



CLOSING DATE

13 MAY 2016 at 16H00.

APPLICATIONS

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

APPLICATIONS

Please forward your applications quoting the relevant reference number for **Centre: Mmabatho:** The Provincial Head, Department of Water and Sanitation, Private Bag x 5, Mmabatho I2735. Cnr Dr. James Moroka Drive and Sekame Road Mega City Shopping Centre Unit 99, Ground Floor, **FOR ATTENTION:** Ms K Mutloane

APPLICATIONS

Please forward your applications quoting the relevant reference number for Centre: **Gauteng:** The Provincial Head: Gauteng, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, Bothongo Plaza East, Pretoria. For attention:Mr S Nevhorwa (012) 392 1324

APPLICATION

Please forward your applications quoting the reference number **Centre: Durban** to the: Provincial Head: KwaZulu-Natal, Department of Water Affairs, 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)

NOTE:

Applications must be submitted on signed and dated form Z83, 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 subject 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 : **HR CLERK (SUPERVISOR) 5 POSTS REF NO: 130516/51**

SALARY : R 211 194 per annum (level 7)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 or equivalent. Extensive PERSAL experience, Three (3) to five (5) years' experience required in Human Resource Administration. Knowledge of human resource functions and practices as well as the ability to capture data and operate computer systems such as Word and Excel. Good verbal and written communication skills. Basic knowledge and insight of Human Resource prescripts. Implementation and approval of human resource practices in the Appointments, Conditions of Service and Service Benefits. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Accountability and Ethical Conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes.

DUTIES : Approval of transactions in Appointment Section (Appointments, transfers, promotion, probation, PMDS, Acting Allowance etc.). Approval of Condition of Services and Service Benefits (Housing, Medical, Injury on duty, Long service Recognition, Overtime, Relocation, Pension, Allowances etc.). Leave Administration. Drafting of submissions, memo's and letters. Dealing with Human Resource Administration enquiries. Employees will be required to work on the SAP Payroll system.

ENQUIRIES : Mr A. Hattingh/ Mr P Singh, tel (012) 3367682/7389