



DEPARTMENT OF WATER AND SANITATION

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

- APPLICATIONS** : Western Cape (Bellville): Please forward your applications quoting the relevant reference number to the Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville. For attention: Ms K Melelo
- NOTE** : Persons with disabilities, Females, Coloured Males, and Indian Males are encouraged to apply.
- ENQUIRIES** : Ms L Peter, tel 021 941 6207
- CLOSING DATE** : 29 April 2019 TIME: 16h00
- POST** : DEPUTY DIRECTOR: CORPORATE SERVICES REF NO. 290419/02
(This is a re-advertisement; applicants who have previously applied are encouraged to re-apply)
- BRANCH** : CHIEF OPERATIONS OFFICE WESTERN CAPE, DIV: CORPORATE MANAGEMENT
- SALARY** : R869 007 per annum (All-inclusive salary package), (level 12)
- CENTRE** : Bellville
- REQUIREMENTS** : A National Diploma or Degree in Administration or relevant field. Three (3) to five (5) years management experience in Administration. Knowledge and experience in policy development and implementation. Knowledge and experience in Administration processes. Knowledge of human resource 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. Problem solving and analysis. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Valid driver's license (certified copy must be attached)
- DUTIES** : Manage and provide support in the following disciplines: facilities management, manage implementation of Occupational Health and Safety, manage safety and security, registry management and transport management. Analyse departmental strategic objectives, government and departmental policies. Develop and monitor the implementation of the Sub-Directorate's operational plan. Compile and provide reports for the Sub-Directorate. Manage and implement policies. Analyse and brief management on latest legislative developments. Manage human resources of the Sub-Directorate. Provide financial management services to the Sub-Directorate. Conduct road shows advising the Region on policy updates. Ensure that budget is implemented according to plan.

