



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### **DEPARTMENT OF WATER AND SANITATION**

- APPLICATIONS** : APPLICATIONS Head Office (Pretoria): 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** : 08 February 2019 TIME: 16h00
- POST** : DEPUTY DIRECTOR: STRATEGIC SUPPORT REF NO: 080219/02
- BRANCH** : INTERNATIONAL OBLIGATIONS AND INSTITUTIONAL GOVERNANCE
- SALARY** : R 826 053 Level12 (All-inclusive package)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A National Diploma or Bachelor's Degree in Public Management / Administration or equivalent. Three (3) to (5) five years relevant management experience in administration and strategic planning. Sound knowledge of National Development Plan, Government Priorities and Outcomes approach. Risks Management, integrated Human Resource Management Plan. Understanding of internal relations. Government planning processes and framework and Monitoring Performance Assessment Tool (MPAT). In-depth knowledge and understanding of the Constitutional mandate of the Department of Water and Sanitation and its strategic direction, policies, regulations and legislation. Sound knowledge of the public service framework, legislations and Batho-Pele principles. Knowledge of Project Management principles (Project Management Body of Knowledge). General management, Presentation, report writing, interpersonal relations planning organising, decision-making, consultation, motivating, conflict resolution and management, problem solving and analytical skills. Knowledge of computer literacy.
- DUTIES** : Coordinate the inclusion of sector inputs into water and sanitation policies and strategies. Co-ordinate corporate support services and ensure adherence to HRM and HRD policies and regulations by monitoring recruitment and selection processes; conditions of service benefits; performance management and development system, and labour relations matters. Co-ordinate and ensure the development and implementation of Annual Performance Plan (APP) and operational plan for the Branch. Co-ordinate and ensure development and implementation of quarterly and annual performance reports and conduct regular performance review sessions to discuss strategic issues. Co-ordinate and ensure development of the International Calendar. Ensure compliance with risk requirements, internal and external audits findings and develop action plans across the Branch. Ensure effective and efficient documents management, information and record management system in line with the MISS and National Archive and Record Services of South Africa. Ensure quality assurance with regard to the content, compliance, completeness and accuracy of submissions and documents to be submitted to the Director-General, and Minister. Co-ordinate and manage cabinet, parliamentary, questions, referrals and media enquiries to the Branch and provide responses timeously.
- ENQUIRIES** : Ms P Mahlangu Tel No. 012 336 8287