



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** : Port Elizabeth: Please forward your applications to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer. For Attention: Ms EN Ngele.
- CLOSING DATE** : **12 August 2019 TIME: 16:00**
- POST** : HR CLERK: SUPERVISOR REF NO: 120819/10
- BRANCH** : IBOM Southern Operations
- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : Port Elizabeth
- REQUIREMENTS** : A Senior certificate / Grade 12 certificate. Three (3) to five (5) years' experience in Human Resource Management. Working experience on the PERSAL system. (Attach PERSAL certificate). Knowledge of SAP. Knowledge and experience in administrative, clerical procedures and systems. A valid driver's license (Attach certified copy). Knowledge and understanding on Human Resource Management legislation/directives, policies and procedures. Knowledge and understanding on Financial legislation. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Computer literacy skills. Problem solving, presentation, creativity, interpersonal and analytical skills. Good communication skills both verbal and written. Numeracy skills, commitment, integrity. Maintain confidentiality, loyalty and be a team player, time management and supervisory skills.
- DUTIES** : Supervise, plan and co-ordinate the activities of the Personnel Officers to contribute to the rendering of a professional human resource management service. Supervise the implementation and maintenance of human resource administration practices concerning service benefits and or maintenance & provisioning of human resource in the department to contribute to the rendering of a professional human resource management service. Address human resource management enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advise Department/Personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/policies. Approve transactions on Persal and SAP system according to delegations. Prepare monthly reports on personnel administration issues and statistics.
- ENQUIRIES** : Ms EN Ngele, Tel 041 508 9744.

