



## 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: HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: 290121/45  
BRANCH: CORPORATE SERVICES, DIV: EMPLOYEE RELATIONS  
SALARY: R257 508 per annum, (Level 07)  
CENTRE: Head Office, Pretoria

REQUIREMENTS: A Senior / Grade 12 Certificate or equivalent. A National Diploma or Degree in Human Resources, Labour Relations qualification will be an added advantage. Three (3) to five (5) years' relevant experience in Labour Relations Environment. Good computer skills. Knowledge of human resources functions, practices as well as the ability to capture data and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Working knowledge and understanding of the legislative framework, governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Interpersonal relations. Must be flexible and able to work in a team. Problem solving and analysis skills.

DUTIES: Provide administrative support to all personnel in the component. Implement policies. Facilitate the correct application of disciplinary procedures. Supply statistics regarding labour issues. Implement approved resolutions. Arrange for the appointment of investigating officer. Investigate cases. Compile submission for the appointment of Chairpersons for cases. Register and handle grievances. Keep statistics of all Employee Relations cases lodged with the component. Notify the grieving party of the outcome. Compile monthly reports.

ENQUIRIES: Mr. M P Ngobeni, Tel No: 012 336 7524.

APPLICATIONS: Head Office (Pretoria): Please email your applications quoting the relevant reference number to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za) For Attention: Ms. L Mabole