



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Head Office (Pretoria) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabole.
- CLOSING DATE** : 06 July 2018 TIME: 16h00
- POST** : **DEPUTY DIRECTOR: STRATEGIC SUPPORT REF NO: 060718/06**
- BRANCH** : **NWRI Head Office**
- SALARY** : **R 657 558 per annum (all inclusive package) (Level 11)**
- CENTRE** : **Head Office Pretoria**
- REQUIREMENTS** : A National Diploma or Degree in Public Management/Administration or equivalent. Three (3) to five (5) years relevant management experience in Administration and strategic planning. Sound knowledge of National Development Plan, Government Priorities and Outcomes approach, Risks Management, Integrated Human Resource Management plan, Government planning processes and framework, and Monitoring Performance Assessment Tool (MPAT). In-depth knowledge and understanding of the Constitutional mandate of the Department of Water and Sanitation and its strategic direction, policies, regulations and legislation. Sound knowledge of the public service framework, legislations and Batho-Pele principles. Knowledge of Project Management principles (Project Management Body of Knowledge). General management, presentation, report writing, interpersonal relations, planning, organising, decision-making, consultation, motivating, conflict resolution and management, Problem solving and analytical skills. Knowledge of computer literacy.
- DUTIES** : Coordinate the inclusion of sector inputs into water and sanitation policies and strategies. Rollout and operationalization of water and sanitation related policies, regulations, strategies and guidelines on National Water Resource Infrastructure Programmes. Promote a culture of knowledge sharing, information exchange and learning in the water sector and facilitate sector advocacy. Coordinate the inclusion of cross cutting issues such as gender, youth etc., into bulk water programmes initiatives with the aim of meeting national strategic objectives. Co-ordinate corporate support services and ensure adherence to HRM & HRD policies and regulations by monitoring recruitment and selection processes; conditions of service benefits; performance management and development system, and labour relations matters. Co-ordinate and ensure the development and implementation of Annual Performance Plan (APP) and operational plan for the Branch. Co-ordinate quarterly & annual performance reports and conduct regular performance review sessions to discuss strategic issues. Ensure compliance with risk requirements, internal and external audit findings and develop action plans across the Branch. Ensure effective and efficient documents management, information and record management system in line with the MISS and National Archive and Records Services of South Africa. Ensure quality assurance with regard to the content, compliance, completeness and accuracy of submissions and documents to be submitted to the Director-General, and Minister. Co-ordinate and manage cabinet, parliamentary questions, referrals and media enquiries related to the Branch and provide responses timeously.

N.B. This post was previously advertised under the title Deputy Director: Coordination. Applicants who previously applied are encouraged to reapply.

ENQUIRIES : Mr M. J. Lambani, Tel: (012) 336 8620