



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: HUMAN RESOURCE TRANSACTION AND

INFORMATION MANAGEMENT REF: 170616/07

- SALARY** : **R311 784.00 per annum (level 09)**
- CENTRE** : **Mbombela**
- REQUIREMENTS** : National Diploma or degree in Human Resource Management or equivalent. Three (3) years relevant experience in supervising the process of HR Transactions according to prescribed Policies and Guidelines. Computer Literacy. Knowledge of PERSAL. A valid driver's license. Good interpersonal and organizing skills.
- DUTIES** : Manage HR transactions. Monitor transaction system to ensure effectiveness and perform spot checks to ensure accurate capturing. Deal with problem cases and monitor quick response to transactions. Set guidelines to ensure effective flow of data from and to transaction point. Implement policies. Provide advice on HR information. Compile HR transaction reports and analyse transaction tendencies and advise management. Assist in HR planning. Manage Human Resource budget and other Human Resource activities. Safe keeping of personnel records. Respond to audit queries and implement control deficiencies. Thoroughly manage and deal with conditions of service. Managing and supervising personnel. Analyse human resource transaction trends. Develop implementation plan. Hold road shows advising the Region on key policy issues. Implement HRM processes and procedures according to delegations. Issue HR information reports. Give expert advice to managers on the implementation of HR transaction information. Monitor policy implementation. Give advice on HR policies in the Department. Implement the best practice on HR transaction. Conduct research on the latest development on HR issues. Monitor policy implementation. Measure compliance in terms of HR information processes.
- ENQUIRIES** : Mr. AA Lessing Tel No. 013-759 7336
- Preference will be given to the following designated groups People with disabilities, Indians (Females & Males) Coloureds (Females & Males), White (Females) and then followed by African Females**