

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 **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: HUMAN RESOURCE CLERK PRODUCTION REF NO 230421/22

BRANCH: NWRI EASTERN OPERATIONS

SALARY: R173 703 PER ANNUM (LEVEL 5)

CENTRE: MIDMAR DAM

REQUIREMENTS: A Senior/Grade 12 certificate. Basic knowledge of Human Resources prescripts. Knowledge of Registry duties, practices as well as ability to capture data and operate computer. Knowledge of the Public Service Act and Public Service Regulations. Working knowledge of Persal System. An understanding of legislative framework governing the Public Services, Knowledge of storage and retrieval procedures in terms of the working environment. Interpersonal relations, flexibility and team work. Problem solving and analysis.

DUTIES: Implement Human Resource Administration practice. Recruitment and Selection (advertising, appointments, transfers, verification of qualifications, secretariat functions at interviews and probationary reports). Implement conditions of services (leave, housing, medical aid, injury on duty, long service recognition, overtime, relocation, pension, allowances and PILIR). Termination of service. Address Human Resource Administration enquiries. Liaise with internal and external stakeholders. Keep filing records up to date. Keep and maintain the attendance register of the component. Provide HR Registry services. Keep filing system of HR personnel updated. Ensure that movements of files are recorded. Open and closing files. '

ENQUIRIES: Mr M. Mncwabe Tel No: (033) 239 1900

APPLICATIONS: Midmar Dam: Please email your application quoting the relevant reference number to the subject line EopsRecruitment5@dws.gov.za For Attention: Mr. M Mncwabe