



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: ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 290121/27
BRANCH: NWRI: HEAD OFFICE, SD: LAND MATTERS
SALARY: R 376 596 per annum, (Level 09)
CENTRE: Head Office (Pretoria)

REQUIREMENT: A National Diploma or Degree in Public Management or relevant qualification. Three (3) to five (5) years appropriate experience in land use management. A valid drivers licence (Attach a copy). Excellent verbal and written communication skills, report writing skills, organisational skills, management skills, computer literacy. Ability to negotiate and manage and lead public meetings. Knowledge of the regulations, procedures and extensive knowledge of the relevant land legislation and interpretation of legislation. Knowledge of Law and Court cases. Attendance with Departmental Legal Services, State Attorneys, Council and Senior Council.

DUTIES: Manage correspondence with regard to land use functions. Draft lease and caretaker agreements as well as MOU's and MOA's. Develop database for management of signed lease. Caretaker and wayleave agreements within the government waterworks; Manage servitude applications, draft servitude agreements and develop database for servitudes. Develop MOU/MOA's for the management of government waterworks. Provide assistance on dams identified for resource management plans and provide assistance in relation to the land use management. Manage site inspections, land use, lease meetings and public meetings. Develop and implement policies, regulations, directives and procedures of the Department. Management of human resources and manage administrative processes within the sub-directorate. Manage sub-ordinates.

ENQUIRES: Ms. P Mangotlo, Tel No: 012 336 8704.

APPLICATIONS: Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za . For Attention: Ms. L Mabile