



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 221121/05
BRANCH: CORPORATE SUPPORT SERVICES: DIR: HUMAN RESOURCE DEVELOPMENT
SALARY: R376 596 per annum (Level 09)
CENTRE: PRETORIA (HEAD OFFICE)

REQUIREMENTS: A National Diploma or Degree in Human Resource Development / Management. Three (3) to five (5) years supervisory experience in Human Resources Development environment. A valid driver's license (Attach a copy). Knowledge and understanding of PERSAL will be an added advantage (Attach a copy). 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: Provide input in the development of HRD policy and strategy. Analyse human resource development trends. Implementation of HRD strategic objectives. Knowledge of development and implementation of the workplace Skills Plan. Conduct Departmental training needs analysis. Facilitate Work Skills Plan workshops nationally and in regions. Implementation of HRD programmes (Transversal Training, Leadership and Capacity Development, Development of Professionals, Bursary Scheme, Recognition of Improved Qualifications, AET and Recognition of Prior Learning). Liaise with SETAs. Liaise with professional bodies. Coordinate and conduct Induction programme. Conduct training impact analysis. Manage HRD information data accurately. Make monthly reports available for managers. Development of all the training schedule. Conduct awareness sessions on all training and development programmes. Coordinate training interventions for SMS members. Implement Leadership development programmes for no-SMS. Provide expert advice

to managers on the implementation of HRD interventions. Monitor policy implementation. Conduct research on the latest development on HRD issues. Monitor and evaluate the implementation of PMDS. Coordinate implementation of poor performance management plan.

ENQUIRIES: Mr MJ Rooi Tel No: 012 336 7752

APPLICATIONS: Head Office (Pretoria): Please email your application quoting the reference number on the subject line to recruitment@dws.gov.za For Attention: Ms. L Mabile