



**DEPARTMENT OF WATER AND SANITATION**

- APPLICATIONS** : **Centre Belville:** Please forward your applications quoting the reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532, or hand deliver to No. 3 Blanckenberg Road, Sigma Building, Bellville. For attention: Mr B Saki.
- CLOSING DATE** : 09 March 2018 TIME: 16h00
- POST** : DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 090318/02
- SD** : CORPORATE MANAGEMENT
- SALARY** : R657 558 per annum (All-inclusive salary package), (Level 11)
- CENTRE** : Bellville
- REQUIREMENTS** : A National Diploma/Degree in Administration. Three (3) to five (5) years management experience in Administration. Knowledge and experience of policy development and implementation. Knowledge and experience in Administration processes. Knowledge and experience in human resource information. Knowledge and experience in human resource information. Understanding of Government legislations. Financial management skills and knowledge of PFMA. Knowledge and experience in techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and Analytical skills. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Knowledge of analytical procedures. Valid Driver's license (Attach certified copy)
- DUTIES** : Manage and provide support in the following disciplines: Human Resources, Information and Technology, Administration, Communication, Occupation Health and Safety, Safety and Security including General Registry Management. Assist with the development and implementation of strategic plan. Analyse current policies. Analyse Departmental strategic objectives. Implement administration policies and various disciplines. Analyse human resource information trends. Recommend policy amendments. Hold road shows advising department on key policy issues. Brief managers on policy requirements. Implement according to delegations. Expert advice on human resource information implementation to managers. Monitor policy implementation. Develop Corporate Services implementation plan. Ensure that the line managers execute their business plan within the objectives of human resource plan. Ensure that strategic objectives are implemented accordingly. Ensure that Corporate Services forms business partner with line management. Hold road shows advising department on key policy issues. Brief managers on policy requirements. Implement according to delegations. Compile Corporate Services. Ensure that budget is implemented according to plan. Do early warning where necessary. Ensure that monthly reports are available for managers. Manage corporate support in the Region.
- ENQUIRIES** : Ms L Peter 021 941 6207