

POST

DEPUTY DIRECTOR: FOSAD AND POLICY COORDINATION
REF:040414/04

Directorate: Policy Coordination and stakeholder management in the office of the COO

SALARY
CENTRE

R 495 603 per annum (all inclusive package) Level 11
Pretoria

REQUIREMENTS

Appropriate recognized three year tertiary qualification plus appropriate experience. Driver's licence will be an added advantage. Sound knowledge of Government policies. An understanding of Government policies, programmes and priorities (FOSAD), Cabinet and Cluster, Good knowledge of Government Outcome Based Approach (OBA), Must be computer literate with sound knowledge of MS Office Suite. Must have good written and verbal communication skills. Be action orientated . Be flexible and motivated to work in a team and independently. Be willing to work under pressure.

DUTIES

Support the Department when engaging with FOSAD clusters and implementation FORUMS. Facilitate the alignment of the Department with government programmes. Assist in providing strategic support and direction for the Department to deliver on intergovernmental co-ordination and policy analysis, promote the integration of the departments objectives into intergovernmental, national, provincial and local planning frameworks. Coordinates departmental reporting compiling of information for the 56 Government outcome approach on quarterly basis, assist in on the Delivery Agreements Coordinates the submission of Departmental presentations to Clusters in preparations for Cabinet. Coordinating and analysing internal reports to FOSAD Cluster and implantation FORUMS.

ENQUIRIES

Ms AR Moloto tel, 012 336 7778

APPLICATIONS

Please forward you application quoting reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria, 0001 or hand deliver at the Continental Building, corner Visagie and Bosman street, Pretoria.

FOR ATTENTION

Ms TE Ntabeni