



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION CLOSING DATE: 04 September 2020

Note: Interested applicants must submit their applications for employment to the **postal address specified** to each post or e-mail at recruitment@dws.gov.za. 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: OFFICE OF THE DIRECTOR GENERAL REF NO: 040920/04

BRANCH: OFFICE OF THE DG

SALARY: R 869 007 per annum, Level 12(All-inclusive salary package)

CENTRE: Cape Town

REQUIREMENTS: A National Diploma or Degree in Social Sciences or relevant. Three (3) to Five (5) years' experience in administration. Management experience. Knowledge of the PFMA; strategic and operational plan management; Public Administration. Ability to develop and maintain a filing system for official documents and correspondence. Understanding of government policy and processes. Effective communication skills, conflict management skills, creativity and awareness, project management skills, cultural awareness, flexibility, and initiative.

DUTIES: To manage and facilitate functional administrative support to the Office of the Director General in relation to government business and parliamentary responsibilities; including attendance of Portfolio Committees in Parliament and compile reports thereof when required to. The incumbent will also be expected to quality assure and process official correspondence, provide support in relation to FOSAD, Cabinet Committees and Cabinet. Handling of enquiries in the office of the Director-General. Provide quality assurance and oversight on documentation including priority enquiries. Draft correspondences, submissions and memorandums. Provide support to the Director-General in relation to government business and parliamentary responsibilities. Manage the Director-General's diary in relation to appointments and interviews. Co-ordination of meetings between the Director-General and various stakeholders. Handling of travel and accommodation arrangements for the Director-General. Request, receive and quality check documents for meetings. Draft applicable replies, letters and comments. Monitoring of parliamentary papers (order-papers and announcements, tabling's and committees reports (ATC) issued in parliament. Accompany the Director-General to official functions and official journeys. Compile, maintain and manage a database of all enquiries timeously.

ENQUIRIES: Mr. S Letsholo Tel No: (012) 336 8340

APPLICATIONS: Cape Town For purposes of response handling, Please **post** your applications or e-mail quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za. For Attention: Ms. L Mabile.