



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 04 April 2022

Note: Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications, identity document and a valid driver's license (where applicable) which need not be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. Applications that do not comply with the above-mentioned requirements will not be considered. *All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit it such, however, it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST: SENIOR TRAINING OFFICER REF NO: 040422/07

BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: LIMPOPO

SALARY: R321 543 PER ANNUM (LEVEL 8)

CENTRE: POLOKWANE

REQUIREMENTS: A National Diploma / Degree in Human Resource Development / Training and Development Services. Three (3) to five (5) years experience in Human Resource Development and/or Management environment. Two (2) years supervisory experience will be an added advantage. A valid and unexpired driver's license (Attach a copy) will be an added advantage. Knowledge of administration procedures. Knowledge of HRD issues. Basic financial management and knowledge of PFMA. Good client orientation and customer focus. Good verbal and written communication skills. Computer literate (Word, Excel, PowerPoint) and high knowledge of PERSAL functionality. Understanding Public Service legislation, policies, guidelines processes and procedures. Programme and Project Management. Knowledge Management. Problem solving and Analysis. People and Diversity Management. Communication. Accountability and Ethical Conduct. The suitable candidate must be willing to work under pressure, handle conflict, have good verbal and written communication skills and be a team leader.

DUTIES: Provide support on the implementation of workplace plan (WSP). Administer the implementation of PDMS. Render the administration of Bursaries, internships and learnership. Facilitation and coordination of compulsory induction programme and departmental induction. Implementation of Human Resource Development programs (AET, Training, Workshops, seminars and conferences). Determine the need for learning programmes. Conduct training needs analysis to develop new training programmes. Coordinate learning programmes. Monitor, assess and record training activities and training program effectiveness for improving existing programmes. Conduct and coordinate research. Facilitate skills development programmes.

ENQUIRIES: Mr. Mpe MJ, Tel No: 015 290 1351

APPLICATIONS: Polokwane: Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, Azmo Place Building (Registry Office 4th floor). For Attention: Mr HH Khosa.

