



Assistant Director: Transformation and Special Projects (COO 10/2018)

Salary: R356 289 per annum

Centre: Pretoria

Requirements:

- A recognised three-year National Diploma/Degree in Public Administration, Development Studies or Social Sciences or equivalent relevant qualification.
- Minimum of 3-years' experience in Transformation or related field.
- Understanding of the Service Delivery Revitalization Strategy.
- Knowledge of Employment Equity Act, Public Service Regulations including broader Transformation mandates, Project Management and Policy Development.
- Sound research, numerical, analytical, organising, planning, presentation, communication skills (verbal and written), interpersonal, coordination and stakeholder liaison skills.
- An understanding of commemoration days aimed at increasing awareness on women, disability and children's rights issues.

Duties:

- To facilitate coordination and implementation of the Employment Equity Plan and Service Delivery programmes, which includes the following: Culture Intervention Programme, Mainstreaming of Gender, Disability & Children's rights programmes into Departmental Programmes, Projects and Policies.
- Assist in the development and review of policies, implementation plans and reports for transformation and special programmes.
- Liaise and improve integration with internal and external stakeholders. Compile reports.

Enquiries: Ms. L Sebake; Tel: 012 399 8697

For attention: Mr. L I Letshedi

Closing Date: **01 April 2019**

- All applications must be submitted on a signed **Z83 application form** (*click bold underlined text to download PDF form*) with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License (if required) in order to be considered.
- **Applications must be forwarded** to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria, marked for attention: Mr Gerald Ntshane/Ms Sibongile Zungu.
- The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
- Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.
- Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
- Following the interview and the 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.
- Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
- All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience.
- The Department reserves the right not to make an appointment.
- No e-mailed, faxed or late applications will be considered.
- If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.