



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: PRINCIPAL HUMAN RELATIONS PRACTITIONER REF NO: 25022022/S04

CHIEF DIRECTORATE: PROJECT IMPLEMENTATION

SALARY: R 321 543 per annum (LEVEL 08) (STANDARD CONTRACT)

CENTRE: Paarl (Construction South)

REQUIREMENTS: Applicant must be in possession of an appropriate National Diploma/ Degree obtained at a recognized University or University of Technology plus four (4) appropriate experience. Computer literacy/proficiency in MS Office software, particularly Word and Excel. Adequate working knowledge of Labour legislation: discipline, grievances and dispute handling. Adequate knowledge of applicable legislation: Labour Relations Act, BCEA, Employment Equity Act, Skills Development Act, etc. A valid Code B or EB driver's license is essential. The following skills and knowledge are essential: Problem solving skills; Ability to deal with employees and members of the public; Ability to work under pressure; Good communication (verbal and written) and Report Writing skills and the ability to promote sound interpersonal relations.

DUTIES: The incumbent will execute labour relations functions: Handling of grievances, disciplinary hearings, strikes and disputes. chair disciplinary hearings, conduct investigations, ensure adherence to Conditions of Service, provide guidance and form part of selection committee (retrenchment) as well as liaise with Trade Unions. Taking minutes of the joint management/shop stewards meetings. Perform a variety of Human Resource functions and tasks. In addition, the incumbent will be required to provide training and assistance to Management and employees as and when required as well as ensure proper record-keeping.

ENQUIRIES: Mr. NJ Meyer Tel No: 021-872 0591

APPLICATIONS: Paarl (Office): Department of Water and Sanitation, Private Bag X3042, Paarl, 7620 OR hand deliver at 4-6 Alkmaar Street Daljosaphat, Paarl,7646

FOR ATTENTION: Mr NJ Meyer