



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela. For Attention: Mr MJ Nzima
- CLOSING DATE** : 15 February 2019 TIME: 16h00
- POST** : DEPUTY DIRECTOR: CORPORATE SERVICES REF NO 150219/01
- BRANCH** : CHIEF OPERATIONS OFFICE: MPUMALANGA SD: CORPORATE SERVICES
- SALARY** : R826 053 all inclusive salary package (Level 12)
- CENTRE** : Mbombela
- REQUIREMENTS** : A National Diploma or Degree in Administration. Three (3) to Five (5) years management experience in Administration. Knowledge of policy development and implementation. Knowledge of Administration processes. Knowledge of HR Information. Disciplinary knowledge in HR information. Understanding of Government legislations. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good verbal and written communication skills. Accountability and ethical conduct. Knowledge of analytical procedures. A valid driver's license (certified copy must be attached).
- DUTIES** : Manage and provide support in the following disciplines: Human Resources; Information Technology (IT); Administration; Communication; and OHS, including Safety and Security. Analyse current policies. Analyse Departmental strategic objectives. Implement administration policies and various disciplines. Analyse human resource information trends. Develop implementation plan. Hold road shows advising department on key policy issues. Provide expert advice on HR information implementation to Managers. Assist with the development and implementation of Strategic Plan. Develop Corporate Services implementation plan. Ensure that the line managers execute their business plan within the objectives of HR Plan. Ensure that strategic objectives are implemented accordingly. Ensure that Corporate Services forms business partner with line management. Compilation of Corporate Services budget. Ensure that budget is implemented according to plan. Do early warning where necessary. Ensure that monthly reports are available for managers. Management of Human Resources. Monitor policy implementation.
- ENQUIRIES** : Mr Guma F, Tel No. 013-759 7311

