



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF WATER AND SANITATION CLOSING DATE: 22 November 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: ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO 221121/04  
BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: NORTH WEST  
SALARY: R376 596 per annum (Level 09)  
CENTRE: MMABATHO

REQUIREMENTS: A National Diploma or Degree in Human Resources Development or equivalent relevant qualification. Three (3) to five (5) years experience in Human resources development environment at Supervisory level 8. A valid driver's licence (Attach copies). Knowledge of policy development and implementation, Knowledge of Human Resources Development, Disciplinary knowledge in HRD, Understanding of Government legislations and Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations, Programme and Project Management, Knowledge of relationship management, Problem solving and analysis, People and Diversity Management, Client Orientation and Customer Focus, Accountability and Ethical Conduct, Knowledge of analytical procedures, Computer literacy, communication skills (both written and verbal) and report writing skills.

DUTIES: Implementation of Performance Development Management System, Assist with the PMDS awareness and education workshops, Assist with development of performance agreements, Liaise with line managers on PMDS compliance, Draft PMDS status reports and Co-ordination of PMDS reviews for non-SMS employees. Implementation of Human Resources Development (HRD) strategy, Implementation of Skills Development Committees, Co-ordinate inputs for review of HRD strategy, Implementation of HRD strategy and Monitoring of HRD strategy outcomes. Implementation of Workplace Skills Plans (WSP), Liaise with SDC for inputs, Development of WSP, Implementation of WSP (WSP awareness workshops) and Preparation of monthly/ quarterly / annual WSP / Training reports. Implementation of Training programmes for the Department, Presentation of induction / orientation sessions,

Facilitation of Adult Basic Education and Training programmes, Conduct training sessions and administration of departmental bursary scheme.

ENQUIRIES: MJ NTWE Tel No: 0826574685

APPLICATIONS: North West: (Mmabatho) Please email your application quoting the relevant reference number on the subject line to [NWRecruitment@dws.gov.za](mailto:NWRecruitment@dws.gov.za) For Attention: Mr. MJ Ntwe