



## 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 TRAINING OFFICER

REF NO: 17032025/S02

CHIEF DIRECTORATE: CONSTRUCTION MANAGEMENT

SALARY: R444 036.00 per annum (Level 9)

CENTRE: Paarl (Clanwilliam)

REQUIREMENTS: Must be in possession of National Diploma/Degree in Human Resource Management or Human Resource Development or ETD related qualification (ODETP). Must have four (4) years' experience in training coordination/skills development field plus appropriate experience in general office administration. Computer literacy in MS Office software (Word, Excel and PowerPoint) is essential. Applicants must have the following skills: Data management, good communication (verbal & written) skills, organisational skills and good interpersonal skills. Planning and organizing; problem analysis and problem solving; judgment; presentation skills; facilitation skills; adaptable; team player. Must have knowledge of skills development related legislation, SDA, QCTO, SAQA, SETA & NQF standards and requirements. The ability to multitask and strong technical skills, The disclosure of a valid unexpired driver's license.

DUTIES: Assess training needs for new and existing employees. Identify internal and external training programs to address competency gaps. Organize, develop or source training programs in collaboration with IBTC to meet specific training needs. Liaise with subject matter experts regarding subject matter issues. Ensure the availability of training aids such as manuals and handbooks, tools and equipment. Inform employees about training options map out training plans for individual employees and for the Construction Unit and facilitate training through prescribed delivery methods. Monitor and evaluate mentoring and coaching interventions of learners in the workplace. Track and report on training outcomes; report training statistics to IBTC; and other relevant stakeholders. Provide feedback to program participants and management. Evaluate and make recommendations on training material and methodology. Maintain employee training records and handle logistics for training activities including venues and equipment. Establish and maintain relationships with external training providers and coordinate off-site (workplace) training activities for learners. Participate in Construction unit training budget plan and expenditure. Manage and maintain in-house training facilities and equipment. Keep current on training design and methodology, coordinate bursary scheme liaising with construction sites and managers, supervision and management. The incumbent report via a dotted line to IBTC with regard to training matters.

ENQUIRIES: Mr NJ Meyer - Tel No: (021) 8872 0591APPLICATIONS: Paarl (Construction South): Department of Water and Sanitation, Private Bag X3042, Paarl, 7646 or emailed to [RecruitmentCSouth@dws.gov.za](mailto:RecruitmentCSouth@dws.gov.za)

FOR ATTENTION: Mr. NJ Meyer

