



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : CENTRE: Polokwane : Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water Affairs, 49 Joubert Street, Corner Thabo Mbeki & Joubert Streets, AZMO PLACE Building (Registry Office 4rth floor). For attention: Mr M.P Makgakga, Tel 015 – 290 1388.
- CLOSING DATE** : **25 AUGUST 2017 TIME: 16H00**
- POST** : DEPUTY DIRECTOR: STRATEGIC SUPPORT REF NO: 250817/07
- SALARY** : R 657 558per annum(Level 11)
- CENTRE** : Polokwane, Provincial Office
- REQUIREMENTS** : National Diploma or Degree in Social Science. Three (3) to (5) five years management experience in administration. Knowledge of policy development and implementation. Knowledge of administration process and HR information. Disciplinary knowledge in HR information. Understanding of government legislation, financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Competency in programme and project management. Knowledge of relationship management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Knowledge of analytical procedures. Report writing skills. Computer literacy. Drivers license. (Attached certified copy).
- DUTIES** : Monitoring of strategic management inputs and programmes. Ensure the co-ordination and analysis of strategic inputs and budget planning. Ensure the creation of coherence and synergy across all functional areas. Ensure compilation of the budget and monitor expenditure. Monitor and reports in progress of flagship projects. Develop systems to co-ordinate the flow of correspondence between all relevant role players. Manage all incoming and outgoing strategic documents. Oversee the planning and preparations of meetings. Co-ordinate the support of external services required by the Chief Director. Ensure the development and maintenance of the Regional Operations Business Plans. Ensure effective management of all projects. Liaise with service providers to negotiate service level agreement. Analyse the entire operations. Provincial budget and expenditure report to provide the Chief Director with a summarized version of activities taking place that may require attention.
- ENQUIRIES** : Mr L.R Tloubatla, Tel 015 - 290 1230