



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 14 July 2023 @ 16H00

Note: Interested applicants must submit their applications for employment to the email address specified on the 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 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, 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. 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. 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. 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 candidates will be appointed on Standard Contract in terms of section 76 of the National Water Act, Act 36 of 1998.

POST: SENIOR HUMAN RELATIONS PRACTITIONER (R&S) X2

REF: 14072023/S04

BRANCH: INFRASTRUCTURE MANAGEMENT

CHIEF DIRECTORATE: CONSTRUCTION MANAGEMENT

SALARY: R 294 321.00 per annum (Level 7)

CENTRE: Construction South and Satellites

REQUIREMENTS: Candidate 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. 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. Must be in possession of a valid South African code B driver's licence.

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