

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 LEAVE ADMINISTRATION REF NO: 210621/12  
BRANCH: CORPORATE SUPPORT SERVICES, DIV HRA LEAVE ADMINISTRATION  
SALARY: R 376 596 PER ANNUM (LEVEL 9)  
CENTRE: PRETORIA (HEAD OFFICE)

REQUIREMENTS: A National Diploma or Degree in Human Resources. Three (3) to five (5) years in the field of Human Resources Management, particularly in the field of leave administration of which two years must be in a supervisory capacity. Excellent knowledge of public service human resources practices and legislation with specific focus on leave of absence and PILIR Directives. Must be able to operate HR information systems, including PERSAL and the management of databases. Excellent verbal and communication skills, computer literacy, and a valid drivers license.

DUTIES: Responsible for the administration of PILIR in the Department. Maintenance and management of PILIR and Leave Databases. Ensure PILIR applications are managed, quality assured and submitted to the Health Risk Manager. Liaising with Health Risk Manager ensuring outcomes of PILIR applications are received. Management of Ill-Health Retirement applications. The incumbent must ensure that all applications submitted to the Health Risk Manager is compliant. Outcomes received from Health Risk Manager implemented on Persal. Responsible for the management of leave administration, implementation, conducting of leave audits and dealing with all leave related queries. Management of E-leave system. Policy development on PILIR and leave related issues. Responsible for providing advice and guidance to Regions and Clusters on PILIR and leave administration. Ensure compliance in terms of business process and HR policies. Administration relating to Financial Disclosures, processing of Remunerative Work Outside the Public Service (RWOPS) applications. Administration relating to employees doing Business with the state. Supervision of staff, discipline and management of work in the section.

ENQUIRIES: Mr AK Hattingh, Tel (012) 336 7682

APPLICATIONS: Pretoria (Head Office): Please email your application quoting the relevant reference number to: [recruitment@dws.gov.za](mailto:recruitment@dws.gov.za) For Attention: Ms L Mabile