



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 29 January 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 **exceeding 10mb**) 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 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 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: STRATEGIC SUPPORT REF NO: 290121/11
BRANCH: CHIEF OPERATIONS OFFICE-KWAZULU-NATAL
SALARY: R733 257 per annum, (Level 11), (All-inclusive salary package)
CENTRE: Durban

REQUIREMENTS: A National Diploma or Degree in Public Administration or relevant qualification. Three (3) to five (5) years experience in administrative support to and Executive Office. A valid driver's licence. (Attach a copy). Familiarity with institutions and stakeholders in the water sector and international organizations, programme management, strategic planning and financial management. Experience in the administrative and operational processes in a government department. Strong awareness of the priorities of government. Good problem solving and verbal and written communication skills. Planning and organizing skills for processing of compliance reports to different sections of the department's management, e.g. finance, human resources and planning. Ability to work under pressure. Proactive in dealing with demands. Ability to work in a team. Analytical and research skills. Knowledge of Public Service Regulations, Public Finance Management Act and Human Resource policies and procedures. Excellent interpersonal and liaison skills.

DUTIES: Address the need for overall co-ordination of the administrative support function for the Provincial Head: KwaZulu-Natal's office. Coordinate regional calendar and reports of the department on a quarterly basis. Develop and maintain administrative systems for recording and assessing the flow of correspondence through the CD's office, including a referral and tracking mechanism. Provide support to sub-programmes for progress reporting within the department and to external government structures. Supervise staff responsible for monitoring compliance. Ensure the development and maintenance of the business plan and strategic plan in line with DWA strategic plan. Ensure the co-ordination of the performance monitoring systems of managers reporting to the Chief Director. Ensure submission of projections as well as monthly expenditure reports. Analyse the entire branch budget and expenditure reports to provide the office of the Provincial Head with a summarized version of activities taking place and areas that may require the managers focus or intervention. Co-ordinate the support of external services required by the region. Liaise with sub-programmes with regard to work-flow processes and procedures and prepare compliance reports. Provide support to the Chief Director, including assistance in monitoring the execution of tasks emanating from meetings, the

preparation of agenda and the records of programme meeting decisions. Ensure the monitoring and financial planning relating to the immediate region requirements.

ENQUIRIES: Mr ACC Starkey, Tel No: 031 336 2700.

APPLICATIONS: Durban: Please email your application quoting the relevant reference number to KZNRecruitment@dws.gov.za For Attention: Ms. S Mbongwa.