



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 24 April 2026

NOTE: Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za> 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 on the online Z83 must be completed as these fields are regarded as compulsory. 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 qualifications (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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will be required to complete a financial disclosure form and undergo 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 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: DEPUTY DIRECTOR: CORPORATE SUPPORT SERVICES REF NO: MTCMA10
BRANCH: MZIMVUBU-TSITSIKAMMA CATCHMENT MANAGEMENT AGENCY DIVISION: CORPORATE SUPPORT SERVICES

SALARY: R896 436 per annum (Level 11) (all-inclusive salary package)

CENTRE: East London

REQUIREMENTS: A National Diploma (NQF level 6) or Bachelor Degree / Advanced Diploma (NQF level 7) in Public Administration/Management/Human Resources/Industrial Psychology. Three (3) to (5) five years' management experience at Assistant Director level in corporate support environment. The disclosure of a Valid unexpired driver's License. Knowledge of policy development and implementation. Knowledge of administration processes. Knowledge of HR Information. Knowledge of Disciplinary processes in HR. Understanding of government legislation. Financial management and knowledge of PFMA. knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and analysis. People and diversity management client orientation and customer.

DUTIES: Manage and provide support in the following disciplines: Human Resources, Information Technology, Administration, Communications, Safety and Security. Analyse current policies and departmental strategic objectives. Develop and implement administration policies across various disciplines. Recommend amendments to existing policies and create implementation plans. Conduct road shows and brief managers on key policy issues. Analyse human resource information and trends. Provide expert advice to managers on HR information implementation. Monitor and evaluate policy implementation within the department. Develop and implement strategic plan. Create and execute a corporate services implementation plan aligned with strategic objectives. Support line managers in aligning their business plans with HR strategies. Ensure, corporate services act as a business partner to line management. Oversee the delegation and execution of tasks according to the strategic plan. Compilation and management of Corporate Services budget. Develop the corporate services budget. Ensure budget implementation aligns with approved plans. Provide early warnings about potential financial risks or issues. Prepare and share monthly budget reports with managers. Management of Human Resources. Provide expert advice on HR policies and implementation strategies. Monitor the consistent application of policies and address any deviations. Monitor and support performance management processes. Facilitate training and development initiatives. Manage leave administration

ENQUIRIES: Ms B Kama, Tel No: (043) 701 0316

APPLICATIONS: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>

NOTE: The MZIMVUBU-TSITSIKAMMA Catchment Management Agency 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.