



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

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 or 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). "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 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 September 2019 TIME: 16:00**
- POST** : DEPUTY DIRECTOR: HUMAN RESOURCES REF NO 060919/03
- BRANCH** : CHIEF OPERATIONS OFFICE: EASTERN CAPE, DIV: HRM
- SALARY** : R 733 257 per annum, (All inclusive salary package), (Level 11)
- CENTRE** : King Williams Town
- REQUIREMENTS** : A National Diploma or Bachelor Degree in Human Resource Management. Three (3) to five (5) years management experience in Human Resource. A valid driver's license. (Attach certified copy). Knowledge and understanding of Persal and BAS. Knowledge of policy development and implementation. Knowledge and experience in administrative processes. Knowledge and understanding of HR prescripts, legislatives and directives. Financial management and knowledge of PFMA. Knowledge of programme and project management. Interpersonal skills. Problem solving skills, analytical skills, people and diversity management skills. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.
- DUTIES** : Co-ordinate the establishment, training and effective functioning of skills development committees (SDC). Conduct skills audits. Facilitate the review of HRD strategies. Co-ordination and provision of inputs for annual HRD implementation plan. Perform job searches for qualified candidates according to relevant job criteria. Prepare and maintain employment record. Provide screening and referring services to the selection panel. Organise Interviews and travel arrangements when necessary. Implementation of appointments, promotions and upgrades. Ensure appointments, promotions and upgrades are done timeously. Give advice on the implementation of HR Transaction policies and guidelines. Conduct PMDS awareness and education. Development of WSP implementation plan. Implement employee wellness programmes. Development of programmes to administer HIV/AIDS related diseases. Render awareness programmes to all employees. Compile reports on programmes rendered. Develop programmes for various sporting codes. Implement administration policies and various disciplines. Develop implementation plan. Implement approved resolutions.

ENQUIRIES : Mr M Zenzile, Tel 043 604 5528