



## water & sanitation

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

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 27 OCTOBER 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 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: ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 271023/04

BRANCH: PROVINCIAL OPERATIONS: FREE STATE

CENTRE: Bloemfontein

SALARY: R424 104 per annum (Level 9)

REQUIREMENTS: Degree in Human Resource Management. Minimum of 3 years supervisory experience in HRM environment. Persal certificates: Introduction, Persal HR administration and Leave administration. Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, and Public Service Regulations. Computer Literacy. Communication skills (verbal and written). Presentation skills. Interpersonal skills. Organising skills. Knowledge of PILIR Framework. Financial Management and Public Financial Management Act (PFMA). Programme and Project Management Skills. Knowledge of techniques and procedures for planning and execution of operations. Knowledge of relationship management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical behavior. Knowledge in HR transactions and implementation thereof

DUTIES: Supervise appointments, promotions, terminations, and upgrades. Process OSD salary related matters and providing advice and guidance. Process internal and external transfers. Compile HR related submissions. Respond to HR related queries. Manage and maintain appointments database. General administration of leave. Manage and maintain leave database. Handling of leave statistics. Approve transactions on Persal. Audit HR files and handle HR audits. Ensure compliance with HR policies and prescripts. Perform complex HR related calculations in respect of monetary value. Process transfers and exit of staff. Monitor unpaid leave cases to eliminate grievances. Daily monitoring of suspense files to ensure that transactions are cleared. Co-ordinate the implementation of PILIR. Provide technical advice on HR matters. Prepare reports and statistics on HR related matters. Administer human resource allowances and orders. Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long services recognition, overtime, relocation, Pension, allowances etc.) in line with policies and regulations. Monitor

implementation of pensions and ensure timeous processing thereof. Monitor the administration of termination of service. Quality check HR related documentation before processing and submitting to relevant officers. Monitor submission of exit interviews. Ensure implementation of long service recognition and monitor the issuing of certificates to employees. Supervision of staff. Ensure timeous completion of tasks and assignments by subordinates. Performance contracting, reviewing, training and development of staff. Discipline of staff.

ENQUIRIES: Ms. R Ntja, Tel No: (051) 405 9000

APPLICATIONS: Free State (Bloemfontein): Please forward your application quoting the relevant reference number to the Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand delivery at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor. For attention: Ms. B Seeco