



WATER AND SANITATION

APPLICATIONS

For **Centre: Pretoria**: Please forward your applications quoting the relevant reference number 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 or Bellville 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: Mbombela, Bronkhorstspuit and Nelspruit Please

forward your applications quoting the relevant reference number. The Acting Provincial Head, Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200. Applications can also be hand delivered to the Department of Water and Sanitation and deposited into the application box at the reception ground floor, Prorom building, Corner Brown & Paul Kruger Street, Mbombela. **For Attention**: Mr AA Lessing

CLOSING DATE

17 June 2016 Time: 16H00

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: **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION**
REF:170616/01

SALARY: R 311 184. Per annum (level 09)

CENTRE : Pretoria

REQUIREMENTS : National Diploma or degree in Human Resources Management. Three (3) to five (5) years management experience in Recruitment and Selection. A valid driver's licence. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Should have knowledge in recruitment, selection and appointment and procedures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative, clerical procedures and systems. Understanding of Social and Economic development issues and Water Sector legislation. Extensive knowledge of OSD.

DUTIES : Co-ordinate the implementation of policies and presentation of information sessions on Recruitment and Selection. Render a human resource advisory service to the management on recruitment and selection Ensure the promotion of effective human resource management. Development of norms and standards to facilitate implementation of recruitment and selection policies, strategies, procedures and practices. Co-ordinate and conduct high level investigations of human resource related problems and advice management thereon. Management of Human Resources which include, inter alia (Training, mentoring, development, performance management, and work allocation).

ENQUIRIES: Ms LI Mabile Tel, (012) 336 8775