



## 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, 9<sup>th</sup> 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 OFFICER REF: 030616/62**

**SALARY:**

R 142 461 per annum (Level 5)

**CENTRE:**

Western Cape Regional Office: Bellville

**REQUIREMENTS:**

Grade 12 certificate. Sound knowledge of the public service regulatory framework. Excellent written and verbal communication skills. Good interpersonal skills. Knowledge of PILIR process. Disciplinary knowledge in Human Resource Transactions and Information. Knowledge of Persal system. Knowledge of Recruitment and Selection and best practices. Knowledge of the public service regulatory framework. Excellent written and verbal communication skills. Computer literacy. Good interpersonal skills. Knowledge of implementation of applications related to transactions and procedures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Understanding of Social and Economic development issues. Programme and Project Management Knowledge Management. Problem solving and analysis. People and diversity management. Client Orientation and customer focus. Communication, accountability and ethical conduct.

**DUTIES:**

Assist with advertising of posts. Serve as secretary during short-listing and interviews process. Write offer and regret letters. Process pension documents and IOD. Process leave gratuity. Capture all types of leave. Implementation of all HR transactions. Deal with all HR related queries on a daily basis in accordance with Batho Pele Principle. Drafting of submissions. Implement submissions received from clients. Provide management information for decision making. Facilitate submissions received for implementation. Liaise with clients internally and externally regarding the posts. Assist in HR planning. Establish database of applications. Facilitate the submissions for approval. Supply statistics regarding Employment Equity. Provide management information for decision making. Implement approved submissions from managers. Keep statistics and maintain filing system. Give information to selected candidates. Make information available for managers. Implement approved cases.

**ENQUIRIES:**

Ms Z Mbovane Tel, (021) 941 6234