



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 18 March 2022

Note: Interested applicants must submit their applications for employment to the 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** 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. 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: ADMINISTRATION REF NO. 180322/06

BRANCH: INFRASTRUCTURE MANAGEMENT: HEAD OFFICE (STRATEGIC ASSET MANAGEMENT)

SALARY: R 382 245 PER ANNUM (LEVEL 9)

CENTRE: PRETORIA HEAD OFFICE

REQUIREMENTS: A National Diploma or Degree in Public Administration or equivalent. Three (3) to five (5) year's experience in administration of which three (3) years should be at supervisory level. Experience of working in a project environment would be beneficial. Working knowledge of the Public Finance Management Act (PFMA), Treasury regulations and guidelines would be a recommendation. Working knowledge of government financial systems (SAP, PERSAL) is a recommendation. An understanding of supply chain management policies and procedures. Computer literacy skills. Sound interpersonal and communication skills (verbal and written). Must be able to work under pressure, be self-motivated, responsible and reliable.

DUTIES: Collate budget inputs and cash flows from line managers. Prepare budget submissions under guidance from line management for the annual budget process. Draft documents on behalf of management to shift funds as necessary. Compile monthly expenditure reports on behalf of management for financial reporting. Collect and supply financial inputs for managements as requested by finance. Compile and submit all required administrative and SCM reports. Undertake Human Resource and other related administrative functions. Attend to the relevant internal and external queries, including audit queries. Management of performance and development of officials within the sub-directorate.

ENQUIRIES: Ms. Z Bopape, Tel No: 012 336 8137 or 082 805 83022

APPLICATIONS: Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria For Attention Ms L Mabole