



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 7 October 2022

NOTE: Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late, applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. *All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however, it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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 (only when shortlisted). 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 three (3) 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 PRACTITIONER REF NO:071022/01

BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: MPUMALANGA

SALARY: R 261 372 PER ANNUM (LEVEL 07)

CENTRE: MBOMBELA

REQUIREMENTS: A National Diploma or Degree in Human Resources Management or equivalent to the field of Human Resources. Three (3) to (5) five years experience in Conditions of Service and Benefits. Extensive knowledge and working experience on the Persal System. A valid Driver's License. Knowledge of Public Service Act, Public Service Regulations, PSCBC Resolutions and any other relevant prescripts and interpretation thereof. Computer literacy. Problem solving, creativity, interpersonal and analytical skills. Good communication skills both (verbal and written). Maintain confidentiality, loyalty and be a team player. Client orientation and Customer focus.

DUTIES: Administration of conditions of service benefits matters (i.e leave, housing allowances, termination of Service, policy on incapacity leave and ill health retirement (PILIR), appointments, probations, injury on duty (IOD), acting appointments). Approve transactions on Persal. Implement pay progressions and grade progressions. Maintain database and draw relevant reports in relation to the management of service benefits and conditions. Attend to enquiries from internal and external clients. Provide a professional advice in relation to HR policies and prescripts. Render presentations as part of info sessions to different directorates / sub-directorates and for newly appointees on conditions of service and benefits. Audit and provide requested files to the auditors be it Internal or from the Auditor-General. Supervise subordinates and manage poor performance. Allocate and delegate work. Apply discipline when required.

ENQUIRIES: Ms N Ndlovu, Tel: 013 759 7436 / Ms FM Mkhwanazi, Tel: 013 759 7515 / Ms PC Ngwamba, Tel: 013 759 7446 / Mr SG Nkosi, Tel: 013 759 7335

APPLICATIONS: Mpumalanga (Mbombela). Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200. For Attention: Ms FM Mkhwanazi