



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

ADMINISTRATION CLERK (HR) REF NO: 290121/54

BRANCH: NWRI CENTRAL OPERATION

SALARY: R 173 703 per annum, (Level 05)

CENTRE: Central Operations: Tugela Vaal

REQUIREMENTS: A Senior / Grade 12 Certificate. A National Diploma in Human Resources Management with one (1) to two (2) years' experience will serve as an added advantage. A valid drivers licence (Attach a copy). Knowledge of the PERSAL and Computer literacy in Ms packages. Knowledge of HR prescripts governing the public service. Good Interpersonal skills, customer care and communication skills. Ability to work well in a team and under pressure. Willingness to travel outside working hours. Understanding the work in registry

DUTIES: Recruitment and selection (advertisements, appointments, transfers, verification of qualifications, secretariat function at interviews and probationary periods. Implementation of conditions of service (Leave, Housing, and Injury on duty, Long service recognition and relocation) be able to administer the PILIR cases, allowances, performance management and pension cases. Implement the termination of services on the Persal system. Maintain the asset register of the component. Liaise with internal and external stakeholders in relation to recruitment and selection. Keep the filling system of HR personnel updated. Ensure that personal files of employees are issued to relevant managers on request. Implement the appointments on the HR system.

ENQUIRIES: Mr. FT Botha Tel No: 036 438 6211.

APPLICATIONS: Central Operations: Tugela Vaal. Please email your applications quoting the relevant reference number to ADHR@dws.gov.za For Attention: Mr. KL Manganyi