



## water & sanitation

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

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 22 August 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'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. 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. 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. 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 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 OFFICER REF NO. 220822/08

BRANCH: INFRASTRUCTURE MANAGEMENT: CENTRAL OPERATIONS WRIMOM

SALARY: R176 310 per annum (Level 5)

CENTRE: Central Operations (Pretoria)

REQUIREMENTS: A Senior / Grade 12 certificate. (0) to (1) year appropriate experience in Human Resources Management will serve as an added advantage, particularly on leave management, Pillir, and pension administration. Knowledge of the PERSAL system, and computer literacy (Microsoft Package). Good Communication skills (written and verbal). Ability to work under pressure. Knowledge of HR prescripts and willingness to travel. Must be a team player. A valid driver's license will serve as an added advantage.

DUTIES: Implement human resource administration practices: Conditions of Service (leave, IOD, PILIR, etc.), Address human resource administration inquiries: Keep filing records up to date, liaise with internal stakeholders regarding leave, IOD, etc., Provide HR registry services: Keep filing system of HR personnel and S-filing system updated e.g. open/ closing of files, etc.

ENQUIRIES: Schwartz I Tel. No. (012) 741 7359

APPLICATIONS: Central Operations (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 273, Pretoria, 0001, or Hand Deliver at Praetor Forum Building, 1st Floor Reception, 267 Lillian Ngoyi Street, Pretoria, 0001. For Attention: Human Resource