



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 09 May 2022

Note: Interested applicants must be submit their applications for employment to the address specified on the post. Applications must be submitted using the newly implemented Z83 form obtainable from the department's website and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document (all documents must be submitted in one in PDF attachment/s, size not exceeding 10mb). Subject title on the email must indicate the reference number of the post. Applicants should forward applications to the correct email address of the post as incorrect 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 as with the above-mentioned requirements will not be considered. Candidates will be required to undergo a security clearance. Foreigners or dual citizenship must provide a police clearance certificate from country of origin. The Department of Water and 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:55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to shortlisted 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 candidates will be appointed on Standard Contract in terms of section 76 of the National Water Act, Act 36 of 1998.

POST: CHIEF HUMAN RELATIONS PRACTITIONER

Ref No: 09042022/C05

BRANCH: INFRASTRUCTURE MANAGEMENT

SALARY: R 382 245.00 per annum (Level 9)

CENTRE: Construction Central (Jan Kempdorp)

REQUIREMENTS: Must be in possession of Diploma/ Degree in Human Resource Management or relevant equivalent qualification. Must have at least six (6) years appropriate experience in the Human Resource environment. Must have a working knowledge of legislative frameworks (LRA, BCEA, PSA, SDA, PSR, QCTO, SAQA, SETA & NQF standards and requirements etc). The following skills and knowledge are essential: Problem solving skills; Ability to deal with employees and members of the public; Good communication (verbal and written) and Report Writing skills and the ability to promote sound interpersonal relations. Data management, good communication (verbal & written) skills, organisational skills and good interpersonal skills. Should have knowledge and experience in recruitment, selection, and appointment procedures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge and experience of administrative, clerical procedures and systems. Knowledge and experience in drafting reports. Experience in developing and managing data to track progress on filling of posts. Must have a valid Code 8 driver's license (attach a copy).

DUTIES: The incumbent will be responsible for the following: Co-ordinate the implementation of policies and presentation of information session. Render a human resource advisory service to the management on recruitment and selection by investigating, analysing, bench marking and interpreting legislation and prescripts and other human resource related issues to promote an effective human resource environment. Development of norms and standards to facilitate implementation of recruitment and selection, policies, strategies procedures and practices. Management of human resource management. Manage and monitor workplace skills development and employment equity on site. Compile and submit monthly Recruitment and Selection reports. Assess training needs for new and existing employees. Identify internal and external training programs to address competency gaps. Organize, develop or source training programs in collaboration with IBTC to meet specific training needs. Planning and organizing; data gathering and analysis; problem analysis and problem solving. Ensure the availability of training aids such as manuals and handbooks, tools and equipment. Inform employees about training options map out training plans for individual employees and for the Construction Unit and facilitate training through prescribed delivery methods. Monitor and evaluate the implementation of Personal Development Plans. Compile and submit monthly training reports.

ENQUIRIES: Mr JB Bezuidenhout Tel No. (053) 456 0508

APPLICATIONS: APPLICATIONS: Jan kempdorp (Construction Central): Department of Water and Sanitation, Private Bag X6, Jan Kempdorp 8550 OR hand deliver at Construction Central, 882 Van Riebeck Avenue, Jan Kempdorp 8550 FOR ATTENTION: Ms K Otukile