



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 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** : Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Building 3rd Avenue Walmer. For attention: Ms EN Ngele.
- CLOSING DATE** : **29 November 2019 TIME: 16:00**
- POST** : ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 291119/15
- BRANCH** : IBOM: DIV: SOUTHERN OPERATIONS
- SALARY** : R 470 040 per annum (Level 10)
- CENTRE** : Port Elizabeth
- REQUIREMENTS** : A National Diploma or Degree (NQF 6) in Human Resources Management. Three (3) to five (5) years management experience in Human Resources Management. A valid driver's licence. (Attached certified copy). Knowledge and experience of policy development, implementation, HR transactions and Persal. (Attached certified copy). Knowledge and understanding of Government legislation, financial management and PFMA. Knowledge of techniques and procedures for planning and execution of operations. Knowledge of programme, project management and relationships management. Problem solving, analysis, people, diversity management, client orientation and customer focus skills. Excellent communication skills. Accountability, ethical conduct and analytical procedures. Analytical skills.
- DUTIES** : To implement effective human resources strategies and management for the department. Implement HR strategies aligned with the overall business plan of the department. Coordinate and manage service benefits and conditions for the Cluster Offices. Implement general Human Resources provisions as per HR delegations including Performance Management Development Systems (PMDS) and training. Recruitment and selection processes. Monitor and evaluate the implementation of all HR policies. Implement effective personnel records management for the Cluster Offices.
- ENQUIRIES** : Ms EN Ngele, Tel No: 041 508 9744