



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION CLOSING DATE: 12 November 2021

Note: Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications, identity document and a valid driver's license (where applicable) which need **not** to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All documents must be submitted in one email in a PDF format. The attachment/s, may not exceed 5mb. Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. Applications that do not comply with the above mentioned requirements will not be considered. *All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a 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: CORPORATE SERVICES REF NO: 121121/02
BRANCH: INFRASTRUCTURE MANAGEMENT: SOUTHERN OPERATION WRIONM)
SALARY: R 869 007 (All-Inclusive salary package) (Level 12)
CENTRE: Port Elizabeth / Gqeberha

REQUIREMENTS: A National Diploma or Degree in Administration. Three (3) to (5) five years management experience in Administration, Corporate Services at supervisory (ASD) level. A valid driver's license (Attach a copy). Knowledge and experience of administration processes. Knowledge of policy development and implementation. Disciplinary knowledge of HR information. Understanding of policy development and implementation. Disciplinary knowledge of techniques and procedures for the planning and execution of operations. Understanding of programme and project management. Knowledge of analytical procedures. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES: Manage and provide support in human resource, information technology, administration, communication, OHS including safety and security. Assist with the development and implementation of the strategic plan. Analyze current policies and departmental strategic objectives. Implement administration policies and various disciplines. Analyze human resource information trends. Recommend policy amendments. Develop implementation plan. Hold roads 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 human resource plan. Ensure that strategic objectives are implemented accordingly. Ensure that corporate services forms business partners with the management. Ensure compilation of corporate services budget. Ensure that budget is implemented according to plan. Do early warning where necessary. Provide monthly report to managers. Management of human resources process. Provide expert advice on human resource information implementation to managers.

ENQUIRIES: Ms. C Goboza, Tel No: 041 508 9702

APPLICATIONS: Southern Operation (Port Elizabeth / Gqeberha): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer, For Attention: Ms. B Gqokoma