



## water & sanitation

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 4 March 2022

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: ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO 040322/07

BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: GAUTENG CD: PROVINCIAL OPERATIONS

SALARY: R382 245 PER ANNUM (LEVEL 9)

CENTRE: GAUTENG

REQUIREMENTS: A National Diploma or Degree in Public Management/Business Management or Project Management. Three (3) to five (5) years management experience in monitoring and evaluation. Exposure in project management is highly recommended. Knowledge and understanding of Human Resource Management Legislation, policies, practices, and procedures. Knowledge and experience of developing tools of monitoring and evaluation. Experience in the development of procedures for data collection. Knowledge and experience of compiling reports. Exposure to departmental policies and procedures. Understanding of Governmental financial systems. Understanding of the Framework for managing performance information. Ability to work under pressure to meet deadlines. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication, accountability, and ethical conduct. Valid driver's license is essential (Attach certified copy).

DUTIES: Ensure the integration of all the existing monitoring and evaluation systems within the Directorate. Coordinate planning, monitoring and evaluation of Directorate's programmes and align them with Departmental wide programme of action. Manage and coordinate reporting instruments and tools on monitoring and evaluation. Establish early warning systems on reporting performance of the Directorate. Develop the Directorate's Business Plan and Support Components on the development of their Business Plans. Co-ordinate and consolidate the performance information report on monthly, quarterly and annual basis Verification of Portfolio of Evidence (PoE) for the progress reports submitted. Conduct project site spot checks to verify progress reported and attend project performance evaluation sessions. Assist in the provision of information and co-ordinate responses to consumers, Ministerial, Parliamentary Questions and National Council of Provinces (NCOP) reports. Assist with risk management.

ENQUIRIES: Mr P Makhado, Tel: 012 392 1456

APPLICATIONS: Gauteng Provincial Office(Pretoria): Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Reception 15<sup>th</sup> Floor, Bothongo Plaza East, 285 Francis Baard Street, Pretoria, 0001