



## **DEPARTMENT OF WATER AND SANITATION**

- APPLICATIONS** : Centre: Head Office (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 to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabile.
- CLOSING DATE** : 14 September 2018 TIME: 16h00
- POST** : **DEPUTY DIRECTOR: SHARED WATERCOURSES (SWC) REF NO: 140918/02**
- BRANCH** : **International Water Cooperation (IWC)**
- SALARY** : **R697 011** per annum (all inclusive package), (Level 11)
- CENTRE** : Head Office Pretoria
- REQUIREMENTS** : A B-Degree in Human Sciences. Three (3) to six (6) years management experience in bilateral/multilateral relations. Valid driver's licence is required (certified copy should be attached). Knowledge and understanding of international politics / international relations and difference between multilaterals and bilateral agreements. Knowledge and experience in developing policies and its procedures. Knowledge and understanding of research and Public Finance Management Act (PFMA). Knowledge and experience of bilateral / multilateral management issues. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and Diversity Management. Client orientation and Customer Focus. Good Communication Skills. Accountability and Ethical Conduct. Ability to cope with long working hours and meet urgent deadlines. Willingness to travel locally and internationally.
- DUTIES** : Develop regional and international cooperation of bilateral / multilateral agreements. Provide advise on the impact of relevant programmes with reference to impact on Departmental priorities. Identify opportunities and manage strategic partnerships with local and international stakeholders. Coordinate the implementation of funded and strategic programmes and projects. Conduct research and report findings and recommendations that advances the objectives of the Department of Water & Sanitation (DWS). Provide relevant support to the DWS Principals on Water Management issues within the relevant Commissions and Committees. Write minutes and reports of the Commissions and Committee meetings. Provide protocol service for the local and international stakeholders. Strengthen relations with shared watercourses / riparian states in support of the SADC and African Agenda. Draft speeches, briefing notes, submissions, memorandums and reports on shared watercourses projects and programmes. Ensure proper management of Staff in the Directorate.
- ENQUIRIES** : Mr. T Tlala, Tel No: (012) 336 6632

