

**DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 17 SEPTEMBER 2021**

Note: Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications, identity document and a valid driver's license (where applicable) which need not to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All documents must be submitted in one email in a PDF format. The attachment/s, may not exceed 5mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. Applications that do not comply with the above mentioned requirements will not be considered. *All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a 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 CLERK REF NO 170921/17

Branch: Provincial Coordination and International Cooperation: Western Cape, Div.: Talent Management

SALARY: R 173 703 per annum, (Level 5)

CENTRE: Bellville

REQUIREMENTS: Grade 12 / National Senior Certificate or equivalent. Basic knowledge and insight of Human Resource Development prescripts. Knowledge of clerical functions, practices as well as ability to capture high volume data on MS Excel and MS Access. Basic knowledge and understanding of PERSAL system. Knowledge and understanding of legislative framework governing Human Resource Development. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. Client orientation and customer focus. Excellent communication skills both written and verbal. Good planning and organising skills. Be computer literate and have sound knowledge of Microsoft Office, i.e. MS Word, MS Excel, MS Outlook, MS PowerPoint and Internet Explorer.

DUTIES: Render general clerical support services in Human Resource Development. Assist with administration of Performance Management Development System. Ensure the verification and quality checking of PMDS documents. Create and maintain the PMDS database and populate monthly statistics on the database. Assist with monthly reporting on PMDS statistics. Assist with successful implementation of performance cycle. Assist with administration and the co-ordination of Training and Development. Ensure the capturing of Personal Development Plans (PDP) on the access database. Ensure PDP's are filed in official's files. Assist with the co-ordination and implementation of training interventions. Ensuring all training interventions are aligned to PDP's. Update the training database with training attended. Assist with the monthly reporting on training interventions attended. Assist with special projects as directed by Head Office. Ensure the effective administration of bursary project. Ensure results, statements of accounts and payments are done in line with bursary policy. Liaise with SCM regarding payment of prescribed books, institution and re-imburements. Assist with all logistics for Compulsory Induction Programme (CIP). Liaise with course attendees and facilitators. Assist with the Internship programme. Take care of logistics for Graduate Trainee (GT) meetings (MODCOM). Deal with all HRD related queries on a daily basis, in accordance with Batho Pele Principles.

ENQUIRIES: Ms M Jansen, Tel 021 941 6057

APPLICATIONS: Western Cape (Bellville): Please email your applications quoting the relevant reference number to WCrecruitment@dws.gov.za, For attention: Ms. K Melelo