



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 14 JUNE 2024

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, driver's 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. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). 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. 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 and 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 e-mailed 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.

POST: CHIEF DIRECTOR: AUXILIARY SERVICES REF NO: 140624/17
(Re-advertisement: Applicants who have previously applied must re-apply)
BRANCH: CORPORATE SUPPORT SERVICES
SALARY: R1 371 558 per annum (all-inclusive salary package) (Level 14)
CENTRE: Pretoria Head Office

REQUIREMENTS: An undergraduate Degree at NQF 7 in Public Administration / Public Management / Operations Management / Property Management or relevant qualification. Five (5) years' experience at Senior Management level (SMS) in one or more of the following areas: general auxiliary services management, facilities, security, and knowledge management. Experience in contract management. Understanding of building management legislation and regulatory framework. Understanding security policies and procedures. Understanding of transport policies and procedures. Knowledge of Public Finance Management Act and Treasury Regulations. Understanding administration procedures, programme, and project management. Insight knowledge of knowledge management Strategic capability and leadership. Financial and change, management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES: Ensure strategic leadership to the overall planning and reporting. Oversee the implementation of facilities management of the departmental buildings including the Roodeplaat Training Centre. Ensure that travel services are managed efficiently and effectively within the department. Manage the safety and security function of the department. Manage the co-ordination of knowledge management within the department. Generic management functions such as financial and human resources.

ENQUIRIES: Mr. C Greve Tel No 012 336 8919

APPLICATIONS: Pretoria (Head Office): Please forward your application quoting the 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: Planning, Recruitment and Selection Unit.