

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 Sanitations 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: SENIOR TRAINING OFFICER REF NO 230421/12 This is a re-advertisement, applicants who have previously applied are encouraged to re-apply as previous applications would not be considered.

BRANCH: NWRI CENTRAL OPERATIONS

SALARY: R316 791 PER ANNUM (LEVEL 8)

CENTRE: NWRI: CENTRAL OPERATIONS (PRETORIA OFFICE)

REQUIREMENTS: A National Diploma (NQF 6) or Bachelor's Degree in Human Resource Management or Public Management. A minimum of 3-5 years relevant experience in PMDS. Good understanding of HRD. Qualified NSG CIP Module 1 Trainer (serve as added advantage). PERSAL Introductory Certificate. High level of Computer literacy in MS Office software packages. A valid drivers licence(Attach a copy). Willingness to travel and work after hours when needed. Knowledge of Public Service legislative frameworks and directives relevant to Human Resource Management and Development, practices, processes and procedures. Knowledge of PFMA and Government financial systems. Knowledge of education and training quality assurance processes and procedures. Good interpersonal relations, Facilitation, Presentation and Customer Care skills with ability to interact and communicate well at different levels. Basic understanding of Employment Equity legislation. Sound report writing, problem-solving, organizing, planning, coordination and administrative skills. Good analytical, innovative and creative thinking abilities. Ability to work in a team and under pressure.

DUTIES: Manage and Administer EPMDs, Manage and Administer Training Coordination. Facilitate and Present Compulsory Induction Programme (CIP), Facilitate and Present Departmental Induction to newly appointed employees. Present HRD workshops. Perform HRD Programmes Impact Assessments to establish Return on Investment (ROI). Participate in the development of training programmes, procedure manuals and guides on course materials. Conduct evaluation of training materials prepared by instructors to ensure applicability. Conduct training needs analysis to develop new training programmes. Monitor, assess, record and report on training activities and program effectiveness for improvement of existing programmes. Manage and coordinate induction and orientation programmes. Ensure proper implementation of internships and learnerships programmes. Effectively and efficiently implement PMDS within the Directorate. Compile and implement the Workplace Skills Plan for the Directorate. Manage the training budget for the Directorate. Ensure effective functioning of the Skills Development Committee. Monitor compliance to Employment Equity gaps and promote effective implementation of Employment Equity Plan through training and development. Provide accurate data for the Human Resource Plan and compile monthly management reports. Render general administrative duties related to HRD/Training. Ensure accurate records are readily available.

ENQUIRIES: PS Kunene (012) 741 7336

APPLICATIONS: Central Operations (Pretoria Office): Please email your application quoting the relevant reference number to STO@dws.gov.za For Attention: Mr. KL Manganyi