



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 27 NOVEMBER 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: ADMINISTRATION REF NO 271120/11  
BRANCH: NWRI SD: PROJECT SUPPORT (NWRI)  
SALARY: R 733 257 per annum, (Level 11), (All-inclusive package)  
CENTRE: Pretoria

REQUIREMENTS: A National Diploma or Degree in Administration or relevant qualification. Three (3) to five (5) years management experience in Administration. A valid driver's licence. (Attach a copy). Knowledge of public sector planning and budgetary processes. Sound knowledge and understanding of PFMA, Treasury Regulations, SCM policies, Constitution of the Republic of South Africa, public sector legislation and Batho-Pele principles. Knowledge and understanding of the challenges facing DWS, policy development processes and project management principles. Good communication, presentation, report writing, interpersonal relations, planning, organising, decision-making, consultation, coordination, conflict resolution and management, problem solving and analytical skills. Honesty, reliable, people and diversity management, client orientation and customer focus, professional, accountable and ethical conducts are highly recommended. Computer literacy skills.

DUTIES: The successful candidate will be reporting to the Director: Strategic Support and perform the following duties: Provide administrative leadership on the finances of the Branch: NWRI through the development of budget. Coordinate requests for information (RFI) and responses to Audit findings. Coordinate the submission of demand management plan to Finance in consultation with the Chief-Directorates. Develop and ensure effective implementation of audit plans for the Branch: NWRI. Coordinate the submission of periodic variance/deviations analysis and expenditure reports (IYM) by drawing data from various financial systems and submit to Finance on behalf of the Branch: NWRI. Coordinate Supply Chain Management (SCM) activities in the Office of the Deputy Director-General: NWRI and across the Branch. Analyze the Departmental and sector strategic plans to ensure proper budget alignment, planning and resource allocations. Assist in the development and implementation of strategic plans of the Branch in line with the Departmental mandate. Develop, review, monitor and implement financial policies, procedures and internal controls in consultation with Finance. Ensure proper management (tracing and filing) of all correspondences and documents related to finance and SCM. Ensure the maintenance of a sound asset management system and conduct periodic asset returns in accordance with the relevant prescripts. Manage resources allocated to the Unit.

ENQUIRIES: Mr. M. J. Lambani, Tel No: 012 336 8620

APPLICATIONS: Head Office (Pretoria): Please email your applications quoting the relevant reference number to [recruitment@dws.gov.za](mailto:recruitment@dws.gov.za) For Attention: Ms. L Mabole