



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 X 350 Pretoria 0001 or hand deliver at Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Mrs L Mabile
- CLOSING DATE** : 26 January 2018 TIME: 16h00
- POST** : **CHIEF DIRECTOR: SUPPORT SERVICES REF NO: 260118/02**
OFFICE OF THE DIRECTOR-GENERAL
- SALARY** : R1 127 334 per annum, (All inclusive salary package), (Level 14)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A Bachelor's degree in Public Administration / Social Sciences/ Natural Sciences/ Business Sciences (NQF 7). Five years experience at a senior managerial level. Five to eight years experience within the Public Service particularly in the Water Sector. Knowledge of the Water Sector including relevant governing legislation. Working experience in high level government offices such as the Office of the Director-General and Office of the Minister. Experience in financial budgeting management and business planning processes. Sound knowledge of project and programme management. Strategic capacity and leadership. Experience in change and knowledge management. Service delivery innovation. People management and empowerment. Problem solving and analysis. Client orientation and customer focus. Excellent facilitation, presentation, communication, report writing, accountability and ethical conduct.
- DUTIES** : Manage the overall functional support to the office of the Director-General. Provide executive support including strategic advice to the Director-General on key and high level Water and Sanitation matters. Effectively manage the linkage of the office of the Director-General with the Office of the Minister/s. Coordinate effective operational and business planning processes, ensure and oversee the plans' implementation as per Strategic Planning of the Department. Engage various branches and consolidate all strategic information in order to conduct monitoring and evaluation for the performance of the Department. Ensure quality assurance of all correspondence submitted to and from the office of the Director-General. Ensure setting up and convening of High Level Water and Sanitation Governance Structures and provide necessary support, secretariat services and logistical arrangements. Set up and manage a Departmental Corporate calendar. Manage Director-General's and Department's interaction and strategic engagement with various key stakeholders such as Parliament, Cabinet, FOSAD, other Government Departments and international stakeholders. Ensure, manage and facilitate Director-General's interface and oversight to the Water and Sanitation Entities. Facilitate meetings, present on behalf of the DG and Department and chair various forums and governance structures.
- ENQUIRIES** : Mr S Mkhize, tel (012) 336 7573