



## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centres: Bellville, George and Worcester. Please forward your applications quoting the relevant reference number to the Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville. For attention: Ms K Melelo
- CLOSING DATE** : 20 July 2018 TIME: 16h00
- POST** : SENIOR COMMUNITY DEVELOPMENT OFFICER: SECTOR COLLABORATION (IGR) REF NO: 200718/06
- BRANCH** : OPERATIONAL INTEGRATION: WESTERN CAPE
- SUB-DIRECTORATE** : SECTOR COLLABORATION
- SALARY** : R299 709 per annum, (Level 8)
- CENTRE** : Bellville
- REQUIREMENTS** : A National Diploma or Degree in Human Sciences. Three (3) to five (5) years relevant experience. Knowledge and experience in strategic and operational plan management. Knowledge in Policy implementation. Monitoring and evaluation tools and principles. Good communication skills(written and verbal). Computer literacy skills. Creativity and awareness. Experience in professional development and project management. Cultural awareness, flexibility and initiatives skills. Presentation, leadership and interpretation skills. Knowledge in application of policy and strategy. Knowledge of relevant Water related legislation, policies and practices. Knowledge of Intergovernmental Relations (IGR). Understanding of water resource programmes. Experience in Community or Rural development as well as interacting with other spheres of Government. Ability to manage conflict through a transparent and participatory approach. A valid driver's license (certified copy must be attached). Willingness to travel extensively and work irregular hours.
- DUTIES** : Support the development of a shared vision and mission for the section. Promote active community participation. Ensure adequate support to subordinates. Promotes transformation within the section. Ensure a culture of innovation and performance. Develop and implement a performance improvement suggestion scheme. Communicates effectively with stakeholders in the sector about the functions of the section. Support the establishment and sustainability of provincial partnerships. Supports project stakeholder engagements in various municipalities. Participate as a key player in the Water and Sanitation Sector strategic plan. Support activities towards sustainable and functional water and sanitation forums. Support mobilization for Ministerial public participation programmes. Develop strategic plan for the section. Assist with the development and management of the budget for the section. Assist with the development of an expenditure forecast on a quarterly basis for the section. Manage Human Resources for the section. Participate in the Recruitment and Selection of staff. Manage development of individuals in subordinate positions. Ensure that Human Resource Development policies are applied to staff members within the section. Promote Water Advocacy Programmes. Assist in the regulation and support of WSAs in Water and Sanitation implementation and reporting. Assists with Water and Sanitation Capacity Building, skills training and job creation through EPWP.
- ENQUIRIES** : Mr N Phillip Tel 021 941 6145