



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Gauteng (Based in 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 at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor ,Pretoria, 0001
- FOR ATTENTION** : ST Mashiloane Tel No: 012 392 1489
- CLOSING DATE** : 14 December 2018 TIME: 16h00
- POST** : ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 141218/14
- BRANCH** : Chief Operations Office
CD: Provincial Operations
- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Gauteng
- REQUIREMENTS** : A National Diploma or Degree in Public Management/Business Management or Project Management. Three (3) to Five (5) years management experience in monitoring and evaluation. Exposure in project management is highly recommended. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge of developing tools of monitoring and evaluation. 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. Knowledge of equal opportunities and Affirmative action guidelines and laws. Exposure to departmental policies and procedures. Governmental financial systems. Framework for managing performance information. Working under pressure of multiple deadlines. Problem solving and analytical skills. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills (verbal and written). Accountability and Ethical Conduct. A valid driver's licence is essential (attach certified copy).
- DUTIES** : Active involvement in the development of Business Plans, demand and risk management plan. Collate and coordinate monthly and quarterly progress reporting. Assist in the development of monitoring and evaluation tools. Develop and implement and organisational performance. Monitoring and evaluation systems aligned to policies, strategies, guidelines, directives and procedures. Assist in the design of an impact evaluation plan. Conduct sport checks on progress of projects on a regular basis. Compile monitoring and evaluation reports. Conduct research to contribute to continuous improvement of organisational planning process of the Department. Analyse legislative prescripts policy documents and reports.
- ENQUIRIES** : ST Mashiloane Tel No: 012 392 1489