

ANNEXURE G

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Mrs L Mabile
- NOTE** : Applications must be submitted on a signed and dated Z83 form, 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 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 subjected 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. People who are not employed by the Public Service Departments are welcomed to apply for posts.
- CLOSING DATE** : 26 January 2018 Time: 16h00

MANAGEMENT ECHELON

- POST 01/68** : **CHAIRPERSON OF THE EXECUTIVE RISK MANAGEMENT COMMITTEE (3 YEAR CONTRACT) – REF NO: 260118/01**

<u>SALARY</u>	:	A appointed member will be remunerated according to the scales approved by the National Treasury, determined on an hourly or daily basis. All other refundable expenses are based on the National Treasury Guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
<u>DUTIES</u>	:	A minimum of a Bachelor's Degree and a Post-Graduate Degree in Auditing or Risk Management, with more than 10 years management experience gained from an Audit/Financial or Risk Management environment. Term of Appointment Must be an independent external person, with extensive knowledge and experience in Risk Management, the Public Finance Management Act, Treasury Regulations, ISO31000, King IV, the COSO Risk Management Framework as well as the National Treasury Public Sector Risk Management Framework. Must have previously served on Risk Management and or Audit Committees. Experience in Risk Management, Financial Management, Information Technology, Anti-Fraud and Corruption and Auditing in the Public or Private Sector.
<u>DUTIES</u>	:	The incumbent's main duties will be to: Ensure that Executive Risk Management Committee (ERMC) functions properly. Provide oversight on the review and monitoring of the implementation of risk management framework, policy, charter and strategy within the Department. Advise management and the Accounting Officer on risk management at an organisational level. Represent the Department in respect of all Enterprise Risk Management- related matters as delegated by the Accounting Officer. Provide guidance on the integration of risk management into planning, monitoring and reporting processes. Ensure that the department's risk identification and assessment methodologies are reviewed to provide reasonable assurance of completeness and accuracy of the risk registers. Provide advice/guidance on setting risk of appetite and review risk appetite and tolerance levels and anti-fraud measures. Provide Risk Management Reports to the Accounting Officer and the Audit Committee on a quarterly basis. Perform any other duties to the members of the Executive Risk Management Committee as specified in the terms of reference/charter. Report annually to the Executive Authority through the Audit and Risk Committee. Provide proper and timely reports to the Accounting Officer on the state of risk management, together with aspects requiring improvement accompanied by the Committee's recommendations to address such issues. Management of the Committee Take all reasonable steps to ensure the Committee fulfils its obligation and responsibilities. Calling and chairing quarterly meetings and special meetings. Act as liaison between the Accounting Officer and Audit Committee. Maintain an ethical and responsible decision-making framework at committee level and address any potential unethical or dishonest situation or potential conflict of interest brought to his/her attention in a timely and efficient manner. Provide overall leadership to the committee without limiting the principles of collective responsibilities of committee decisions. Running Of Meetings Set the agenda of each committee meeting; Chair the meeting of the ERMC, take all reasonable steps to encourage participation of all the committee members in the committee meetings and to facilitate free and constructive discussion; and Maintain a good working relationship with the Secretariat to ensure that tasks which were to be completed between meetings are completed. This is not a full time appointment/position. Appointment will be made for a period of 3 years, subject to renewal at the discretion of the Department. The Executive Risk management Committee has four statutory meetings per annum and additional meetings may be convened as deemed necessary. The Chairperson may not serve more than two terms.
<u>NOTE</u>	:	In terms of Section 38 of the Public Finance Management Act of 1999 (PFMA), the Department of Water and Sanitation requires the services of a qualified and interested person to serve as the Chairperson of the Department's Executive Risk Management Committee. The incumbent will advise the Accounting Officer on Enterprise Wide Risk Management (EWRM) in fulfilling its mandate as required by the PFMA.
<u>ENQUIRIES</u>	:	Mr Chris Du Preez: Telephone number (012) 336 6506
<u>POST 01/69</u>	:	<u>CHIEF DIRECTOR: SUPPORT SERVICES REF NO: 260118/02 OFFICE OF THE DIRECTOR-GENERAL</u>
<u>SALARY</u>	:	R1 127 334 per annum, (All-inclusive salary package), (Level 14)

