



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 03 June 2022 at 16h00

Note: Interested applicants must submit their applications for employment to the postal address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the department's website and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document. 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. Candidates will be required to 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. The successful candidate will be appointed on Standard Contract in terms of section 76 of the National Water Act, Act 36 of 1998.

POST: SENIOR HR PRACTITIONER

REF:19052022/N03

CHIEF DIRECTORATE: PROJECT IMPLEMENTATION (CONSTRUCTION NORTH)

SALARY SCALE: R261 372 per annum (SALARY LEVEL 7)

CENTRE: CONSTRUCTION NORTH & SATELLITES

REQUIREMENTS: Applicant must be in possession of National Diploma/ Degree in Human Resource Management or equivalent plus two (2) years appropriate experience. Must have valid driver's license. Basic knowledge and insight of Human Resource prescripts. Knowledge of practices as well as ability to capture data and operate computer. Working knowledge and understanding of legislative framework governing the Public Service. Interpersonal relations, flexibility and team-work. Basic knowledge of problem solving and analysis. Good communication skills both (verbal and written) and promote sound interpersonal relations. Good report writing skill. Must have a valid code 08 driver's license (attach a copy).

DUTIES: The incumbent will be responsible for handling relating to the receiving of applications. Capturing / scheduling of applications. Maintain registry pertaining to applications. Provide secretarial support to recruitment and selection processes. Updating of recruitment database. Explain service contracts and relevant conditions of service to new appointees. Provide support to HR Manager. Compile submissions for contracts extension, appointments, and terminations. Provide HR training to managers. Perform all human resource functions as directed by the supervisor, compile and submit monthly Recruitment and Selection reports.

ENQUIRIES: Ms MM Moloto

APPLICATIONS: Construction North (Tzaneen): Department of Water and Sanitation, Private Bag X4026, Tzaneen, 0850 OR hand deliver at Construction North, Voortrekker Road, Tzaneen Dam, Tzaneen

FOR ATTENTION: Ms M Moloto