



**water & sanitation**

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

**CLOSING DATE: 29 October 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: DEPUTY DIRECTOR-GENERAL: CORPORATE SUPPORT SERVICES REF NO: 291021/14**

**BRANCH: CORPORATE SUPPORT SERVICES**

**SALARY:** An all-inclusive remuneration package of R1 521 591 per annum, consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.

**CENTRE:** Pretoria Head Office

**REQUIREMENTS:** An undergraduate qualification and an appropriate post-graduate qualification (NQF level 8) in Management Sciences/Public Management or related field as recognised by SAQA. At least eight (8) to ten (10) years proven experience in senior management level. Relevant experience within the Public Service relating to the fields of expertise as required in the span of control relating to Corporate Support Services. Knowledge and understanding of Public Service Regulations. Knowledge and understanding of PMFA. Strategic capability and leadership. Programme and project management.

Financial management. Change management. Knowledge management. Service Delivery Innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct.

**DUTIES:** As the head of Corporate Support Services Branch the incumbent will be responsible for the overall management of the following support functions in the Department: Human Resources Management, Communications, Legal Services, ICT Services and Auxiliary Services in accordance with the relevant legislative and regulatory frameworks. Ensure that all Chief Directorates and Directorates within the Branch provide adequate services to the Department in line with its mandate, vision and mission. Co-ordinate the planning and implementation of strategies and policies aimed at improving service delivery relevant to the Branch Corporate Support Services. Develop Operational plans in line with the Departments Strategic Plan, Annual Performance Plan and MTEF for the branch. Ensure that structures and governance processes are aligned with the regulatory framework. Develop and implement policies and guidelines for all components under their span of control. Renders expert advice to the Director-General and Minister on application of the legislative mandate and enabling regulatory frameworks relating to Corporate Support Services. Ensure compliance reporting in relation to the Public Service Act and Public Service Regulations. Provides Minister with accurate information required for parliamentary responses in accordance with prescribed timeframes.

**ENQUIRIES:** Mr. M Ramsing Tel No 012 336 6788

**APPLICATIONS:** Head Office (Pretoria): please email your application quoting the relevant reference number to the subjectline [Recruitment.DDG@dws.gov.za](mailto:Recruitment.DDG@dws.gov.za) For Attention: Mr. Ramsing