



## 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, faxed or e-mailed 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** : Bloemfontein: Please forward your applications to the Department of Water and Sanitation, IBOM Central Operation, Private Bag X528, Bloemfontein, 9300. For attention: Ms M Maloka
- CLOSING DATE** : **07 June 2019 TIME: 16h00**
- POST** : HUMAN RESOURCES CLERK (PRODUCTION) REF NO 070619/13
- BRANCH** : IBOM Central Operation
- SALARY** : R 173 703 per annum (Level 5)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A National Senior Certificate or equivalent qualification. One (1) to (2) two years experience in Human Resource will serve as an added advantage. 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 basic financial operating systems (PERSAL, BAS, LOGIS, etc). Knowledge of registry duties. Working knowledge and understanding of the legislative framework governing the public service. Knowledge of storage and retrieval procedures in terms of the working environment. Flexibility and team work. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct. Computer literacy. Planning and organising. Good communication skills both verbal and written.
- DUTIES** : Handling of Recruitment and Selection processes which includes serving as a secretariat during shortlisting and interviews. Handling of Human Resource functions which include 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, pillar and allowances. Implementation of PMDS on Persal. Ad Hoc duties will be required from time to time. Maintain HR registers and filing system of HR personnel.
- ENQUIRIES** : Ms N Maloka, Tel051 405 9000