



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 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 DPSSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSSA 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** : Mpumalanga Provincial Office(Mbombela) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200. For Attention: Ms F Mkhwanazi
- CLOSING DATE** : **06 March 2020 TIME: 16:00**
- POST** : HUMAN RESOURCE OFFICER RECRUITMENT AND SELECTION REF NO: 060320/24
- BRANCH** : CHIEF OPERATIONS OFFICE - MPUMALANGA
- SALARY** : R 173 703 per annum (Level 05)
- CENTRE** : Mbombela
- REQUIREMENTS** : A Senior / Grade 12 Certificate. One (1) year experience in Recruitment and Selection will be an added advantage. Basic knowledge and Human Resources prescripts. Knowledge and ability of data capturing, good computer packages including Word and Excel skills. Knowledge of the Public Service Act and Public Service Regulation. Working knowledge and understanding of legislative framework governing the Public Services. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. Ability to maintain high level of professionalism, confidentiality and reliability.
- DUTIES** : Receiving and sorting of applications, capturing of data in the system and processing of detailed schedules of applications. Establishing and developing a system database of applications received. From time to time assist with pre-screening, shortlisting and interviewing of candidates for the filling of posts within the department. Verification of qualifications (SAQA, Security Vetting, Reference checks) Secretariat function at shortlist and interviews. Preparing interview packs and ensuring schedules for interviews are accurately captured. Rendering human resource management support and advice.
- ENQUIRIES** : Ms Mkhwanazi F.M, Tel No: 013 759 7515

