



## water & sanitation

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

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 23 June 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 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. 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 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: PERSONNEL PERSAL CONTROLLER REF NO: 230625/06

BRANCH: CORPORATE SUPPORT SERVICES CD: HRM DIR: HUMAN RESOURCE ADMINISTRATION

SALARY: R325 101 per annum (Level 07)

CENTRE: Pretoria Head Office

REQUIREMENTS: A National Diploma in Human Resource Management. Three (3) to five (5) years experience in Human Resources. Knowledge in Policy implementation. Monitoring and evaluation principles. Good computer literacy. Persal Training. Excellent communication skills. Good problem solving and analysis. Pay attention to detail. Maintain confidentiality on information. Understand cultural awareness. Be flexible and initiative.

DUTIES: Manage User access rights and policy implementation. Respond to audit findings. Ensure Users/Terminals are registered with SITA. Register user ID, Reset ID, allocate functions in relation to users jobs and levels. Link User to revisor, restrict user to terminal and component group. Manage dormant and inactive Users. Issue reports on transactions awaiting approval and authorization for more than a month. Approve and disapprove HR establishment transactions. Provide Human Resource reports, downloading FTP from Persal and Vulindlela. Co-ordinating Persal Training and provide assistance to Persal users. Maintain the Persal staff establishment. Creating and abolishing components/posts in accordance with approved structure. Link responsibility and objective codes and link component groups. Create system generated ID's amend appointment dates. Filing of relevant documentation. Register SCC's (system change controls).

ENQUIRIES: Mr I Govender Tel No. (012) 336 7683

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