



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** : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms. LI Mabile
- CLOSING DATE** : **07 February 2020, TIME: 16:00**
- POST** : HUMAN RESOURCE PRACTITIONER REF NO: 070220/12
- BRANCH** : CORPORATE MANAGEMENT DIV HRA
- SALARY** : R 257 508 per annum (level 07)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A National Diploma or Degree in Human Resource Management or equivalent. Three (3) years' experience in Human Resource Management, specifically in the area of Service Conditions, Leave Administration, Financial Disclosures and Remunerative work outside the Public Service. Must have a drivers licence. Extensive knowledge of the Persal system. Must be computer literate (MS Office, Internet, Intranet). Knowledge of the Public Service Act, Public Service Regulations and any other relevant prescripts and interpretation thereof. Computer literacy. Problem solving, creativity, interpersonal and analytical skills. Good communication skills both verbal and written. Maintain confidentiality, and be a team player. Excellent planning and organization skills. Must be able to work under pressure and meet deadlines.
- DUTIES** : Responsible for the drafting of submissions, memo and letters in relation to all HR administration areas. Administration of financial disclosures in the Department. Updating of the Financial Disclosure database, sending out of correspondence to employees, perform verifications on disclosures submitted, assist employees to disclose. Visit employees and provide awareness of the E-disclosure system. Assist in ensuring the financial disclosure deadlines are met. Deal with the submission of RWOPS (remunerative work outside the public service) applications, drafting of submissions, updating of databases and provision of statistics. Deal with matters pertaining to employees doing business with the state. Queries from the Auditor-General or other departments regarding employees doing business with state. Perform functions related to that of an Ethics officer in the Department. Responsible for PILIR administration, liaising with the Health Risk Manager. Verification of PILIR applications and the finalization thereof. Liaising and communicating with Regional and cluster offices with regards to the finalization of PILIR cases. Working on the PILIR database. Leave Administration. Approval of transactions on Persal. Responsible for the supervision of staff, training, development and discipline. Render a professional advisory and liaison service to line functionaries. Handling of documents and maintaining confidentiality.
- ENQUIRIES** : Ms VN Williams, Tel: 012 336 7231