



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

CLOSING DATE: 22 September 2023

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 (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. 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 (only when shortlisted). 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 (only when shortlisted). 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 three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or emailed applications will not be considered. 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.

DIRECTOR: SUPPORT SERVICES REF NO: 220923/01

Branch: Provincial Coordination and International Cooperation: Northern Cape

SALARY: R1 162 200 per annum (Level 13), (all-inclusive salary package)

CENTRE: Kimberley

REQUIREMENTS: Relevant B - degree NQF level 7 Qualification in Finance, Public Management, Business Administration, or related qualification. Five (5) to ten (10) years' experience in corporate services or finance, of which at least five (5) years must be 95 at middle/senior managerial level. A pre-entry certificate obtained from the National School of Government is required prior to the appointment (Refer to SMS note above). The disclosure of a valid unexpired driver's license. Extensive knowledge of relevant legislation, policies, and practices. Knowledge of Human Resources Policies within Public Service and SMS Handbook. Knowledge of policy development and implementation. Knowledge of Records Management policies. Knowledge of PFMA and General Accounting Principles of Practice (GAP). Knowledge of Administrative laws. Knowledge of financial management. Knowledge of programme and project management. Knowledge of local government sector. Knowledge of Public Service Act and Public Service Regulations. Strong Leadership and strategic planning capability. Exceptional relationship management and outstanding interpersonal relations skills coupled with strong listening, analytical and problem-solving skills. Must be self-disciplined, ethical, accountable as well as be capable of working under pressure and beyond normal working hours, as the incumbent will be expected to travel. Must be computer literate and have good report writing, communicating and presentation skills.

DUTIES: To provide strategic oversight on financial management within provincial operations. Provide management, and financial accounting services. Provide revenue services. Provide assets management (including fixed assets) Provide effective Supply Chain Management services. The provision of strategic direction in the implementation of HR policies, prescripts, and strategies. Manage human resource development, HR administration, recruitment and selection, and Labour Relations. Coordinate employee health and wellness programmes. Monitor, manage and mainstream relevant development programmes. Management of IT systems and contractors/ consultants. The coordination of the procurement of IT equipment and services. Ensure the provision of office support services. Facilitate the implementation of records management policies, guidelines and procedures. Manage records and information. Provide security advisory services and liaise with security agencies. Ensure provision of office accommodation. Ensure effective corporate contract management services. Ensure provision of telecommunication services (reception services, telephones, video conferencing etc). Develop and disseminate information. Ensure management of subsidized vehicles scheme and business travel arrangement. Ensure the rendering of communication services. Render corporate and development communication services. Manage and coordinate provincial and development communication services. Effective management of the development and management for media products and corporate branding services. Liaise with media services for the provincial operations.

ENQUIRIES: Ms. I Lekalake Tel No: (053) 830 8803

APPLICATIONS: Kimberley, for purposes of response handling, 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, 0001.

FOR ATTENTION: Recruitment and Selection Unit