



WATER AND SANITATION

APPLICATIONS

Please forward your applications quoting the relevant reference number for **Centre: Pretoria:** To the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko.

For Centre : Western Cape Regional Office Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville. **For attention:** Mr. B. Saki 021 941 6018

For Centre Mmabatho: Please forward your applications quoting the relevant reference number to The Provincial Head, Department of Water and Sanitation, Private Bag x 5, Mmabatho 2735. Cnr Dr. James Moroka Drive and Sekame Road Mega City Shopping Centre Unit 99, Ground Floor. **For attention:** Ms K Mutloane

For Centre Durban/Dundee Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor, Durban. **For attention:** The Manager (Human Resources)

CLOSING DATE

03 JUNE 2016 AT16H00.

NOTE:

Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and 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). The competency assessment will be testing generic

managerial competencies using the mandated DPSA SMS competency assessment tools” **People with disabilities are highly encouraged to apply for the posts.**

POST: **HUMAN RESOURCE PRACTITIONER REF: 030616/46**

CENTRE: Western Cape Regional Office: Bellville

SALARY: R 211 194 per annum (Level 7)

REQUIREMENTS: Degree or National Diploma in Human Resources or equivalent with two to three years relevant experience in Human Resource Management environment. Extensive experience on Persal. Extensive experience in recruitment and selection. Knowledge of best practice in recruitment and selection. Extensive experience in dealing with Service Conditions. Knowledge of Public Service Regulatory Framework. Excellent written and verbal communication skills. Supervisory skills. Computer literacy.

DUTIES: Advertise posts, ensure that all HR databases are updated on a regular basis, serve as secretary during short-listing and interviews, compile and check submissions, check appointments/ promotions/ transfers and regret letters. Write monthly reports in terms of recruitment and selection. Administer service terminations and write monthly reports thereafter. Handle Pension and Injury on Duty cases. Approve leave, allowances, appointments, promotions, probations and transfers on Persal. Approve merit awards and long service awards on Persal. Give guidance to team members on how to deal with PILIR cases. Supervise staff. Deal with all HR related queries on a daily basis, in accordance with Batho Pele Principles.

ENQUIRIES: Ms K Melelo Tel,(021) 941 6040