

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 16 August 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 and Identity document (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. 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 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: STAKEHOLDER LIAISON AND POLICY COORDINATION REF NO: 060821/07
BRANCH: OFFICE OF THE DIRECTOR-GENERAL

SALARY: R470 040 PER ANNUM LEVEL 10

CENTRE: PRETORIA HEAD OFFICE

REQUIREMENTS: A National Diploma or Degree in Public Administration / Management Studies / Social Sciences. Three (3) to five (5) years management experience in Administration. Sound knowledge of Government policies. Good understanding of Parliament rules and administrative procedures. Must have excellent written and verbal communication skills. Be action orientated, flexible and motivated to work in a team and independently. Must have a valid driver's licence. Be willing to work under pressure. Sound interpersonal skills and high levels of reliability and diplomacy. Willingness to travel between Cape Town and Pretoria.

DUTIES: Provide strategic support in relation to cooperation between the Department, Ministry and other Departments when engaging with Parliament. Ensure rapid and efficient production and circulation of documentation. Ensure efficient handling of Parliamentary queries, questions and programme. Scheduling and coordination of Parliamentary meetings, submissions and other obligations. Liaison with Committee Secretariat and Parliamentary Staff on matters relating to the Committees, the Parliamentary Programme and other related matters including Petitions and Oversight Visits. Ensure stakeholder management and maintain harmonious relationship with Entities of the Department of Water and Sanitation. Ensure alignment of the department's calendar and the programme of Parliament. Handling of all correspondence to and from the department in relation to Parliament. Quality assurance of documents submitted to parliament. Compile regular written reports on parliamentary briefings, debates and oversight visits relevant to the department's mandate including following up on outstanding matters. Coordinate responses of the department and its entities to Parliamentary Questions and create a tracking document thereof. Maintain a database of all Questions and queries on Constituency matters.

ENQUIRIES: MS J MAPUPA TEL NO: (012) 336 7601 / 082 783 3373

APPLICATIONS: HEAD OFFICE (PRETORIA): PLEASE EMAIL YOUR APPLICATION QUOTING THE RELEVANT REFERENCE NUMBER TO RECRUITMENT@DWS.GOV.ZA FOR ATTENTION: MS L MABOLE