



**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: MONITORING AND EVALUATION REF NO: 090218/09
- CHIEF DIRECTORATE** : PROVINCIAL OPERATIONS
- SALARY** : R334 545.00 per annum (level 9)
- CENTRE** : Eastern Cape Region: King William's Town
- REQUIREMENTS** : A National Diploma or Degree in Public Management / Business Management or Project Management with three(3) to five (5) years supervisory experience in Monitoring and Evaluation. Report writing skills, experience in monitoring evaluation research methodologies and strategic planning. Excellent communication, analytical and report writing skills. Team work orientation. Good inter and intra personal skills. Computer literacy; with good knowledge of MS Office suit; working knowledge of SPSS and data analysis methods and tools. A firm understanding of the water and sanitation sector and water sector legislation. Experience in Public Sector and Government processes. A valid code 08 driver's licence (certified copy must be attached).
- DUTIES** : The incumbent will be reporting to the Deputy Director: Monitoring and Evaluation; the incumbent will: Assist in regional business plan developmental and alignment of the divisions Oversee projects with Departmental and provincial strategic priorities. Verify projects physical progress against reported expenditure and report on the physical –financial performance of the Region. Assist in the compilation of the Regions annual report. Monitor and report on the performance of the Region. Facilitate reporting of programme performance to various departmental management structures. Facilitate knowledge sharing with other sector departments; including consolidating quarterly and monthly reports. Assist in the provision of information. Compile responses to ministerial or parliamentary questionnaires. Compile Imbizo and NCOP reports. Represent the Department at various meetings.
- NOTE** : Short-listed candidates will be required to partake in a practical report writing and competency assessment.
- ENQUIRIES** : Ms Z Gcilitshana Tel: (043) 604 5521