



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : For purposes of response handling 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 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabile.
- CLOSING DATE** : 01 MARCH 2019 TIME: 16h00
- POST** : DIRECTOR: MANAGEMENT SUPPORT, REF NO: 010319/01
- BRANCH** : PLANNING MONITORING & EVALUATION
- SALARY** : R1 005 063 per annum (all inclusive package), (Level 13)
- CENTRE** : HEAD OFFICE PRETORIA
- REQUIREMENTS** : A Bachelor's Degree in Science/Engineering/Economics/Public Management/Administration at NQF level 7. Six (6) to ten (10) years' experience operating at strategic level / Project Management. Five (5) years' experience at a middle /senior managerial level. Knowledge of Public Sector. Knowledge of and experience in government legal processes, legislation and contracts. Knowledge of water sector dynamics. Strategic Capability and Leadership. Independence. Programme and Project Management. Financial Management. Change Management. Service Delivery Innovation (SDI). Problem solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication skills. Accountability and ethical conduct.
- DUTIES** : Development of strategic and business plan. Combine and coordinate strategic plan. Gather inputs from Chief Directorates and Directorates. Analyse and review business plans to ensure alignment to strategic plans. Consolidate inputs to formulate strategic plan for the Regional branch. Develop quarterly and annual reports. Monitor and report on progress and targets against business plans. Provide analysis on variances and actions to mitigate them. Management of the Office and human resource management. Ensure that office systems on national and regional level are efficient and co-ordinated in fulfilling the requirements of the DDGs performance agreement. Create a high performance culture and make DWS a compelling place to work for. Ensure that Transformation imperatives included in policies and strategies. Participate in forums to represent the Branch. Coordination of Ministerial, Cab Memos, Parliamentary Questions and strategic project. Ensure timeous submission of strategic documents. Stakeholder liaison, communication and management of relevant events. Support strategic Regional Projects. Ensure minister is briefed thoroughly and timeously in preparation for strategic events.
- ENQUIRIES** : Ms NK Mohapi, Tel 012 336 8234