



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION CLOSING DATE: 30 OCTOBER 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: HUMAN RESOURCE DEVELOPMENT OFFICER REF NO: 301020/13

BRANCH: NWRI SOUTHERN OPERATIONS

SALARY: R316 791 per annum (Level 8)

CENTRE: Port Elizabeth

REQUIREMENTS: A National Diploma or Bachelor Degree or in Human Resource Development. One (1) to three (3) years' experience in training. A valid driver's license. (Attach a copy). Knowledge and understanding on HRM Legislations, policies, practices and procedures. Public Finance Management Act (PFMA). Knowledge of education and training quality assurance processes and procedures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Practical knowledge of administrative, clerical procedures and systems including PERSAL. Departmental policies and procedures. Governmental financial systems. Knowledge of learning and teaching procedures and technique. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving, analysis, people and diversity management skills. Client orientation and customer focus. Accountability and Ethical Conduct. Good computer literate and communications skills.

DUTIES : The development of training programmes, procedure manuals and guides on course materials. Prepare training manuals, develop training interventions. Skills development. Conduct Departmental training needs assessment. Advise the department and management on WSP. Monitor and evaluate the implementation of WSP. Development of annual, quarterly and monthly training reports. Have consultative meetings with individuals regarding the compilation of WSP and ATR. Prepare training materials such as outlines, text and handouts. Prepare visuals equipment. Modify existing programmes where applicable. Analyse skills development gaps, facilitate Bursaries, AET, Mentoring, Induction, Leadership and short courses. Conduct training sessions. Implementation of PMDS. Issuing of circulars and communications on HRD. Information sessions on best practices for HRD. Attend moderation meetings. Compile minutes and submissions and calculate 1.5% budget limit.

ENQUIRIES: Ms. EN Ngele Tel No 041 508 9744

NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

APPLICATIONS: Port Elizabeth: Please e-mail your application quoting the post reference number to: SORrecruitment@dws.gov.za . For attention: Ms. B Gqokoma.