



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 17 May 2024

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 with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). 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. 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 (only when shortlisted). 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 three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or e-mailed applications will not be considered. 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: ASSISTANT DIRECTOR: HR APPOINTMENTS REF NO: 170524/08
BRANCH: CORPORATE SUPPORT SERVICES DIR: HUMAN RESOURCE ADMINISTRATION
SALARY: R552 081 per annum (Salary Level 10)
CENTRE: Pretoria Head Office

REQUIREMENTS: A National Diploma or Degree in Human Resources or relevant qualification. Three (3) to five (5) years supervisory experience in Human Resources. The disclosure of a valid unexpired driver's license. Knowledge of policy development and implementation. Extensive knowledge of appointments; transfers, implementation of allowances. Proven knowledge of Persal (Persal Administration, Leave Administration and Establishment). Extensive knowledge of the OSD dispensations. Computer Literacy skills (MS Word, MS Excel, MS PowerPoint). Understanding of Government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication skills both (verbal and written). Accountability and Ethical Conduct. Knowledge of analytical procedures.

DUTIES: Processing of appointments for OSD and Non-OSD's, structuring of SMS, MMS and OSD packages on PERSAL. Provide advice and guidance on all salary related matters to employees and line managers. Monitor and evaluate HR compliance by Regions and Cluster offices. Processing of promotions and transfers on PERSAL. Processing of upgrades, grade and accelerated grade progressions for non-OSD. Registration of System Change Controls (SCC's) when necessary. Ensure approval of all acting allowance submissions. Processing payment of acting allowances to qualifying employees on PERSAL. Respond to queries regarding the payment of acting allowances. Manage payments of pay progressions (PMDS). General Administration of leave. Daily monitoring of E-Leave system to ensure that all leave applications are cleared. Attend to leave audit queries. Approval of HR Transactions on PERSAL. Management and maintenance of HR databases. Management of staff. Ensure compliance to legislation, policy, prescripts and HR delegations. Participate in policy formulation and development.

ENQUIRIES: Ms T Sejake, Tel 012 336 7470

APPLICATIONS: Pretoria (Head Office): Please forward your application quoting the reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001. For Attention: Planning, Recruitment and Selection Unit.