



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 27 March 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 SERVICES REF NO VOCMA12
VAAL-ORANGE CATCHMENT MANAGEMENT AGENCY DIVISION: CORPORATE SERVICES
SALARY: R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE: Bloemfontein

REQUIREMENTS: A Degree / Advanced Diploma (NQF 7) or National Diploma (NQF 6) qualification in Public Administration or Management / HR / Industrial Psychology. Three (3) to five (5) years management experience in Corporate Services at Assistant Director level. The disclosure of a valid unexpired driver's license. Competencies: Knowledge of policy development and implementation. Knowledge of Administration processes. Knowledge of HR information. Disciplinary knowledge in HR information. 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. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good Communication skills. Accountability and ethical conduct. Knowledge of analytical procedures.

DUTIES: Manage and provide support in HR, Information Technology, Administration, Communication, Facility Management, OHS including Safety and Security. Assist with the development and implementation of the Strategic Plan. Analyse current policies and departmental strategic objectives. Implement administration policies and various disciplines. Analyse human resource information trends. Recommend policy amendments. Develop implementation plan. Hold road shows advising VOCMA on key policy issues. Brief managers on policy requirements. Monitor policy implementation. Assist with the development and implementation of Strategic Plan. Develop Corporate Services Implementation plan. Ensure that the line managers execute their business plan within the objectives of HR Plan. Ensure that strategic objectives are implemented accordingly. Ensure that Corporate Services forms business partnership with line management. Ensure compilation of Corporate Services budget. Ensure that budget is implemented according to plan. Do early warning where necessary. Provide monthly reports to managers. Management of Human Resources. Provide expert advice on HR information implementation to managers.

ENQUIRIES: Mr N Smouse Tel No, 051 405 9000

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

NOTE: The Vaal-Orange 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.

