

**POST:**  
**SALARY:**  
**CENTRE:**

**SENIOR POLICY SPECIALIST Ref: 210214/11**  
**R 495 603 per annum (Level 11)**  
**Pretoria.**

**REQUIREMENTS:**

Post graduate Degree in Public Policy or equivalent. Six (6) years experience in Policy Management of Development. Knowledge of research procedures and techniques. Disciplinary knowledge in Public Administration, Political Science and Policy. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Understanding of the Government legislation. Knowledge of techniques and procedures for the planning and execution of operations. Financial management and knowledge of PFMA. Programme and Project Management. Knowledge of relationship management. Knowledge of analytical procedures. Problem solving and analysis. People and diversity management. Client orientation, customer focus and communication. Accountability and ethical conduct.

**DUTIES:**

Develop integrated policies for efficient delivery of various programmes. Develop, reviews, implement and monitor policies, programmes and procedures to achieve objectives and work standards. Develop, implement, administer and participate in policy research analysis. Consult with and provide expert advice to Government officials and stakeholders on policy programme and legislative issues. Evaluates and monitors the implementation of policies and programmes. Write up, drafts and present findings and recommendations including policy or legislative impact or implementation assessment.

**ENQUIRIES:**

Mr P.H Ntabeni, Tel (012) 336 7451

**APPLICATIONS**

Please forward you applications 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**  
**CLOSING DATE**

Ms TE Ntabeni  
**21 FEBRUARY 2014 Time: 16H00**