



## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Pretoria, Roodeplaat Training Centre (RTC) 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 L Mabile
- CLOSING DATE** : **29 SEPTEMBER 2017 TIME: 16H00**
- POST** : DEPUTY DIRECTOR: STRATEGIC SUPPORT REF NO: 290917/06 (This is a re-advertisement those who has previously applied are encouraged to re-apply)
- DIRECTORATE** : WTE
- SALARY** : R 657 558 annum (All-inclusive salary package), (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : B-Degree or national Diploma in Business Administration/Finance. Three (3) years experience in Business Administration/ Finance. Knowledge of policy development and implementation. Experience in Administration processes within a Finance environment at Branch level. Knowledge of HR information. Knowledge disciplinary processes. Understanding of Government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Knowledge of analysis procedures.
- DUTIES** : The monitoring of strategic management inputs and programmes. Ensure co-ordination and analysis of strategic inputs, budgets and demand planning. Quality assurance of operational plans. Preparation of power-point presentations for various stakeholders. Administration of inputs for all Parliamentary, National Treasury and external stakeholder meetings. Co-ordination and consolidation of internal and external audit processes. Ensure the creation of coherence and synergy across all functional areas. Management of Branch workflows. Quality assurance of submissions and correspondence. Preparation of statistical reports through data management tools. Ensure compilation of the budget and monitoring of components expenditure. Monitors and reports in progress of flagship projects. Drafting of submissions, memorandums and reports.
- ENQUIRIES** : Mr M Ramsing, Tel 012 336- 6788