



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** : Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorum Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela. For attention: Mr MJ Nzima.
- CLOSING DATE** : **19 July 2019 TIME: 16:00**
- POST** : SENIOR HUMAN RESOURCE PRACTITIONER, REF NO 190719/02
Div: Recruitment & Selection
- BRANCH** : Chief Operations Office - Mpumalanga
- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Mbombela
- REQUIREMENTS** : A Degree / National Diploma in Human Resources / Public Management / Public Administration. Three (3) to Five (5) years' experience in planning, recruitment and selection. Knowledge and understanding of Legislative Frameworks, HR Policies and interpretation thereof. Knowledge and understanding of OSD and interpretation thereof. Technical knowledge / Competencies: Knowledge and experience of recruitment, selection and appointment and procedures. Knowledge of equal opportunities and Affirmative Action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Understanding of social and economic development issues. Financial Management and knowledge of PFMA. Computer literacy. Knowledge and practical experience of PERSAL (attach certified copy). Knowledge and experience of drafting submissions. Behavioural Competencies: Programme and Project Management. Supervision. People and Diversity Management. Client orientation and customer focus. Good verbal and written communication skills. Valid driver's license will be an added advantage.
- DUTIES** : Draft adverts for placement. Ensure that posts are advertised as per the specifications matched with the job/role profiles. Response handling of applications. Ensure that processing of detailed schedules of applications are implemented and kept on a database. Keep records of the established detailed database of applications received. Supply statistics regarding employment equity. Facilitate the shortlisting processes. Arrange, schedule and facilitate the Interview processes. Draft appointment submissions and route it for approval. Contact relevant business who deals with competency

test and refer selected candidates for competency assessment test. Render human resource management.

ENQUIRIES

: Mr Nkuna D.P, Tel No: 013-759 7430