



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **Centres East London:** Cradock, King William's Town; Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X7485, King William's Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William's Town. For attention: Ms T Solwandle.
- CLOSING DATE** : **9 February 2018 TIME: 16H00**
- POST** : ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 090218/06
- DIVISION** : WATER INFORMATION MANAGEMENT (WTE)
- SALARY** : R 334 545.00 per annum (level 9)
- CENTRE** : Eastern Cape Region: East London
- REQUIREMENTS** : A National Diploma or Degree in Administration or Human Sciences. 2 to 4 years experience in Water Allocation Registration Management System(WARMS). Proven experience in the National Water Use registration process as defined by the National Water Act 1998 (Act No 36 of 1998). Proven knowledge of the National Water Pricing strategy.Knowledge of irrigation methods in the Eastern Cape. Knowledge of the legislation relating to Water Users associations, Irrigation Boards and the establishment of Catchment Management Agencies. Experience in working with spatial data and extensive experience in the management of general administration work. Candidates must be computer literate and have a sound knowledge of Microsoft Office. Knowledge of the following will serve as recommendations: Arc View or Arc Explorer, the Water Services Act and all other relevant legislation. Ability to solve problem and conduct analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. A valid driver's license (certified copy must be attached)
- DUTIES** : Serve as the Manager of the WARMS office as well as the main interface between the client and other functions in the national water use registration process including the handling of inquiries from clients. Handle all activities relating to capturing, amendments and maintenance of water use registration data. Implement and interpret procedures in terms of the National Water Act (36 of 1998) for water use registration. Staff supervision, compile section reports and provide budget inputs. Office administration and supervision of subordinates.
- ENQUIRES** : Ms B Kama, (043) 7010376