



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **Centre 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 Continental Building, Corner of Visagie and Bosman, Street, Pretoria. For attention: Mr M Banda
- CLOSING DATE** : **16 February 2018 TIME: 16H00**
- POST** : DEPUTY DIRECTOR: STRATEGIC SUPPORT – OFFICE OF THE DDG: CORPORATE SERVICES **REF NO:** 160218/01
- BRANCH** : CORPORATE SERVICES
- SALARY** : R 657 558 per annum (all inclusive), (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma or Degree in Business Administration / Public Administration / Finance / Project Management / Humanities. Three (3) to five (5) years experience in support services. Knowledge and experience in Monitoring and Evaluation, Business Planning and/or Financial Management. Understanding of Government legislation relating to Business planning, reporting and financial management. Knowledge of techniques and procedures for the planning and execution of operations within the unit. Programme and project management. Problem solving skills. People and diversity management. Client orientation and customer focus. Good communication and report writing skills.
- DUTIES** : Coordinate business planning within the Branch. Coordinate quarterly and annual reporting. Prepare and submit in-year monitoring and expenditure projections of the Branch. Coordinate audit queries related to the Branch. Coordinate and manage the development of the Branch Risk Management Plan.
- ENQUIRIES** : Mr. JK. Nkuna, Tel (012) 336 7987