the selection process.

### ENQUIRIES

: Mr. V.M. Ramsing, Tel 012 - 336 6788.