



## 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: 070220/10
- BRANCH** : CHIEF OPERATIONS OFFICE: DIV HUMAN RESOURCE DEVELOPMENT
- SALARY** : R 316 791 per annum (Level 08)
- CENTRE** : Durban
- REQUIREMENTS** : A National Diploma or Degree in Human Resource Development or equivalent. Three (3) to five (5) years' experience in a Human Resource Development environment. Knowledge of administrative procedures. Knowledge and experience of PMDS issues and training and development matters. Basic Financial management. Knowledge and application of the relevant HR prescripts. Problem solving, analysis, diversity management, client orientation, customer focus skills. Good communication skills. Supervisory experience. Computer literate in (MS Word, Excel, PowerPoint). Knowledge of PERSAL (attach certificate). A valid driver's license (Attach certified copy).
- DUTIES** : Facilitate the implementation of PMDS. Conduct PMDS training and awareness sessions. Render administration on the management of the PMDS in the Region. Ensure compliance in terms of PMDS policies and information. Provide feedback on identified administrative gaps. Ensure the alignment of individual performance agreement with business plan. Provide assistance in the development of performance agreements. Implementation of workplace skills plan. Conduct training needs analysis to develop new training programs. Analyze skills development gaps. Facilitate the implementation of ABET. Implementation of Induction programmes. Facilitation of Bursaries.
- ENQUIRIES** : Ms N Pillay, Tel: 031 336 2700