



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 14 November 2025

NOTE: Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/>. 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 on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (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. Candidates will be required to complete a financial disclosure form and undergo 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 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: ADMINISTRATION CLERK SUPERVISOR (HUMAN RESOURCE MANAGEMENT) REF NO: 141125/11

BRANCH: INFRASTRUCTURE MANAGEMENT: CENTRAL OPERATIONS DIR: OPERATIONS CENTRAL

SALARY: R325 101 per annum (Level 07)

CENTRE: Usutu Vaal Area Office (Standerton)

REQUIREMENTS: A Senior/Grade 12 or relevant qualification. Three (3) to (5) five years' experience in Human Resource Management. The disclosure of a Valid unexpired driver's license will serve as an added advantage. Introduction to PERSAL Certificate. Computer literacy, Knowledge and understanding of human resources, as well as ability to capture data, operate computer and collect administration statistics. Knowledge and insight of human resources prescripts. Knowledge of registry duties and understanding the work in registry Knowledge and understanding of the legislative framework governing the public service. Must have good interpersonal relations skills, customer care and supervisory skills. Be able to work independently and in a team. Basic knowledge of problem-solving skills.

DUTIES: Supervise and undertake the more complex implementation and maintenance of Human resource administration practices, HRA, HRD, Registry, Recruitment and selection. Handle Human resource administration enquiries HRA, HRD, registry, recruitment and selection. Supervisor human resources staff. Manage and Administer personnel management and administration function within the Area Office. Manage and Administer Human Resources function and office support services. Manage and Administer HRD, training coordination of PMDS. Manage and administer leave management. Manage and Administer service conditions. Recruitment, Selection and Appointment. Provide HR and policy advisory service to all employees within the area office. Ensure that all reports are submitted within the financial year closure.

NOTE: Candidates must complete a practical and theoretical test.

ENQUIRIES: Ms IN Ndwandwe, Tel No: (017) 712 9400

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