



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 19 September 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: SENIOR HUMAN RESOURCE PRACTITIONER: REF NO: 190925/06

BRANCH: CORPORATE SUPPORT SERVICES CD: HUMAN RESOURCE MANAGEMENT DIR: PLANNING, RECRUITMENT AND SELECTION

SALARY: R397 116 per annum (Level 08)

CENTRE: Pretoria Head Office

REQUIREMENTS: A National Diploma at (NQF) level 6 in Human Resources Management or relevant qualification. Three (3) to four (4) years' experience in Recruitment and Selection and appointment procedures. Experience in developing and managing data to track progress on filling of posts. Knowledge and experience in drafting reports and submissions. Knowledge and experience of administrative, clerical procedures and systems. Knowledge and understanding of Human Resource Management legislation, policies, practices, procedures and Human Resource Planning. Knowledge of equal opportunities and affirmative action guidelines and laws. Understanding of social, economic and development issues. Extensive knowledge of OSD. Problem solving and decision-making skills. Good communication and presentation skills (written and verbal). Strong negotiation and conflict management skills.

DUTIES: Facilitate Recruitment and Selection processes. Prepare detailed schedules (long list), score sheet and applications from the Z83 application system. Supply statistics regarding employment equity. Facilitate the shortlisting and interview processes. Draft appointment submissions and route it for approval. Render a human resource advisory service to line managers on recruitment and selection. Ensure the promotion of effective human resource management. Ensure that policies / legislations / prescripts are followed and complied with during the recruitment and selection process. Monitoring and evaluation of all HR processes, supervision, training and motivation of staff. Co-ordinate and conduct investigations of human resource related problems and advise management accordingly. Management of Human Resources which include, staff and working allocation to the subordinates. Management of the recruitment and selection database.

ENQUIRIES: Ms L Van Wyk, Tel No: (012) 336 7147

APPLICATIONS: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>