



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 27 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: SENIOR PERSONNEL PRACTITIONER REF NO 271120/25
BRANCH: CHIEF OPERATIONS OFFICE: NORTH WEST RECRUITMENT AND SELECTION
SALARY: R316 791 per annum (Level 08)
CENTRE: Mmabatho

REQUIREMENTS: A National Diploma or Degree in Human Resources Management. Three(3) to five (5) years experience in Human Resources Management matters. In depth knowledge in HR Planning, Recruitment and Selection. Full Persal Training course Certificate. Knowledge of the PSA, PSR and other relevant Human Resource prescripts and legislation. The ability to interpret HR policies and prescripts and to apply them. Organizing and sound interpersonal skills. Good communication skills (written and verbal). Ability to work under pressure. Computer literacy in Ms Office suite. Proven experience and knowledge of PERSAL administration functions.

DUTIES: Facilitate the implementation of Human Resources Policies, strategies, procedures and practices. Assist with advertising of posts. Update the Employment Equity database on a regular basis. HR provisioning (recruitment and selection). Screening and profiling the applications for employment. Serve as a scribe during short listing and interviews process. Compile and prepare employment offer/s and regret letters on appointments and transfers. Verification of qualifications. Implementation of all HR-related transactions on Persal system. Handle HR related queries on a daily basis according to Batho Pele Principles.

ENQUIRIES: Mr MJ Ntwe Tel no: 018 387 9531

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