<u>CENTRE REQUIREMENTS</u>	: Head Office (Pretoria) : A Bachelor's degree in Public Administration / Social Sciences/ Natural Sciences/ Business Sciences (NQF 7). Five years' experience at a senior managerial level. Five to eight years' experience within the Public Service particularly in the Water Sector. Knowledge of the Water Sector including relevant governing legislation. Working experience in high level government offices such as the Office of the Director-General and Office of the Minister. Experience in financial budgeting management and business planning processes. Sound knowledge of project and programme management. Strategic capacity and leadership. Experience in change and knowledge management. Service delivery innovation. People management and empowerment. Problem solving and analysis. Client orientation and customer focus. Excellent facilitation, presentation, communication, report writing, accountability and ethical conduct.
<u>DUTIES</u>	: Manage the overall functional support to the office of the Director-General. Provide executive support including strategic advice to the Director-General on key and high level Water and Sanitation matters. Effectively manage the linkage of the office of the Director-General with the Office of the Minister/s. Coordinate effective operational and business planning processes, ensure and oversee the plans' implementation as per Strategic Planning of the Department. Engage various branches and consolidate all strategic information in order to conduct monitoring and evaluation for the performance of the Department. Ensure quality assurance of all correspondence submitted to and from the office of the Director-General. Ensure setting up and convening of High Level Water and Sanitation Governance Structures and provide necessary support, secretariat services and logistical arrangements. Set up and manage a Departmental Corporate calendar. Manage Director-General's and Department's interaction and strategic engagement with various key stakeholders such as Parliament, Cabinet, FOSAD, other Government Departments and international stakeholders. Ensure, manage and facilitate Director-General's interface and oversight to the Water and Sanitation Entities. Facilitate meetings, present on behalf of the DG and Department and chair various forums and governance structures.
<u>ENQUIRIES</u>	: Mr S Mkhize, tel (012) 336 7573
<u>POST 01/70</u>	: <u>DIRECTOR: EXECUTIVE SUPPORT REF NO: 260118/03</u> Branch: Office of the Director-General
<u>SALARY CENTRE REQUIREMENTS</u>	: R948 174 per annum, (All-inclusive salary package), (Level 13) : Head Office (Pretoria) : A relevant Bachelor's degree in Social Sciences or relevant qualification (NQF 7), a Postgraduate Diploma in Social Sciences/ Business Sciences/ Natural Sciences will be an added advantage. Five (5) years' experience at a Middle/Senior Managerial level. Working experience in high level government offices such as the Office of the Deputy Director General and Director-General. Experience of managing a team. Working experience in the Water Sector. Knowledge of relevant acts and legislation on Human Resource Management. Knowledge of relevant acts and legislation on Water and Sanitation environment. Knowledge and understanding of policy and strategy development. Knowledge and understanding of project and programme management. Knowledge and application of Financial Management. Experience in Strategic Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem solving and Analysis, People Management and empowerment skills. Client orientation and customer focus. Communications, accountability and ethical conduct.
<u>DUTIES</u>	: Ensure the efficient and effective coordination and processing of ministerial enquiries and act as a central point of contact and coordination. Ensure proper coordination and dissemination of submissions and correspondences in an orderly manner to the Director-General. Ensure alignment of correspondences and submissions with applicable policies, procedures and systems flowing to and from the office of the Director-General. Manage the process of correspondence flowing to and from the Ministry and to ensure the facilitation and coordination of activities which have an impact on the various role players. Oversee language editing and translation service to the Director-General and Department of Water and

Sanitation. Manage the filing system (manually and electronically) in the Office of the Director-General.

ENQUIRIES : Ms T Fiko, tel (012) 336 7176

OTHER POSTS

POST 01/71 : **OFFICE MANAGER REF NO: 260118/04**
Office of the Director-General

SALARY : R 334 545 per annum, (Level 09)
CENTRE : Head Office (Pretoria)
REQUIREMENTS : National Diploma or Degree in Office Management and Technology, Public Management, Business Administration. Working experience in the Office of a Senior Manager in the Public Service. Three (3) to five (5) years' experience in Office Management. Knowledge and understanding of public service policies and administrative procedures. Excellent computer skills (MS Word, Excel and PowerPoint). Knowledge of Financial Management, Project Management and Administration. Proven knowledge and experience in secretarial duties. Sound organisational skills. Good people skills. High level of reliability. Excellent writing skills. Ability to act with tact and discretion. Knowledge of dispute resolution process. Basic financial management and knowledge of PFMA. Knowledge Management. Good problem solving and analysis skills. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes. Ability to ensure a high level of ethical conduct and quality. A valid driver's licence will be an added advantage.

DUTIES : Screening of all incoming correspondence (E-Mail, letters, reports and phone messages). Preparation of presentations, conduct research and arrange and organise workshops and meetings. Ensure planning-determine delegates, facilitation, secretarial services, location, subsistence and travel arrangements and claims. Represent Manager at certain meetings and workshops. Take notes and give detailed report to Manager following the meeting. Manage queries. Monitoring of deadlines to ensure responses are prompt. Co-ordinating and monitoring of projects.

ENQUIRIES : Ms T Fiko, tel (012) 336 7176

POST 01/72 : **PERSONAL ASSISTANT REF NO: 260118/05**
Office of the DG

SALARY : R226 611 per annum, (Level 07)
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years' experience in secretarial duties in rendering a support service to senior management. Knowledge of administration procedures. Knowledge in secretarial duties. Computer literacy. Sound organizational skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Knowledge of dispute resolution process. Understanding of social and economic development issues. Basic financial management and knowledge of PFMA. Knowledge management. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Accountability and ethical conduct.

DUTIES : Provide a secretarial / receptionist service to the manager. Render administrative support services. Provide support to manager regarding meetings. Support manager with administration relating to the manager's budget. Advise management on good administrative practices. Provide feedback on identified administrative gaps. Supply statistics. Record keeping.

ENQUIRIES : Ms T Fiko, tel (012) 336 7176