



## water & sanitation

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

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 30 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: Human Resource Clerk (Supervisor) Ref No: 300625/03

Branch: Water & Sanitation Services Management Free State CD: Provincial Operations: Free State Dir: Corporate Support Services

Salary: R325 101 level 7 per annum

Centre: Bloemfontein

Requirements: A Senior / Grade 12 certificate. Three (3) to five (5) years' experience in Human Resources Management. A National Diploma Degree / in Human Resources or equivalent will be an added advantage. Persal certificates: Introduction, Personnel Administration and Leave Administration. Computer literacy. Knowledge and understanding of Human Resource legislations, policies, practices and procedures. Knowledge of Public Finance Management Act (PFMA). Knowledge of administrative administration. Accountability and ethical code. Good communication skills both verbal and in writing. Good analytical and problem-solving skills. Planning and organizing skills.

Duties: Assist in the implementation of human resource policies and procedures. Implementation of conditions of service and render policy advisory service to clients. Administer and monitor Persal transactions. Monitoring of terminations of service. Facilitation and administration of recruitment and selection process. Assist with ensuring HR compliance. Participate in HR projects. Training of officials on service conditions and benefits. Effective management of records management. Assist in preparing monthly reports. Management of human resource database. Oversee and manage the work of subordinates.

Enquiries: Ms Z Matshiana Tel No: (051) 405 9000

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