



## 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: HUMAN RESOURCE OFFICER REF NO: 021020/20**

Branch: NWR1: Central Operations

**SALARY:** R 173 703 per annum (Level 5)

**CENTRE:** Pretoria

**REQUIREMENTS:** A Senior/Grade 12 Certificate. Appropriate experience in Counselling and Employee Health and Wellness Programme will serve as an added advantage. Drivers licence (attach a copy) Computer literacy. Short Courses in Counselling would be an added advantage. Good Communication and Interpersonal relations skills. High level of confidentiality and be able to work well. Knowledge of HR prescripts and willingness to travel outside working hours.

**DUTIES:** Administer Employee Health and Wellness Programmes (EAP) for the Cluster. Coordinate EHWP events as per Government events calendar. Provide Pre-Counselling and make referrals. Keep records and maintain a database of all EHW/EAP cases and referrals for reporting purposes. Assist in other HR sub-divisions as and when is required. Render administrative support for Corporate Services.

**ENQUIRIES:** Ms. I Schwartz Tel No. (012) 7417359

**NB 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](mailto:CORecruitment@dws.gov.za). **For attention:** Mr. KL Manganyi