



DEPARTMENT OF WATER AND SANITATION

APPLICATIONS	:	Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabole
BRANCH	:	CORPORATE MANAGEMENT, DIR: EMPLOYEE PERFORMANCE MANAGEMENT
CLOSING DATE	:	02 November 2018 16H00
POST	:	ASSISTANT DIRECTOR: LEADERSHIP AND SUPERVISORY DEVELOPMENT REF NO: 021118/05
SALARY	:	R 356 289 per annum, (Level 9)
CENTRE	:	Pretoria
REQUIREMENTS	:	A National Diploma or Degree in Human Resources. Three (3) to five (5) years supervisory experience in Human Resources Development. Knowledge and experience of policy development and implementation. Disciplinary knowledge in Human Resource Development. Knowledge of training and development systems and tools. Understanding of Government legislation, financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Experience in Management of databases. Knowledge of programme, project management, relationship management. Problem solving, analysis, people, diversity management, client orientation and customer service skills. Good communication skills. Accountability and ethical conduct. Knowledge of analytical procedures.
DUTIES	:	Provide input in the development of HRD policy and strategy. Analyse human resource development trends. Implementation of HRD strategic objectives. Knowledge of development and implementation of the workplace Skills Plan. Conduct Departmental training needs analysis. Facilitate Work Skills Plan workshops nationally and in regions. Implementation of HRD programmes (Transversal Training, Leadership and Capacity Development, Development of Professionals, Bursary Scheme, Recognition of Improved Qualifications, AET and Recognition of Prior Learning). Liaise with SETAs. Liaise with professional bodies. Coordinate and conduct Induction programme. Conduct training impact analysis. . Manage HRD information data accurately. Make monthly reports available for managers. Development of all the training schedule. Conduct awareness sessions on all training and development programmes. Coordinate training interventions for SMS members. Implement Leadership development programmes for no-SMS. Provide expert advice to managers on the implementation of HRD interventions. Monitor policy implementation. Conduct research on the latest development on HRD issues. Monitor and evaluate the implementation of PMDS. Coordinate implementation of poor performance management plan.
ENQUIRIES	:	Ms M Moagi, Tel 012 336 7447