



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 13 November 2020

Note: Interested applicants must submit their applications for employment to the e-mail address specified to each post. 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 imperatives as defined by 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: HR TRANSACTIONS (HR ADMINISTRATION) REF NO: 131120/04 BRANCH:
CHIEF OPERATIONS OFFICE NORTH WEST
SALARY: R 376 596 per annum (Level 09)
CENTRE: Mmabatho

REQUIREMENTS: A National Diploma or Degree in Human Resources or equivalent. Three (3) year's management / supervisory experience in HR Administration at Senior HR Practitioner level. Proof of PERSAL training(Attach copy). A valid driver's licence(Attach copy). Extensive knowledge of and ability to operate the PERSAL system. In-depth knowledge of Recruitment and Selection processes. In-depth knowledge of the Public Service Regulatory Framework. Proof of Emerging Management Development Programme/Training will serve as an added advantage. Excellent communication skills both verbal and written. Supervisory skills. Computer literacy. Good interpersonal skills.

DUTIES: Manage and co-ordinate the Human Resource functions in Region to contribute to the rendering of a professional human resource management service. HR provisioning inclusive of Recruitment and Selection, appointments, transfers, qualifications verification, secretarial functions at interviews, absorptions, probationary periods, etc.). Management of leave of absence annual/vacation leave, sick leave, departmental special leave, PILIR and IOD leave. Terminations of service, transfers and allowances in line with National policies and directives in the Region. Ensure the successful implementation of Departmental/Public Service policies on matters related to human resource management in order to adhere to the relevant prescripts/legislation. Inform, guide and advice line managers or employees on human resource policies and directives. Authorise transactions on PERSAL according to delegations. Hold workshops advising line managers/employees in the Region on key HR policy issues.

ENQUIRIES: Mr M.J Ntwe, Tel no: 018 387 9531/ 082 657 4685

APPLICATIONS: North West (Mmabatho): Please email your application quoting the relevant reference number to NWRecruitment@dws.gov.za For attention: Mr M.J Ntwe