



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 26 August 2022 16:00

Note: The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. Should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied by a comprehensive CV, copies of qualifications, Identity document and driver's license. Such copies need not be certified. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position. 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:26082022/C11

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 four (4) years appropriate experience in the Human Resource environment. Must have a working knowledge of performance management, training and development and onboarding of new employees. Must be computer literate in Microsoft office (Word, Excel, Outlook and PowerPoint). Knowledge of the BCEA, EE act and relevant Human Relations policies. 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 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 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: Jan Kempdorp (Construction Central): Department of Water and Sanitation, Privat Bag x 6, Jan Kempdorp, 8550 OR hand deliver at Construction Central, 882 Van Riebeeck Avenue, Jan Kempdorp, 8550

FOR ATTENTION: Ms KD Otukile.