



## 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 INFORMATION MANAGEMENT REF NO: 170524/09

BRANCH: CORPORATE SUPPORT SERVICES, DIR: HR ADMINISTRATION DIV HR INFORMATION MANAGEMENT

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' experience in the field of Human Resources Management, particularly in the field of Persal establishment management, Persal information and Persal control. Three years supervisory experience. The disclosure of a valid unexpired driver's license. Extensive knowledge of public service human resources practices and legislation. Must be able to operate at intermediate or advanced level MS Excel, extensive PERSAL knowledge and experience, sound knowledge of Vulindlela, sound knowledge of the functioning and processes of HR Registry, experience in the management of HR Registry would be advantageous. Excellent verbal and communication skills, computer literacy, must have a valid Persal Establishment Administration certificate, Microsoft (MS) Excel Certificate at minimum intermediate level, MS Word certificate.

DUTIES: Responsible for the provision and storage of Persal information in the form of reports, screenshots, and databases. Coding, implementation, maintenance, and oversight of the departmental structure on Persal. Manage and supervise the activities of the departmental Persal Controllers. Conduct quarterly Persal audits of the activities of the Persal Controllers. Implement changes to the budget structure on Persal, i.e. responsibility and objective codes. Assist with the provision of audit reports and responses to audit findings. Assist with the provision of Persal system support to all Persal Users. Registration of System Change Controls (SCC's) when necessary. Creation and management of a Persal training database. Manage and supervise all HR Registry functions, processes, and staff. Create, develop, and implement a file plan for HR Registry, manage the disposal and archiving of HR records, control internal file movements, assist with the implementation, maintenance, and support of an electronic file tracking system.

ENQUIRIES: Mr I. Govender (012) 336 7683

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