



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

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 Mabile.
- CLOSING DATE** : 06 July 2018 TIME: 16h00
- POST** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 060718/09**
- BRANCH** : **NWRI: Central Operation**
- SALARY** : **R 657 558 per annum (all inclusive package) (Level 11)**
- CENTRE** : **Central Operation (Pretoria)**
- REQUIREMENTS** : National Diploma or Bachelor Degree in Administration/Human Resources or Relevant .Three (3) to (5) five years supervisory experience in Administration Knowledge of policy development and implementation. Knowledge and experience of administration process. Knowledge and understanding of HR information. Disciplinary knowledge in HR information. Understanding of Government legislations, financial management and knowledge of PFMA. Understanding of techniques and procedures for the planning and execution of operations. Knowledge of programme and project management .Knowledge of relationship management. Problem solving and analysis. Knowledge of people and diversity management. Client orientation and customer focus. Good communication skill (written and verbal). Accountability and ethical conduct Knowledge of analytical procedures.
- DUTIES** : Manage Corporate Services in the NWRI: Central Operations office and general support of personnel. Provide strategic and general management input and consult with management, interest groups and stakeholders. Assist with the development and implementation of Strategic Plan. Manage the Human Resource unit with regard to HR planning and strategy, policy and implementation, talent management, organisational design, employee relations, EAP and transformation. Manage general administration with regard to document management, administrative support, transport and travel logistics and general service delivery to units. Manage communication with regard to advocacy, communication strategy and media relations. Ensure and develop legal compliance with regard to contract management. Labour relation, legislation and litigation. Compilation of Corporate Service budget.
- ENQUIRIES** : **Ms NN Ndumo, Tel (012) 741 7302**