



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Mbombela, Groblersdal Please forward all applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X 11259 Mbombela,1200 or hand deliver at Prorum Building, Cnr Brown & Paul Kruger Streets, Mbombela **For attention:** Mr MJ Nzima
- CLOSING DATE** : 04 May 2018 TIME: 16h00
- POST** : DEPUTY DIRECTOR: STRATEGIC SUPPORT REF NO: 040518/09
- SALARY** : R657 558 per annum (all inclusive package) Level 11
- CENTRE** : Mbombela
- REQUIREMENTS** : A National Diploma or Degree in Social Science. Three (3) to five (5) years management experience in Administration. Knowledge and experience of policy development and implementation. Knowledge and experience of administrative processes. Knowledge and understanding of HR information. Understanding of Government legislation. Knowledge and experience in financial management. Understanding of the PFMA. Programme and Project management skills, problem solving and analytical skills, People and diversity management, good client orientation and customer focus, excellent communication skills and accountability and ethical conduct. Knowledge and experience of techniques and procedures for the planning and execution of operations. A valid driver's Licence (certified copy must be attached).
- DUTIES** : Monitoring of strategic management inputs and programmes. Ensure 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 reports in progress and flagship projects. Develop systems to coordinate the flow of correspondence between all relevant role players. Manage all incoming and outgoing strategic documents. Oversee the planning and preparations of meetings. Coordinate 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 Regional budget and expenditure report to provide the Chief Director with a summarized version of activities taking place that may require attention.
- ENQUIRIES** : Mr F Guma, Tel no: 013759 7310/7311