



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 12735. 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 : **PERSONNEL PRACTITIONER. REF NO: 130516/52**
SALARY : R 211 194 per annum (level 7)
CENTRE : Pretoria
REQUIREMENTS : Degree or Diploma in Human Resource Management or equivalent. Three (3) years experience in Human Resource Management. Extensive knowledge of the Persal system. Must be computer literate (MS Office, Internet, Intranet). Good writing skills. Appropriate experience related to Allowances (State Guarantees, Housing Allowance, Long service recognition, terminations of service), appointments and transfers. Must be able to monitor, evaluate, review and research existing and new policies. A thorough knowledge and understanding of applicable human resource legislation (PSA, 1994, PSR, 2001, EEA, 1998, BCEA, 1997, LRA, 1995, Collective Agreements, etc) and procedures. Excellent planning and organizing skills. Shortlisted candidates will be subjected to a written . assignment. Ability to work under pressure and meet deadlines. 85

DUTIES :

The successful candidate will be responsible for the development, implementation of new and existing policies. Monitoring and evaluation of implementation. Research and benchmarking of policies, best practices. Responsible for the development and update of procedure manuals in the areas of conditions of services, service benefits and personnel provisioning. Responsible for the drafting of high level submissions, HR circulars on policy matters and distribution thereof. Draft and conduct presentation on HR matters. Provide expert advice to management and staff on matters regarding policy matters. Contribute to the promotion of human resource best practices

ENQUIRIES :

Mr P Singh, tel (012) 336 7389