



## water & sanitation

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 18 February 2022

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, identity document and a valid driver's license (where applicable) which need not to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All documents must be submitted in one email in a PDF format. The attachment/s, may not exceed 5mb. 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. A SAQA evaluation certificate must accompany foreign qualification/s. 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. 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: ASSISTANT DIRECTOR: EMPLOYEE PERFORMANCE MANAGEMENT REF NO. 180222/06  
BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: WESTERN CAPE  
SALARY: R 382 245 per annum (LEVEL 09)  
CENTRE: Bellville

**REQUIREMENTS:** A National Diploma or Degree in Human Resources Management. Three (3) to (5) five years' supervisory experience in Human Resources Development / Performance Management. A valid driver's licence (Attach a copy). Knowledge of policy development and implementation. Knowledge of human resource development. Disciplinary knowledge in human resource development. Understanding of government legislation financial management, PFMA and human resource development. Knowledge of techniques and procedures for the planning and execution of operations. Knowledge of analytical procedures. Programme, project management and relationship management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

**DUTIES:** Manage performance management and development system. Ensure full compliance to all human resource development prescripts, policies, practices and circulars. Develop and maintain internal control measures for HRD. Conduct research into best practices and trends in these areas. Implementation of HRD strategic objectives. Conduct Departmental training needs assessment pertaining to PMDS. Conduct PMDS training and awareness sessions. Brief managers on policy requirements. Issuing of circulars and communications on HRD matters. Coordinate contracting and assessment. Ensure alignment of employee's performance agreements with departmental objectives. Coordinate assessments and moderations committees. Coordinate implementation of performance rewards. Ensure management of poor performance. Measure compliance in terms of PMDS policies and information processes. Monitor compliance of performance agreements signed. Monitor compliance of quarterly reviews. Finalisation of moderation process.

Maintain performance management information system (electronic and manual). Compile reports and submissions for management and external stakeholders. Supervision of staff.

ENQUIRIES: Mr. B Saki, Tel No: 021 941 6018

APPLICATIONS: Western Cape (Bellville) Please email your application quoting the relevant reference number to the subject line [WCRecruitment@dws.gov.za](mailto:WCRecruitment@dws.gov.za) For Attention: MS.K Melelo