

POST

ASSISTANT DIRECTOR: FUNCTIONAL SUPPORT
REF:040414/20

SALARY
CENTRE

R 252,144 per annum (Level 9)
Cradock

REQUIREMENTS

Relevant Diploma/Degree with a minimum of seven (7) years relevant experience or a Grade 12 with a relevant experience in this field. Extensive knowledge of the National Water Act, 36 of 1998, knowledge of the previous Act, Act 54 of 1956, relevant Government Gazette Notices (scheme and non-scheme) and environmental legislation associated with water use authorisations Valid drivers licence Willingness to travel throughout the Eastern Cape Knowledge of the administration of various surface water use authorisations and compliance monitoring in terms of the National Water Act. Computer literacy and sound knowledge of MS Office. Sound knowledge of GIS capabilities and relevant experience (ArcGis). The following will serve as a recommendation: Extensive experience in a technical and related administrative field Good verbal and written communication skills. Ability to work under pressure. Experience in working With Consulting. Engineers/Municipalities/Water User Associations, Government Departments and the public. General Management Experience. Presentation and Negotiation skills Information Management

DUTIES

Administrative related support to Divisions of Water Use Efficiency, Dam Safety, Surface and Ground Water Use, and Water Resource Planning. Administration of auditing of water use authorisation and regulation requirements in terms of the National Water Act, 1998 Provide support in terms of information and guidance on legislative and administrative requirements for license, registration and general authorizations. Ensure maintenance of records, correspondence pertaining to CMA license/authorisation. Ensure effective development and implementation of policies and strategies for the various functions, Co-ordination and support of Water regulation, use and efficiency, compliance and enforcement, Ensure promotion of intergovernmental relations. Provide input and ensure that strategic sessions are attended and provide input into the Sub-directorate's budget planning, management and reporting as well as ensure that staff training is obtained as per development plan. Design and populate a GIS information system for on Government Water Schemes, all types of authorised uses and all relevant historic and existing legislative frameworks. Management, supervision and training of staff.

ENQUIRIES

Mr T. Geldenhuys, Tel (048) 881 3005

APPLICATIONS

Please forward your application quoting the reference number to: Department of Water Affairs, Private bag X 7485, King Williams

Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King
William's Town

FOR ATTENTION

Mr. C Gqomfa