



## 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). 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** : Midmar Dam (Howick): Please forward your application quoting the reference number to: The Director: Eastern Operations, Department of Water and Sanitation, Private Bag X24, Howick, 3290. Hand deliver at Department of Water and Sanitation, R103 Prospect Road, Midmar Dam, Howick, 3290. For attention: The Human Resource Manager.
- CLOSING DATE** : **13 September 2019 TIME: 16:00**
- POST** : ASSISTANT DIRECTOR: HRM REF NO.130919/01
- BRANCH** : IBOM: Eastern Operation
- SALARY** : R 470 040 per annum (Level 10)
- CENTRE** : Midmar Dam, Howick
- REQUIREMENTS** : A National Diploma or Bachelor's Degree in Human Resource Management / Public Management/Administration. Three (3) to five (5) years supervisory experience in Human Resources Administration. Knowledge and experience in policy development and HR administration (service conditions, recruitment & selection, PMDS , Employee Relations , HR policies etc). Disciplinary knowledge in HR transactions. Knowledge of Public Service Act (PSA) , Public Service Regulation (PSR) and all HR related legislations. Understanding of Government legislation.Financial management and knowledge of PFMA.
- DUTIES** : Implement HR strategies aligned with the overall business plan of the department. Coordinate and manage service conditions benefits and HR Transactions for the cluster office. Implement general Human Resources provisions as per HR delegations including Performance Management and Development System (PMDS) and training, Recruitment and Selection processes. Monitor and evaluate the implementation of all HR policies. Implement effective personnel records management for the cluster office.
- ENQUIRIES** : Mr T Mkhize, Tel (033) 239 1900