

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 21 June 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: CORPORATE SERVICES AND FINANCE MANAGEMENT REF NO: 210621/08 (X3 POSTS)

BRANCH: NWRI NORTHERN OPERATIONS

SALARY: R470 040 PER ANNUM, (LEVEL10)

CENTRE: HARTBEESPOORT, GROBLERSDAL AND TZANEEN AREA OFFICES

REQUIREMENTS: A National Diploma or Degree in Human Resource Management / Finance / Administration or relevant qualifications. A qualification in financial environment with an NQF level 7 will be an advantage. Three (3) to five (5) years' experience in Corporate Services Management/ Finance/ Administration. A valid driver's licence (Attach a copy). Knowledge and experience in Department of Water and Sanitation regulations, support policies, HRM and support plans systems. Planning models and procurement processes. Basic knowledge of contract management, project and presentation. PFMA and all aspects of budgeting. A sound understanding and ability to implement relevant regulations, policies, frameworks and guidelines pertaining to planning, human resources management, logistical administration, record management and secretariat services. Management and report writing skills. Good computer skills. Problem solving and good interpersonal relationship skills.

DUTIES: Manage Human Resources, Supply Chain, Finance, Transport and Revenue Sections. Manage the data capturing and general office administration. Manage the budget for the Area office. Provide professional advice and support to the line managers. Process/check correctness of travel claims. Form part of the budget planning cycle and tariff determination process. Be familiar with the Supply Chain Management policies and processes. Determine the processes to ensure the collection of revenue and reduction of Debtors Age Analysis for the Area Office. Form part of both the Infrastructure and Movable Asset verifications as well as managing of both the Movable and Immovable asset registers. Supervise staff and oversee the work of subordinates. Handle disciplinary actions as well as ensure training and development of subordinates. Form part of Area office management meetings. Facilitate stakeholder's engagements forums.

ENQUIRIES: Mr JJ Pretorius, Tel No: (087)943 3719 (Hartbeespoort)

ENQUIRIES: Mr IJ Pretorius Tel No: (013) 262 6839 (Groblersdal)

ENQUIRIES: Mr KS Thanstha Tel No: (015) 307 8600 (Tzaneen)

APPLICATIONS: Hartbeespoort: Please email your application quoting the relevant reference number to HBPrecruitment@dws.gov.za For Attention: Mr S Murunzi

APPLICATIONS: Groblersdal: Please email your application quoting the relevant reference number to GDRecruitment@dws.gov.za For Attention: Mr S Murunzi

APPLICATIONS: Tzaneen: Please email your application quoting the relevant reference number to toTZNrecruitment@dws.gov.za For Attention: Mr S Murunzi