

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 19 March 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 and Identity document (all documents must be submitted in **one** email in a PDF format. The attachment/s, may not **exceeding 10mb**) 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. 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 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: ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO.190321/09
BRANCH: NWRI: NORTHERN OPERATIONS
SALARY: R470 040 per annum, (Level 10)
CENTRE: HARTBEESSPOORT

REQUIREMENTS: A National Diploma (NQF 6) or Bachelor Degree in Human Resource Management or Public Management. Three (3) to five (5) years supervisory experience in Human Resources. A valid drivers licence. (Attach a copy). Knowledge of policy development and implementation, HR transactions, relationship management, project management as well as people and diversity management. Understanding, interpretation and application of Government legislation and procedures relating to Recruitment and Selection, Performance Management and Development System, Human Resources Administration, Training and Development, personnel records management and Employee Health and Wellness programmes. Computer literacy in MS Office software packages. Willingness and ability to travel extensively and work after hours. Good interpersonal relations skills with ability to interact and communicate well (verbally and in writing with people at various levels. Excellent report writing skills. Problem-solving, creativity and initiative skills. Planning, organizing, execution and administrative skills. Analytical thinking, good interpretation skills with ability to pay attention to details and handle confidential information. Accountability, reliability and ability to work well in a team, individually and under pressure.

DUTIES: Responsible for the supervision and management of Human Resources within the Directorate including its area offices. Provide guidelines in line with Human Resource policies, practices and procedures to ensure implementation of Human Resource Plans in alignment with the overall business plan of the Directorate. Management of Human Resources with regards to Recruitment and Selection. Manage Organizational Structure and maintain post establishment for the Directorate and Area offices. Coordinate the management of probationers. Manage overall Human Resource Development within the Directorate. Ensure effective personnel records management system is provided to the Directorate. Provide an effective information service regarding Human Resource administration matters. Administration of employment equity statistics for the Directorate and perform other general administrative duties. Provide guidelines and co-ordinate an effective implementation of Employee Health and Wellness programmes and policies. Provide accurate data for the Human Resource Plan and implementation of Human Resource policies. Compile monthly management reports.

ENQUIRIES: Mr. S Murunzi Tel No: 012 200 9000

APPLICATIONS: Hartbeespoort: Please email your application quoting the relevant reference number to HBPrecruitment@dws.gov.za For Attention: Mr. S Murunzi