



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). 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** : Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor. For Attention: The Manager (Human Resource).
- CLOSING DATE** : **07 February 2020, TIME: 16:00**
- POST** : SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 070220/09
- BRANCH** : CHIEF OPERATIONS OFFICE: DIV RECRUITMENT AND SELECTION KZN
- SALARY** : R 316 791 per annum, (Level 08)
- CENTRE** : Durban
- REQUIREMENTS** : A National Diploma or Degree in Human Resources Management. Three (3) to five (5) years' experience in Planning, Recruitment and Selection. Applicants must be in possession of a PERSAL certificate and working experience on the PERSAL system (certified copy attached). Knowledge and understanding of Public Service Act, Public Service Regulations; Employment Equity Act and PFMA. Knowledge and experience of recruitment, selection and appointment procedures. Knowledge of equal opportunities and Affirmative Action guidelines and laws. Knowledge of administrative, clerical procedures and systems. Knowledge of database and spread sheet applications. Knowledge and experience of drafting submissions. Client orientation and customer focus skills. Good verbal and written communication skills.
- DUTIES** : Supervision of recruitment and selection unit. Interpretation and implementation of relevant statutory prescripts and policies. Draft adverts for placements. Ensure that posts are advertised as per the specifications matched with the job/role profiles. Response handling of applications. Ensure that processing of detailed schedules of applications are implemented and kept on a database. Keep records of the established detailed database of applications received. Supply statistics regarding employment equity. Facilitate the shortlisting processes. Arrange, schedule and facilitate the interview processes. Draft appointment submissions and route it for approval. Contact relevant businesses who deals with competency assessments and refer selected candidates for competency assessment test. Implementation of appointments. Requesting of reports from Persal. Supervision, training and motivation of staff.
- ENQUIRIES** : Ms S Mbongwa, Tel: 031 336 2819