

POST:
CENTRE:
SALARY:

DEPUTY DIRECTOR: CORPORATE SERVICES Ref: 210214/09
Gauteng Regional Office: Pretoria
R 495 603 per annum (Level 11)

REQUIREMENTS:

A national diploma or degree in Administration Management or relevant qualification. Three (3) to five (5) years experience in a corporate Services environment. Knowledge of policy development and implementation as well as administration processes. Knowledge of HR information. Knowledge of Labour Relations. Understanding of Government legislations and HR Policies. Financial Management and knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999). Organisational Skills. Problem-solving and analysis skills . People and diversity management. Client orientation and customer focus. Communication skills. Accountability and ethical conduct. Committed to high level of quality level control. Valid driver's licence (attach a copy). Knowledge of Persal will be an added advantage.

DUTIES:

Manage the financial resources of the component. Ensure the implementation and maintenance of correct Corporate Governance structure in the Corporate Services and line functions. Application of procedures and policies to enable effective people management. Management of HR projects in the Region. Ensure accuracy of HR information, record keeping, appointment and termination procedures in the Region. Ensure the effectiveness of talent management (policies, bursaries, ABET, Employee Wellness and PMDS) Ensure the implementation of organizational development programmes (gender mainstream, employee equity plan, women empowerment, charter and Batho Pele) Ensure the sound management of employee relations. Ensure an effective general administrative support service in the Region (telecommunication, corporate travel, facility management, registry, etc). Ensure the proper implementation of OHS policies in the Region (risk management, incident reports and investigations). Ensure an effective information technology support service (link with SITA, IT needs, IT procedures problems, etc). Ensure legal support to the region (legal actions and contracts). Manage internal and external communication (media monitoring, event management, media release, etc).

ENQUIRIES:

Mr M Keet tel,012 392 1301

APPLICATIONS:

Please forward your application quoting the reference number to: The Regional Head, Department of Water Affairs, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Schoeman Street, Pretoria, 0001.

FOR ATTENTION:
CLOSING DATE

Mr Masoga
21 FEBRUARY 2014 Time: 16H00