



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 29 January 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 **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 ADMINISTRATION OFFICER REF NO: 290121/34

(This is a re-advertisement, applicants who previously applied are encouraged to reapply.)

BRANCH: NWRI Central Operations

SALARY: R 316 791 per annum, (Level 08)

CENTRE: Usutu Vaal (Standerton)

REQUIREMENTS: A National Diploma or Degree in Social Sciences / Human Resources / Public Administration / Public Management. Three (3) – five (5) years' experience in Corporate services functions at a supervisory level (HR, Training, Transport, PMDS, Budget Management). Computer Literacy. A PERSAL Introduction certificate will serve as an advantage (Attach a copy). A valid drivers licence. (Attach a copy). Knowledge and experience in HR processes and legislation. Knowledge of dispute resolution process. Understanding of labour relations policies and law. Basic financial management, knowledge of PFMA and knowledge management skills. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (both verbal and written). Accountability and ethical conduct.

DUTIES: Render high level Administrative services to the Area office. Provide financial administration and procurement of goods and services. Manage and coordinate all HR functions within the area office. Coordinate and implement HR transactions. Coordinate the Recruitment and Selection process. Manage HR and Administration personnel within the Area office. Manage and administer PMDS and training coordination. Render HR advisory services within the office. Ensure compliance with HR policies. Prepare monthly and quarterly HR reports. Coordinate skills development initiatives. Coordinate HR workshops to employees. Render proper records management for the office. Manage, supervise and develop staff within Corporate Services. Manage and administer Corporate Services functions within the Area Office. Manage and administer transport and travel in line with departmental policies. Manage and administer Corporate Services budget and give budget inputs.

ENQUIRIES: Mr. JP Manyaka, Tel No: 017 712 9402.

APPLICATIONS: Standerton: Please email your application quoting the relevant reference number to: SAO@dws.gov.za. For Attention: Mr. KL Manganyi.