

DEPARTMENT OF WATER AND SANITATION

OTHER POSTS: PONGOLA-UMZIMKULU CATCHMENT MANAGEMENT AGENCY

NOTE: The Pongola-uMzimkhulu Catchment Management Agency (PUCMA) is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the national Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act (though not employed in terms of the Public Service Act).

APPLICATIONS: 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. 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. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). 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. 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). 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 Agency 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 applications will not be considered. The Agency 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.

CLOSING DATE: 6 December 2024

POSITION: PLANNING MONITORING AND EVALUATION MANAGER/OFFICE MANAGER: REF NO: PUCMA 02

Salary: R444 036 per annum (Level 9)

Centre: Durban

Requirements: A Bachelor's degree in Administration or Commerce. A post graduate qualification in Monitoring and Evaluation is essential. At least five(5) years' experience in Monitoring and Evaluation. Project Management Certification is desirable. Competencies required: A strong grasp of compliance issues in terms of PFMA, Treasury Regulations, Auditor General, Corporate Governance principles etc. Knowledge and understanding of all legislation and statutes applicable to the organisation's activities. Capacity to produce high quality reports is essential. Attention to detail and a well-organised approach to work. A tactful and diplomatic approach and the confidence to liaise with management and employees, as well as external stakeholders. Policy formulation skills. A strong grasp of compliance issues in terms of PFMA, Treasury Regulations, Auditor General, and Corporate Governance principles etc. Good people skills. High level of reliability. Ability to act with tact and discretion. Knowledge of dispute resolution process. Problem solving and Analysis. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Discretion in handling confidential information. The ability to communicate (written, verbal and liaison) and work well with people at all levels.

Duties: Creation of a framework and procedure for the monitoring and evaluation of key performance activities. Provide technical support in the form of guidelines, advice, and tools related to improving M&E processes in the organisation. Ensure the integration of performance information systems with existing management processes and systems. Establish an effective communication framework to enable all parties to share and access all knowledge and information around organisational performance monitoring. Co-ordinate organisational reporting on key performance indicators as detailed in the Quarterly Report; Shareholder's compact and Corporate Scorecard. Assist the CMA to establish M&E work plans, and targets to be achieved during the financial year, as well as throughout the reporting period. Ensure alignment of the Company Scorecard and Shareholder Compact to Performance Agreements. Manage the process of designing, coordinating and conducting monthly, quarterly and annual evaluations. Develop monitoring plans in line with organisational reporting deadlines. Provide technical support in the form of guidelines, advice, and tools related to improving M&E processes in the organisation. Perform Office Manager Functions in the CE's Office.

Enquiries: Mr Swaswa Ntlhoro: Tel No. 0828573127

Applications: Please email your application quoting the relevant reference number on the subject line to: PUCMA02@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit