



## 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** : Bellville: Please Forward Your Applications Quoting The Relevant Reference Number To The Regional Head: Western Cape, Department Of Water And Sanitation, Private Bag X16, Sanlamhof, 7532 Or Hand Deliver To Sigma Building, 3 Blanckenberg Road, And Bellville. For Attention: Ms K Melelo
- CLOSING DATE** : **12 August 2019 TIME: 16:00**
- POST** : HUMAN RESOURCE CLERK REF NO: 120819/13
- BRANCH** : CHIEF OPERATIONS OFFICE: WESTERN CAPE
- SALARY** : R 173 703 per annum, (Level 05)
- CENTRE** : Bellville
- REQUIREMENTS** : A Senior certificate / Grade 12 Certificate. Knowledge of basic (PERSAL system). Basic knowledge and insight of Human Resource prescripts. Knowledge of registry functions, practices as well as ability to capture high volume data, and operate a computer. Working knowledge and understanding of legislative framework governing the Public Services. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. Client orientation and customer focus. Excellent communication skills both written and verbal. Good computer literacy skills. Planning and organising.
- DUTIES** : Recruitment and selection (advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods, etc). Implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR). Co-ordinate Performance Management Development System (PMDS) and Training and Development. Liaise with internal and external stakeholders in relation to recruitment and selection. Implement termination of services. Implement appointments on PERSAL. Keep filing records up to date. Keep and maintain the asset register of the component. Keep filing system of HR personnel updated. Ensure that personal files of employees are issued to relevant managers on request. Ensure that files are received back as per HR policies. Compile reports of movement of personnel files.
- NOTE:** **Persons with disabilities, Females and Indian Males are encouraged to apply.**
- ENQUIRIES** : Ms M Stoffberg, Tel 021 941 6310