

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 21 June 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 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. 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 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: ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 210621/07

BRANCH: CHIEF OPERATIONS OFFICE - MPUMALANGA

SALARY: R470 040 PER ANNUM, (LEVEL 10)

CENTRE: MBOMBELA

REQUIREMENTS: A National Diploma or Bachelor's Degree in Human Resource Development / Management. Three (3) to five (5) years supervisory experience in Human Resources Development. A valid driver's license. (Attach a copy). Knowledge and understanding of PERSAL will be an added advantage. Knowledge of policy development and implementation. Knowledge of Human Resources Development. Knowledge and understanding of HR prescripts, legislatives and directives. Knowledge in implementing needs analysis (WSP-Organisational). Knowledge in identifying, designing and developing training interventions. Knowledge in analysing and prioritising needs identified on training development. Knowledge in identifying scarce skills in the Department. Knowledge in convening bursary allocation. Programme and Project Management. People and Diversity Management. Computer literacy (MS Word, Excel and PowerPoint). Good verbal and written communication skills.

DUTIES: Manage the implementation of HRD policy and strategy in the Region. Provide guidance during HRD training and awareness sessions. Consolidate and provide input into HRD policy amendments. Ensure that training and development is executed in the Region. Ensure the effective implementation of the PMDS. Manage the contracting and assessments of all employees in the Region. Ensure alignment of employee performance agreement with Departmental objectives. Ensure that all meetings around PMDS are co-ordinated and arranged timeously. Manage the implementation of performance assessment results. Monitor and evaluate the implementation of PMDS in the Region. Manage and supervise HRD staff in the Region.

ENQUIRIES: Mr. Vilane B.Z, Tel No. 013-759 7496 / Ms. Mkhwanazi FM, Tel No. 013-759 7515 / Ms. Ngwamba PC, Tel No. 013-759 7446 / Mr. Nkosi SG, Tel No. 013-759 7335

APPLICATIONS: Mbombela Please email your applications quoting the relevant reference number to [MPRecruitCS@dws.gov.za](mailto:MPRecruitCS@dws.gov.za) for attention: Ms. Mkhwanazi FM.