



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

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)
- CLOSING DATE** : **25 AUGUST 2017 TIME: 16H00**
- POST** : DIRECTOR: MANAGEMENT SUPPORT REF NO: 250817/04
- BRANCH** : WATER PLANNING AND INFORMATION MANAGEMENT
- SALARY** : R 898 743 per annum, (All inclusive package) (Level 13)
- CENTRE** : **Pretoria**
- REQUIREMENTS** : Bachelor's Degree (NQF level 7) qualification in Public Administration/ Management/ Project Management. Natural Science fields or Development Studies would be an added advantage. Three (3) to five (5) years exposure to strategic functions/project management. Five (5) years experience should be at Middle/Senior Management. Experience in the Development of Departmental Strategies and Annual Performance Plans. Experience in policy and procedure development as well as business mapping. Experience in the Water Sector would be an added advantage. Knowledge of Public Sector and experience in government legislation such as PFMA, Public Service Regulation, National Water Act, Water Services Act, National Sanitation Act and etc. Strong analytical skills. Good interpersonal relations and the ability to work effectively with officials across all levels within and outside the Department. Ability to organise and co-ordinate multiple and complex projects and programmes related to the Branch. Ability to analyse technical documents. Good communication and business writing skills. Ability to work independently, willingness to work under pressure and extensive hours. Strategic capability and leadership. Problem solving and analysis. Understanding people management and empowerment. Accountability and ethical conduct. Excellent client orientation and customer focus.
- DUTIES** : Provide strategic and technical support to the Branch, analysis of technical correspondence and portfolio of evidence as well as providing necessary advice thereof. Development of strategic, annual performance and business plans as well as ensuring alignment to the mandate of Branch and the MTSF. Co-ordinating performance information for monitoring, evaluation and reporting. Management of key projects and ensuring that project reports within the branch are consolidated and submitted on time. Coordination of Ministerial, Cab Memos, Parliamentary Questions and strategic projects. Stakeholder liaison, communication and management of relevant events. Generation and processing of submissions as well as ensuring quality assurance of strategic documents, reports, ministerial and parliamentary questions. Co-ordination of human resources and financial management for the Branch including Water and Sanitation Planning & Information Management in the Provincial Directorates.
- ENQUIRIES** : Ms. D Mochotlhi, Tel 012 – 336 7255.