



Head: business performance and strategic support (5 year contract) (WB35/2017)

Salary: R 1 002 800 – 1 403 900 per annum (Total cost to company)

Centre: Pretoria

Requirements:

- Bachelor's Degree in Public Management /Administration/Strategic Management or equivalent qualification. (NQF Level 7).
- A minimum of 5 years' experience at Senior Managerial level..
- Knowledge of Business Performance Management Procedures, Waste Management Bureau mandate.
- Ability to synthesize information.
- Ability to develop and apply policies.
- Knowledge of Public Finance Management Act and Treasury Regulations.
- Understanding of the Human Resource Management Legislation and regulatory framework.
- Strategic Planning Management & Leadership skills. Sound Research, Analytical, Organising, Planning and Presentation skills.
- Good communication skills (verbal and written). Good interpersonal, coordination and stakeholder liaison skills.

DUTIES:

- Develop and implement a Business Performance Framework for the Waste Bureau.
- Manage compliance to strategic performance requirements for the Waste Bureau.
- Manage and coordinate compliance to performance target reporting requirements for the Waste Bureau.
- Manage and develop the performance measures and controls.
- Manage the Performance Management Development System (PMDS).
- Manage the administrative, executive and secretariat services support to the Office of Chief Executive Officer.
- Provide sound corporate and cooperative governance secretariat support.
- Facilitate and coordinate Waste Management Bureau stakeholder engagements.
- Provide support and coordinate Waste Management Bureau Cluster participation.
- Establish a proper and effective stakeholder management support.

Enquiries: Mr Gerald Ntshane 012 399 8628

Closing Date: 24 November 2017

- 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.