



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Gauteng Please forward your application, quoting the post reference number, to The Provincial Head, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or Hand delivered at 285 Francis Baard Street, Bothongo Plaza East Building, 15th Floor. **For attention:** Mr PS Nevhorwa
- ERRATUM** : Kindly note that the post below advertised on vacancy circular 21 dated 25 May 2018, the duties have been amended closing date extended.
- CLOSING DATE** : 15 June 2018 TIME: 16h00
- POST** : ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 080618/07
- BRANCH** : OPERATIONAL INTEGRATION GAUTENG, CD: PROVINCIAL OPERATIONS
- SALARY** : R334 545 (Level 9)
- CENTRE** : Gauteng
- REQUIREMENTS** : National Diploma or Degree in Public Management/Business Management or Project Management. Three (3) to five (5) years management experience in monitoring and evaluation. Experience on supervisory level. Exposure in project management is highly recommended. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Knowledge and experience of developing tools of monitoring and evaluation. Experience in the development of procedures for data collection. Knowledge and experience of compiling reports. Exposure to departmental policies and procedures. Understanding of Governmental financial systems. Understanding of the Framework for managing performance information. Ability to work under pressure to meet deadlines. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication, accountability and ethical conduct. Valid driver's license is essential (Attach certified copy).
- DUTIES** : Report to the Deputy Director: Strategic Support and M&E. Ensure the integration of all the existing monitoring and evaluation systems within the Department. Coordinate planning, monitoring and evaluation of Departmental programmes and align them with Government wide programme of action. Manage and coordinate reporting instruments and tools on monitoring and evaluation. Establish early warning systems on reporting performance of the Department. Develop the Provincial Business Plan and Support Components on the development of their Business Plans. Co-ordinate and consolidate the performance information report on monthly, quarterly AND ANNUAL basis Verification of Portfolio of Evidence (PoE) for the progress reports submitted. Conduct project site spot checks to verify progress reported and attend project performance evaluation sessions. Assist in the provision of information and co-ordinate responses to Ministerial, Parliamentary Questions and National Council of Provinces (NCOP) reports.
- ENQUIRIES** : Mr P.S. Nevhorwa, Tel: 012 392 1324