



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: **17 March 2025 16:00**

Note: Interested applicants must submit their applications for employment to the address or email address specified on each post (all documents must be submitted in **one** in PDF attachment/s, **size not exceeding 10mb**) Subject title on the email must indicate the **reference number** of the post. Applicants should forward applications to the correct email address of the post as incorrect emailed applications will not be considered. 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: CHIEF HUMAN RELATIONS PRACTITIONER X2 (ER & RS)

Ref No: 17032025/S01

CHIEF DIRECTORATE: CONSTRUCTION MANAGEMENT

SALARY: R444 036.00 per annum (Level 9)

CENTRE: Construction Central (Clanwilliam / Paarl)

REQUIREMENTS: Must be in possession of Diploma/ Degree in Human Resource Management or relevant equivalent qualification. Must have at least four (4) years appropriate experience in the Human Resource Management and Labour Relations environment. Must have a working knowledge of legislative frameworks (LRA, BCEA, PSA, SDA, PSR, QCTO, SAQA, SETA & NQF standards and requirements etc). The following skills and knowledge are essential: Problem solving skills; Ability to deal with employees and members of the public; Good communication (verbal and written) and Report Writing skills and the ability to promote sound interpersonal relations. Data management, good communication (verbal & written) skills, organisational skills and good interpersonal skills. Should have knowledge and experience in recruitment, selection, and appointment procedures. Knowledge of equal opportunities and affirmative action guidelines and laws. Must have sound knowledge in Labour Relations: management/coordinate of disciplinary hearings, grievances, disputes, misconduct investigations and any other labour relations functions. Knowledge and experience of administrative, clerical procedures and systems. Knowledge and experience in drafting reports. Experience in developing and managing data to track progress on filling of posts. The disclosure of a valid unexpired driver's license.

DUTIES: The incumbent will be responsible for the following: Co-ordinate the implementation of policies and presentation of information session. Render a human resource advisory service to the management on recruitment and selection by investigating, analysing, bench marking and interpreting legislation and prescripts and other human resource related issues to promote an effective human resource environment. Development of norms and standards to facilitate implementation of recruitment and selection, policies, strategies procedures and practices. Management of human resource and/or Labour Relations management. Compile and submit monthly Recruitment and Selection reports, Labour Relations and other relevant reports. Be responsible for all labour and/or related matters. Develop or source training programs in policies and programmes to enhance the Employee Relations in general. Planning and organizing; data gathering and analysis; problem analysis and problem solving. Compile and submit monthly HR and Labour Relations reports. Explain service contracts and relevant conditions of service to new appointees; Give notice to workers intended retrenchments; assist employer and employees with procedures (retrenchments) set up and form part of selection committee (retrenchments); give general assistance to workers (retrenchments); training (induction, aids awareness, conditions of service, etc.); assist employer with disciplinary procedures; convene disciplinary hearings; assist employer and employee with grievance procedures;

Investigate grievances; Liaise with local community; liaise with Project Steering Committee / labour forum; liaise with unions

ENQUIRIES: Mr NJ Meyer Tel No: (021) 872 0591

APPLICATIONS: Paarl (Construction South): Department of Water and Sanitation, Private Bag X3042, Paarl, 7646 or emailed to RecruitmentCSouth@dws.gov.za

FOR ATTENTION: Mr. NJ Meyer