



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, REF NO: 020617/06

CHIEF DIRECTORATE: REGIONAL BULK INFRASTRUCTURE PROGRAMME

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. Understanding of government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Knowledge of programme and project management. Knowledge of relationship management. Problem solving and analysis. People and diversity management skills. Excellent communication skills. Accountability and ethical conduct. Knowledge of analytical procedures. A valid driver's licence. (Attached certified copy).

DUTIES

: Analyse current policies and Departmental strategic objectives. Consolidate the Business Plan of the component and ensure that the business plan is developed. Implement administration policies and various disciplines. Recommend policy amendments. Develop implementation plan. Give inputs on the compilation of the budget. Brief managers on policy requirements. Monitor the budget expenditure is in line with the business plan. Compile monthly reports to managers. Develop interventions where challenges are experienced.

ENQUIRIES

: Mr. T Meso, Tel 012 – 336 6523.