



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: **25 FEBRUARY 2022 16:00**

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'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 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 Contract in terms of section 76 of the National Water Act, Act 36 of 1998

POST: DEPUTY DIRECTOR: HR (TRAINING MANAGER) REF NO: 25022022/E03

CHIEF DIRECTORATE: PROJECT IMPLEMENTATION

SALARY: R744 255 total package per annum (Level 11) (STANDARD CONTRACT)

CENTRE: IBTC - Roodeplaat (Pretoria)

REQUIREMENTS: Candidates must be in possession of a Degree/Diploma in Human Resources Management / Human Resources Development / Management / Business Administration plus eight (08) years relevant experience. Must have at least three (03) years supervisory experience. Ability to plan, multi-task and manage time effectively. Strong writing and record keeping ability for reports and training manuals. Knowledge of traditional and modern training methods (mentoring, e-learning, workshops, simulations, etc.) Must have strong understanding of financial management and business management. Excellent communication and leadership skills. Excellent interpersonal skills. Excellent coaching skills. Excellent conflict resolution skills. Excellent conceptual skills. Good decision making skills. Knowledge of labour legislation pertaining to Education, Training and Development. A valid driver's licence.

DUTIES: The incumbents will be responsible for planning, implementing and overseeing the training and development programmes. Ensuring compliance and adherence to Employment Equity and Skills Development Act and any other relevant legislation. Identify and assess future and current training needs through job analysis, career paths, annual performance appraisals and consultation with line managers. Draw an overall or individualised training and development plan that addresses needs and expectations. Monitor and evaluate training programmes effectiveness, success and ROI periodically and report on them. Resolve any specific problems and tailor training programmes as necessary. Maintain a keen understanding of training trends, developments and best practices. Manage all operational activities of the centre. Develop strategies and initiatives that reflect the overall goal of the centre/department. Supervise trainers and instructors. Manage subordinates in the day to day performance of their duties. Prepare business plans that support the operation of the centre and ensure adherence to budget allocated. Collaborate with educational institutions to provide additional or specialised training.

ENQUIRIES: Ms SN Mdluli Tel No: 017 720 1600/9

APPLICATIONS: Standerton (Construction East): Department of Water and Sanitation, Private Bag X2023, Standerton 2430 OR hand deliver at Construction East, Grootdraai Dam, Standerton, 2430

FOR ATTENTION: Mr IM Maseko