



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 Mabole
- CLOSING DATE** : 26 January 2018 TIME: 16h00
- POST** : **DIRECTOR:** EXECUTIVE SUPPORT REF NO: 260118/03
- BRANCH** : Office of the Director-General
- SALARY** : R948 174 per annum, (All inclusive salary package), (Level 13)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A relevant Bachelor's degree in Social Sciences or relevant qualification (NQF 7), a Postgraduate Diploma in Social Sciences/ Business Sciences/ Natural Sciences will be an added advantage. Five (5) years experience at a Middle/Senior Managerial level. Working experience in high level government offices such as the Office of the Deputy Director General and Director-General. Experience of managing a team. Working experience in the Water Sector. Knowledge of relevant acts and legislation on Human Resource Management. Knowledge of relevant acts and legislation on Water and Sanitation environment. Knowledge and understanding of policy and strategy development. Knowledge and understanding of project and programme management. Knowledge and application of Financial Management. Experience in Strategic Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem solving and Analysis, People Management and empowerment skills. Client orientation and customer focus. Communications, accountability and ethical conduct.
- DUTIES** : Ensure the efficient and effective coordination and processing of ministerial enquiries and act as a central point of contact and coordination. Ensure proper coordination and dissemination of submissions and correspondences in an orderly manner to the Director-General. Ensure alignment of correspondences and submissions with applicable policies, procedures and systems flowing to and from the office of the Director-General. Manage the process of correspondence flowing to and from the Ministry and to ensure the facilitation and coordination of activities which have an impact on the various role players. Oversee language editing and translation service to the Director-General and Department of Water and Sanitation. Manage the filing system (manually and electronically) in the Office of the Director-General.
- ENQUIRIES** : Ms T Fiko, tel (012) 336 7176