



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### **DEPARTMENT OF WATER AND SANITATION**

<b>APPLICATIONS</b>	:	Applications should be submitted on a Z83 form, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications including a comprehensive CV. Please direct your applications to: The Provincial Head, Department of Water & Sanitation, P.O. Box 1018, Durban, 4000
<b>CLOSING DATE</b>	:	02 November 2018 16H00
<b>POST</b>	:	ASSISTANT DIRECTOR: WARMS REF NO 021118/04
<b>SALARY</b>	:	R356 289 per annum (level 9)
<b>CENTRE</b>	:	Durban
<b>REQUIREMENTS</b>	:	A National Diploma or Degree in Administration or relevant qualification. Three(3) to Five (5) years of data management and quality control experience in the WARMS component of which at least three (3) years of proven experience at a supervisory level. Knowledge and understanding of the National Water Act, Act 36 of 1998. Knowledge of the National Water Use Registration process. Proven supervisory, organizational, communication, problem solving, report writing and basic technical skills are essential. experience in client services is also required. Working computer experience in MS Office as well as GIS software is a prerequisite. A valid driver's license is also essential (certified copy must be attached).
<b>DUTIES</b>	:	Management of the WARMS data in compliance with the National Water Act and related policies & procedures. Monitor the quality and completeness of data captured on WARMS. Management of customer services in relation to water use registration. Identify strategic objectives in line with the business plan of the Institutional Establishment directorate aligned to the National DWS business plan. Implement and manage projects in order to achieve these goals. Develop and maintain operational plans for the WARMS component. Oversee the implementation of findings from the Validation & Verification project on WARMS. Ensure that Licences and General Authorisations are captured on WARMS correctly and without delay. Answer Revenue/ Billing related queries. Supervision of staff. Oversee the budget and expenditure of the component.
<b>ENQUIRIES</b>	:	Mr SO Naidoo, Tel no. (031) 336 2735