



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: ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 121121/05
BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: NORTH WEST
SALARY: R376 596 per annum (Level 9)
CENTRE: Mmabatho

REQUIREMENTS: A National Diploma or Degree in Public Administration or equivalent. Three (3) to five (5) years experience in administration. Knowledge of Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Committed to high level of quality control. Knowledge of implementing policies of PMDS. Organizational skills. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer focus. Communication skills and accountability and Ethical Conduct. A valid driver's license. (Attach a copy).
DUTIES: Render support pertaining to logistical arrangements in the component. Prepare for Management meetings. Coordinate and serve as secretariat at Management meetings. Develop and manage the Provincial tracking system. Scrutinize all external correspondence and coordinate responses with the relevant components. Monitor expenditure in the Chief Directorate. Manage incoming and outgoing correspondence i.e. maintain document flow in the Chief Director's office. Manage workflow within the unit. Establish and maintain a records management system. Monitor the budget in the unit. Compile reports, presentations and other related documents.

ENQUIRIES: Mr S Matsheka Tel No, (082 806 8856)

APPLICATIONS: North West (Mmabatho): Please email your application quoting the relevant reference number on the subject line to: NWRecruitment@dws.gov.za or hand-deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor or post your application to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 For Attention: Mr. MJ Ntwe