



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, Tel 043 604 5528.
- CLOSING DATE** : **06 December 2019 TIME: 16:00**
- POST** : HUMAN RESOURCES CLERK REF NO. 061219/46
- BRANCH** : CHIEF OPERATIONS OFFICE, EASTERN CAPE
- SALARY** : R 173 703 per annum (Level 05)
- CENTRE** : King William's Town
- REQUIREMENTS** : A Senior / Grade 12 Certificate. Knowledge of Human Resources functions as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of PERSAL. Knowledge of registry duties. Working knowledge and understanding of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Employment Equity Act, Labour Relations Act, Public Finance Management Act, Skills Development Act etc. Knowledge of storage and retrieval procedures in terms of the working environment. Knowledge of PMDS. Flexibility and team work. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct. Computer literacy (MS Package). Planning and organizing. Good communication skills both verbal and written.
- DUTIES** : Handling of Recruitment and Selection processes which includes advertising, appointments and serving as a secretariat during shortlisting and interviews. Handle transfers, verification of qualifications, absorptions, and probationary periods. Implementation of conditions of service which include terminations, pension administration, long service recognitions, housing, leave administration, leave audits, medical aid, injury on duty, overtime, relocation, PILIR and allowances. Regular maintenance of HR workflow database. Implementation of PMDS on Persal. Ad Hoc duties will be required from time to time. Maintain HR registers and filing system of HR personnel. Co-ordinate Performance Management Development System (PMDS) and Training and Development.
- ENQUIRIES** : Mr. M Zenzile, Tel No: 043 604 5528