

**DEPARTMENT OF WATER AND SANITATION**

- CLOSING DATE** : **12 February 2016**
- APPLICATIONS** : *Please forward your applications quoting the relevant reference number for **Centre: Pretoria, Clanwilliam Dam and Umzimvubu to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001** or hand deliver at the Continental Building, cnr Visagie and Bosman. **For attention: Mrs L Van Wyk***
- APPLICATIONS:** *Please forward your applications quoting the relevant reference number for **Centre: Gauteng** The Provincial Head: Gauteng, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, Bothongo Plaza East, Pretoria. **For attention Mr S Nevhorwa (012) 392 1324***
- NOTE** : *Applications must be submitted on signed and dated form Z83, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to permanent appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subject to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" **PEOPLE WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY FOR THE POSTS.***
- POSITION** : **ASSISTANT DIRECTOR: ADMINISTRATION (FUNCTIONAL SUPPORT)**
- SALARY** : *R 289 761 per annum (Salary negotiable)*
- CENTRE** : *Clanwilliam Dam Project x 1 **REF: 120216/17 A**  
Umzimvubu Project x 1 **REF: 120216/17 B***
- REQUIREMENTS** : *An appropriate Bachelors' Degree/National Diploma or relevant qualification in Public Administration/Public Management. Four (4) years management experience in administration. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Government procurement procedures, Public Service Act and other legislation prescripts. Programme and Project Management. Strong leadership and problem solving skills. A sound human resource budget management*

*skill is recommended. Computer literacy in MS Office suites. Excellent communication, organizational, interpersonal and planning skills. Ability to work under pressure and adhere to deadlines.*

## **DUTIES**

*Policy design, management, maintenance and support. Provide strategic effective, dedicated support and coordinate all activities relating to administration and ensure the better performance of the administration system. Ensure sound financial and revenue management within the Office in line with the PFMA and Treasury Regulations. Implement an effective filing system. Ensure that all procurement of goods and services is in accordance with the delegations and directives. Oversee the administration of all service conditions and benefits and all other related work. Handle internal and external as well as public enquiries*

## **ENQUIRIES**

*Mr V Monene, tel (012) 336 7842*

## **ERRATUM**

**POST: ASSISTANT DIRECTOR: PHYSICAL SECURITY. REF: 050216/05 which was advertised in the Star of 20 January 2016 with closing date of 05 February 2016.**

**The correct requirements are as follows:** *A National Diploma or Degree in Security Management or Public Administration. SSA Manager's course will be an added advantage . Three (3) to five (5) years management level in security related field. A valid drivers' licence. The Department wishes to apologise for the inconvenience caused*