



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION CLOSING DATE: 02 OCTOBER 2020

Note: Interested applicants must submit their applications for employment to the e-mail address specified to each post. 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 copies of qualifications and Identity document. No late applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. **A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants.** Candidates will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holders must provide the Police Clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. **Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.**

POST: SENIOR TRAINING OFFICER REF NO: 021020/12

Branch: NWR1: Central Operations

SALARY: R316 791 per annum (Level 08)

CENTRE: Pretoria

REQUIREMENTS: National Diploma or Bachelor's Degree) in Human Resource Development. A minimum of three (3) to five (5) years relevant experience in PMDS. Good understanding of HRD. Qualified NSG CIP Module 1 Trainer will serve as an added advantage. PERSAL Introductory Certificate. High level of Computer literacy in MS Office software packages. Valid driver's licence. Willingness to travel and work after hours when needed. Knowledge of Public Service legislative frameworks and directives relevant to Human Resource Management and Development, practices, processes and procedures. Knowledge of PFMA and Government financial systems. Knowledge of education and training quality assurance processes and procedures. Good interpersonal relations, Facilitation, Presentation and Customer Care skills with ability to interact and communicate well at different levels. Basic understanding of Employment Equity legislation. Sound report writing, problem-solving, organizing, planning, coordination and administrative skills. Good analytical, innovative and creative thinking abilities. Ability to work in a team and under pressure.

DUTIES: Manage and Administer EPMDs, Manage and Administer Training Coordination. Facilitate and Present Compulsory Induction Programme (CIP), Facilitate and Present Departmental Induction to newly appointed employees. Present HRD workshops. Perform HRD Programmes Impact Assessments to establish Return on Investment (ROI). Participate in the development of training programmes, procedure manuals and guides on course materials. Conduct evaluation of training materials prepared by instructors to ensure applicability. Conduct training needs analysis to develop new training programmes. Monitor, assess, record and report on training activities and program effectiveness for improvement of existing programmes. Manage and coordinate induction and orientation programmes. Ensure proper implementation of internships and learnerships programmes. Effectively and efficiently implement PMDS within the Directorate. Compile and implement the Workplace Skills Plan for the Directorate. Manage the training budget for the Directorate. Ensure effective functioning of the Skills Development Committee. Monitor compliance to Employment Equity gaps and promote effective implementation of Employment Equity Plan through training and development. Provide accurate data for the Human Resource Plan and compile monthly management reports. Render general administrative duties related to HRD/Training. Ensure accurate records are readily available.

ENQUIRIES: Mr. PS Kunene Tel No. (012) 741 7336

Note: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

APPLICATIONS: Pretoria Please **email** your applications quoting the relevant reference number to CORecruitment@dws.gov.za. **For attention:** Mr. KL Manganyi