



## 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 copies of qualifications and Identity document. No late, faxed 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
- CLOSING DATE** : **14 February 2020, TIME: 16:00**
- POST** : DEPUTY DIRECTOR: CORPORATE SERVICES (This is a re-advertisement; applicants who have previously applied are encouraged to re-apply) REF NO: 140220/04
- BRANCH** : CHIEF OPERATIONS OFFICE WESTERN CAPE, DIV: CORPORATE MANAGEMENT
- SALARY** : R 869 007 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 Corporate Management. 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 (Attached copy)
- DUTIES** : Manage and provide support in the following disciplines: Human Resources, Information Technology, Administration, Communication, Occupational Health and Safety, including safety and security. Analyse current policies and departmental strategic objectives. Implement administration policies and various disciplines. Analyse human resource information trends. Recommend policy amendments. Develop implementation plan. Hold road shows advising department on key policy issues. Brief managers on policy requirements.. Monitor policy implementation. 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 partners with line management. Ensure compilation of Corporate Services budget. Ensure that budget is implemented according to plan. Do early warning where necessary. Provide monthly reports to managers. Management of Human Resources. Provide expert advice on HR information implementation to managers.

**ENQUIRIES**

: Mr R Khan, Tel: 021 941 6004