



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : NWRI Southern Operations (Port Elizabeth) Please forward your applications to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.
- CLOSING DATE** : 16 November 2018 16H00
- POST** : DEPUTY DIRECTOR: CORPORATE SERVICES REF NO 161118/11
- BRANCH** : NWRI SOUTHERN OPERATIONS: INFRASTRUCTURE BUILD, OPERATE AND MAINTENANCE
- SALARY** : R826 053 per annum (all inclusive package) (Level 12)
- CENTRE** : Port Elizabeth
- REQUIREMENTS** : A National Diploma or Bachelor Degree in Administration/Human Resources or Relevant. Three (3) to (5) years supervisory experience in Administration. Knowledge of policy development and implementation. Knowledge and experience of administration process. Knowledge and understanding of HR information. Disciplinary knowledge in HR information. Understanding of Government legislations, financial management and knowledge of PFMA. Understanding of techniques and procedures for the planning and execution of operations. Knowledge of programme and project management. Knowledge of relationship management. Problem solving and analysis. Knowledge of people and diversity management. Client orientation and customer focus. Good communication skills (written and verbal). Accountability and ethical conduct. Knowledge of analytical procedures.
- DUTIES** : Manage Corporate Services in the Branch: Infrastructure Build, Operate and Maintenance (IBOM): Southern Operations and general support of personnel. Provide strategic and general management input and consult with management, interest groups and stakeholders. Assist with the development and implementation of Strategic Plan. Manage the Human Resource unit with regards to HR planning and strategy, policy and implementation, talent management, organizational design, employee relations, EAP and transformation. Manage general administration with regard to document management, administrative support, transport and travel logistics and general service delivery units. Manage communication with regard to advocacy, communication strategy and media relations. Ensure and develop legal compliance with regard to contract management. Labour relations, legislation and litigation. Compilation of Corporate Service Budget.
- ENQUIRIES** : Ms C Goboza, Tel: 041 508 9702