



DEPARTMENT OF WATER AND SANITATION

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. No late, faxed applications will be accepted. Correspondence will be limited to shortlisted candidates only. 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. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

- APPLICATIONS** : King Williams Town: Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X7485, King William's Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William's Town. For Attention: Mr M. Zenzile.
- CLOSING DATE** : **06 December 2019 TIME: 16:00**
- POST** : ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO. 061219/10
- BRANCH** : CHIEF OPERATIONS OFFICE EASTERN CAPE DIV: TALENT MANAGEMENT
- SALARY** : R 376 596 per annum (Level 09)
- CENTRE** : King William's Town
- REQUIREMENTS** : A National Diploma or Degree in Human Resources Management. Three (3) to five (5) years experience in Human Resource Development/ Performance Management. Supervisory experience required. Knowledge and experience of policy implementation. A valid drivers licence(Attach certified copy).Disciplinary knowledge in Human Resource Development. Knowledge of performance management systems and tools. Understanding of Government legislation, financial management and knowledge of 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. Ensure the application of sound human resources management practices in the area of performance management and development policy and related legislations, conduct research into best practices and trends in these areas, recommend policy amendments. Development of all the training interventions and facilitate in-house training on PMDS in the Department. Conduct Departmental training needs assessment relating to PMDS, conduct PMDS training and awareness sessions, brief managers on policy requirements, issuing of circulars and communications on PMDS. Coordinate the implementation of PMDS in the Department. Coordinate contracting and assessment, ensure alignment of employees performance agreement with Departmental objectives, coordinate assessments and moderation committees, coordinate implementation of performance rewards, ensure management of poor performance. Monitor and evaluate the implementation of PMDS. Measure compliance in terms of PMDS policies and information processes, monitor compliance of performance agreements signed, monitor compliance of quarterly reviews/ Term 1 and Term 2, finalization of moderation process. Manage and maintain PMDS database. Maintain

performance management information system (electronic and manual)
compile reports and submissions for management and external stakeholders.

ENQUIRIES

: Mr M Zenzile, Tel No: 043 604 5528