



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF WATER AND SANITATION CLOSING DATE: 02 OCTOBER 2020

**Note:** Interested applicants must submit their applications for employment to the e-mail address specified to each post. 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 copies of qualifications and Identity document. No late applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. **A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants.** Candidates will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holders must provide the Police Clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. **Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.**

#### **POST: DEPUTY DIRECTOR: SECRETARIAT SERVICES REF NO: 021020/03**

Branch: Office of the D-G Executive Support

**SALARY:** R 869 007 per annum (all Inclusive package), (Level 12)

**CENTRE:** Head Office (Pretoria)

**REQUIREMENTS:** A National Diploma or Degree in Management/Administration or relevant. Three (3) to (5) five years management experience in administration. Provision of a secretarial service relating to high-level governance structures. Strong minute writing skills. Computer literacy in MS Office. Sound interpretation of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge and understanding of administrative procedures and systems. Good understanding of departmental policies and procedures. Committed to high level of quality control. Knowledge of good governance requirements and practice. Good understanding of the relevant Public Service prescripts. Maintain stakeholder relations and participation. Time management, problem solving, analysis, people and diversity management. Client orientation, and be customer focused. Accountability and ethical conduct. Proven supervisory and innovative skills. Good communication skills both written and verbal.

**DUTIES:** Provision of secretariat services support to high-level governance structures or committees. Provision of secretariat services support during the meetings between the DG and Stakeholders/Entities Oversight of secretariat services to high-level strategic meetings. The provision of logistical support to high-level governance structures or committees. The provision of logistical support to the meetings between the DG and Stakeholders/Entities.

**ENQUIRIES:** Mr D Siganunu Tel No. (012)336 8837

**NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.**

**APPLICATIONS:** Head Office (Pretoria): Please email your applications quoting the relevant reference number to recruitment@dws.gov.za. **For attention:** Ms. L Mabile.