



## water & sanitation

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

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 01 SEPTEMBER 2023

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 (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, driver's 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 in line with DPSA circular 19 of 2022. 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. For posts requiring a driver's license, annotate such details on 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 (only when shortlisted). 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 (only when shortlisted). 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. Faxed or emailed applications will not be considered. 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: DEPUTY DIRECTOR: HR APPOINTMENTS REF NO: 010923/02  
BRANCH: CORPORATE SUPPORT SERVICES, CD: HUMAN RESOURCES, DIR: HR ADMINISTRATION SERVICES

SALARY: R958 824 per annum (Level 12) (all-inclusive salary package)

CENTRE: Pretoria Head Office

REQUIREMENTS: A National Diploma in Human Resources Management at (NQF level 6) or relevant qualification. Three (3) to five (5) years management experience in Human Resources, specifically in salary related matters. Knowledge of the Occupational Specific Dispensation (OSD). Knowledge of policy development and implementation. The disclosure of a valid unexpired driver's licence. Extensive knowledge of Persal and the implementation of transactions. Proven computer literacy skills (MS Word, MS Excel, MS Powerpoint). Good interpersonal relations. Disciplinary knowledge in HR information. Understanding of Government legislation. Knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Financial Management. Program and project management. Knowledge of relationship management. Problem-solving and analysis. People and diversity management. Client orientation and customer focus. Communication skills (written and verbal). Accountability and ethical conduct. Knowledge of analytical procedures. Must be able to work under pressure. Knowledge and experience in Conditions of service will be an added advantage.

DUTIES: Management of appointment and remunerative matters. Manage the payment of salaries. Process transfers, upgrades and promotions. Implementation of PMDS. Management of contract appointments. Processing of acting allowances. Dealing with OSD related matters. Ensure capturing of transactions on Persal. Drafting of high level submissions, memorandums and letters. Ensure staff capture transactions accurately and on time on Persal. Approval of transactions on the Persal system. Ensuring compliance with the Public Service Regulations, Public service Act, DPSA Directives and Departmental policies and procedures. Develop standard operating procedures and refine

business processes pertaining to salary related matters. Development and implementation of HR appointment policies. Coordinate training and information sessions regarding policies and standard operating procedures. Provide advice pertaining to appointment policies and processes. Correct application of policies and prescripts to HR administrative matters. Monitoring and evaluation of HR administrative matters at Head Office, Regions, and Clusters. Ensure consistency between Head Office, Regions and NWRI cluster offices, on all salary related matters including the OSD dispensation. Drafting of circulars and communication regarding appointment matters. Monitoring and evaluation. Provision of advice and guidance to Regions / Clusters on Persal related queries. Management of staff discipline. Responsible for leave administration for allocated Branches. Management of the workload database and allocation of work to the section. Management and maintenance of HR databases. Management of human resources. Provide advice and guidance on appointment matters. Resolution / investigation of grievances pertaining to salary related matters. Performance management. Provide inputs into budget requirements.

ENQUIRIES: Ms. P Archary Tel No: 012 336 7762

APPLICATIONS: Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria. For Attention: Planning, Recruitment, and Selection unit.

**NOTE:** Applicants must clearly indicate Persal and computer courses, Drivers' licence and detailed experience on their CV in relation to the post.