



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### EXTERNAL VACANCY CIRCULAR 05 OF 2022

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. From 1 January 2021 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: PRINCIPAL HUMAN RELATIONS PRACTITIONER (R&S)

REF NO: 26082022/S12

CHIEF DIRECTORATE: PROJECT IMPLEMENTATION

SALARY : R 321 543 per annum (Level 8)

CENTRE: Paarl (Construction South)

**REQUIREMENTS:** Applicant must be in possession of an appropriate National Diploma/ Degree 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 the detailed tasks: Handling of recruitment and selection processes. Manage and monitor workplace skills development and employment equity on site. Compile and submit monthly Recruitment and Selection as well as Labour Relations reports to Construction South Management. Liaise with the Project Steering Committees. 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