



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 30 May 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: ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: 300525/07

BRANCH: CORPORATE SUPPORT SERVICES DIR: RECRUITMENT AND SELECTION

SALARY: R582 444 per annum (Level 10)

CENTRE: Pretoria Head Office

REQUIREMENTS: A National Diploma or Degree in Human Resources Management or equivalent qualification. Three (3) to five (5) years supervisory experience at (Level 08) in Recruitment and Selection. The disclosure of a valid unexpired driver's licence. Knowledge and understanding of Human Resource Management legislation, policies, practices, procedures and Human Resource Planning. Practical experience in recruitment, selection and appointment procedures. Knowledge in HR Planning. Knowledge of equal opportunities and affirmative action guidelines and laws. 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. 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: Co-ordinate the implementation of policies and presentation of information sessions on Recruitment and Selection. Render a human resource advisory services to line managers on recruitment and selection. Assist in HR Planning. Ensure the promotion of effective human resource management. Development of norms and standards to facilitate implementation of recruitment and selection policies, strategies, procedures and practices. Co-ordinate and conduct high level investigations of human resource related problems and advice management accordingly. Management of Human Resources which include, inter alia (training, mentoring, development, performance management, and work allocation). Effective management of staff. Drafting of advertisements and development of policies. Management of the recruitment and selection database.

ENQUIRIES: Mr. LM Banda Tel No: (012) 336 8732

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