



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: ASSISTANT DIRECTOR: PROGRAMME COORDINATOR REF NO: 021020/07

Branch: Chief Operations Office Northern Cape

SD: Compliance Monitoring

SALARY: R 376 596 per annum (Level 9)

CENTRE: Kimberley

REQUIREMENTS: A National Diploma or Degree in Public Administration. Three (3) to five (5) years relevant experience in water related issues. A valid driver's license. (Attach copy). Knowledge of the strategic planning, resource allocation and human resources. Understanding of water use authorisation and compliance monitoring. Knowledge of performance monitoring and evaluation. Knowledge of Public Service Act and Regulations, Public Finance Management Act and Project management. Problem solving and analysis. Competencies in Strategic Capability and analysis, programme and project management, financial management, change management, knowledge management, Service Delivery Innovation(SDI).

DUTIES: Coordinate sub-programme annual planning session, compile draft annual targets per sector and business unit. Coordinate and consolidate CM inputs to Regulation Branch Business Plan, DWS, APP and finalise CD: CM Business Plan aligned to higher level plans. Coordinate and consolidate CM inputs to DWS and Branch Regulations Annual report, APP and CD: CM annual report. Coordinate; consolidate monthly, quarterly and annual reports for CD: CM. Provide administrative and co-ordination support to the component. Analyse policies, departmental strategic objectives. Implement administration policies in various disciplines. Analyse human resource information trends. Recommend policy amendments. Monitoring, evaluation and reporting of Directorates (national and regional) targets towards achieving sub-programmes Annual Performance Plan targets. Receive and quality check all compliance inspection reports that contribute to target prior to reporting against CM APP technical indicator. Interaction with M&E. Monitor progress on the implementation of APP. Management of human resources: Implement policies and guidelines on HR management. Implement the performance management in line with policies and HR requirements. Manage conflict management. Supervision of employees and training of subordinates.

ENQUIRIES: Mr. GSDT Van Dyk Tel No: (053) 830 8800

APPLICATIONS: Kimberley: Please email your applications quoting the relevant reference number to nrecruitment@dws.gov.za. **For attention:** Ms C Du Plessis