



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: KwaZulu Natal (Durban): Please forward your application quoting the reference number to the Provincial Head: KwaZulu-Natal, Department of Water and Sanitation. P.O. Box 1018, Durban, 4000 or hand-deliver to 88 Joe Slovo Street (previously Field Street), Southern Life Building, 9th Floor, Durban. For attention: The Manager (Human Resources)
- CLOSING DATE** : 03 August 2018 TIME: 16h00
- POST** : ASSISTANT DIRECTOR: ADMINISTRATION (CATCHMENT MANAGEMENT) REF NO: 030818/03
- BRANCH** : OPERATIONAL INTEGRATION: KZN
- SALARY** : R 356 289 per annum, (Level 09)
- CENTRE** : Durban
- REQUIREMENTS** : A National Diploma or Degree in Administration or relevant qualification. Three (3) to five (5) years of relevant experience in the administration field of which two (2) years must be supervisory level. Knowledge in community, rural development or institutional arrangement will be a major benefit. Knowledge of development of Business plans and reporting requirements. Experience in financial management and budgeting. Proven experience in database management. The appropriate candidate should have extensive knowledge of the National Water Act, water related legislation, policies and practices nationally and internationally. Knowledge of Integrated Water Resources Management plus relevant experience or knowledge in the establishment and management of water management institutions. Ability to interpret and apply legislation, policy and strategy. . A valid driver's licence is essential (A certified copy must be attached). Ability to work under pressure and deadline oriented. Ability to plan, organise and co-ordinate according to allocated activities. Interpersonal skills, good communication skills, report writing, analytical thinking, honesty, integrity, innovation and creativity. Problem solving, and decision making skills. High level proficiency in relevant computer literate (Microsoft Excel, PowerPoint, MS Word, Internet).
- DUTIES** : Ensure administrative and co-ordination support to the component. Assist with planning and implementation in respect of business plan of the Directorate. Assist with the Strategic planning for the component. Ensuring accurate administration of information. Respond to general enquiries on behalf of the Director. Provide advice on administration information to managers. Advise on government policies and legislation on all matters pertaining to integrated water resource management. Compilation and presentation of verbal and written reports. Monitoring policy implementation. Development of databases, extraction of information and compilation of reports. Quality control of captured data. Supervision of staff. Planning of information processing and output required for the Directorate.
- ENQUIRIES** : Mr. N.A Mkhize Tel (031) 336 2700