



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 21 June 2019

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** : 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, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela. For Attention: Mr MJ Nzima
- POST** : HUMAN RESOURCE PRACTITIONER REF NO: 210619/09
- BRANCH** : CHIEF OPERATIONS OFFICE MPUMALANGA
- SALARY** : R257 508 per annum (level 07)
- CENTRE** : Mbombela
- REQUIREMENTS** : A National Diploma or Degree in Human Resource Management / Public Management / Public Administration. Three (3) to five (5) years experience in Service Benefits and Conditions. Working experience on the PERSAL system. (Attach PERSAL certificate). A valid driver's license (Attach certified copy). Knowledge of the Public Service Act, Public Service Regulations, Public Service Resolutions and any other relevant prescripts and interpretation thereof. Computer literacy. Problem solving, creativity, interpersonal and analytical skills. Good communication skills both verbal and written. Maintain confidentiality, loyalty and be a team player.
- DUTIES** : Administration of conditions of service matters i.e. leave, housing allowances, service terminations, policy on incapacity leave, ill health retirement (PILIR), appointments, injury on duty and other allowances. Approve transactions on Persal. Implement pay progressions, performance bonuses, grade progressions etc. Render a professional advisory and liaison service to line functionaries. Provide assistance on duties related to Planning, Recruitment and Selection. Administer pensions. Checking and requesting of reports from Persal. Handling of documents and maintaining confidentiality. Ability to travel and work extra hours.
- ENQUIRIES** : Ms ND Ndlovu, Tel No: 013 759 7436