



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION CLOSING DATE: 04 September 2020

Note: Interested applicants must submit their applications for employment to the **postal address specified** to each post or e-mail at recruitment@dws.gov.za. 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 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: ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: 040920/08

BRANCH: CORPORATE SERVICES, SD: RECRUITMENT AND SELECTION

SALARY: R 470 040 per annum, (Level 10)

CENTRE: Head Office, Pretoria

REQUIREMENTS: A National Diploma or Degree in Human Resources Management or relevant qualification. Three (3) to five (5) years management experience in Recruitment and Selection. A valid driver's licence. (Attach a copy). Knowledge and understanding of Human Resource Management legislation, policies, practices, procedures and Human Resource Planning. Should have knowledge and experience in recruitment, selection and appointment procedures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge and experience of administrative, clerical procedures and systems. Knowledge and experience in drafting reports. Experience in developing and managing data to track progress on filling of posts. Understanding of social, economic and development issues. Extensive knowledge of OSD. Problem solving and decision making skills. Good communication and presentation skills (written and verbal). Strong negotiation and conflict management skills.

DUTIES: Co-ordinate the implementation of policies and presentation of information sessions on Recruitment and Selection. Render a human resource advisory service to line managers on recruitment and selection. Ensure the promotion of effective human resource management. Development of norms and standards to facilitate implementation of recruitment and selection policies, strategies, procedures and practices. Co-ordinate and conduct high level investigations of human resource related problems and advice management accordingly. Management of Human Resources which include, inter alia (training, mentoring, development, performance management, and work allocation). Drafting of advertisements and development of policies. Management of the recruitment and selection database.

ENQUIRIES: Mr. L.M Banda, Tel No: (012) 336 8732

APPLICATIONS: Head Office (Pretoria): Please **post** your applications or email quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za. For Attention: Ms. L Mabile.