

POST

DEPUTY DIRECTOR: STRATEGIC SUPPORT REF:040414/07

SALARY:
CENTRE:

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

REQUIREMENTS:

National Diploma/ Degree in Social Science or equivalent qualification. Three (3) five (5) years management experience in Administration. 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. Competency in Program and Project management. Problem solving and analysis, people and diversity management, client orientation and customer focus, communication, accountability and ethical conduct, knowledge of analytical procedure.

DUTIES:

Monitoring of strategic management inputs and programmes. Ensure the coordination and analysis of strategic inputs and budget planning. Ensure the creation of coherence and synergy across all functional areas. Ensure compilation of the budget and monitors expenditure. Monitors and reports in progress of flagship projects. Develop systems to coordinate the flow of correspondence between all relevant role players. Manage all incoming and outgoing strategic documents. Oversee the planning and preparations of meetings. Coordinate the support of external services required by the Chief Director. Ensure the development and maintenance of the Regional Operations Business Plans. Ensure effective management of all projects. Liaise with service providers to negotiate service level agreement. Analyse the entire operations Regional budget and expenditure report to provide the Chief Director with a summarized version of activities taking place that may require attention.

ENQUIRIES:

Mr. F Guma Tel No: 013 759 7310/11

APPLICATIONS:

Please forward your application quoting the reference number to: The Regional Head, Department of Water Affairs, Private Bag X 11259, Nelspruit, 1200 or hand deliver at Prorom Building; c/o Paul Kruger & Brown Street; Ground floor, Nelspruit, 1200

FOR ATTENTION:

Mr. AA Lessing