



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

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DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: **05 May 2026**

Time: 00:00

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 in terms of section 76 of the National Water Act, Act 36 of 1998.

POST: SENIOR ADMINISTRATION CLERK GRADE I (HR/ER) X2 (STANDARD CONTRACT)

REF NO: 05052026/CS03

BRANCH: INFRASTRUCTURE MANAGEMENT

SALARY: R 237 453 per annum (Level 5).

CENTRE: Construction South (Paarl) (Clanwilliam Dam)

REQUIREMENTS: Grade 12 certificate or equivalent. Two (02) years relevant experience in Human Resources / Labour Relations. Must have a basic knowledge and insight of Human Resources / Labour Relations Prescripts and Office organisation. Basic knowledge and insight of employee relations environment; knowledge of office practices as well as ability to capture data. Must be Computer literate. Must have the ability to perform under pressure.

DUTIES: Finalising of Recruitment administration, receiving of applications. Capturing/ scheduling of applications. Maintain registry pertaining to applications, stamping applications when received. Preparation of appointment submission. Vetting documentation preparations, SAQA verification processing, data capturing, telephone duties, filing, HR records management, and any other HR administrative duties as assigned by supervisor. Facilitate bookings and collating information for HR office. Facilitating the appointment letters for chairperson and initiator. Arrange the disciplinary hearing and record such proceedings. Assist in securing the availability of witnesses. Taking minutes during management and trade union meetings. Compile and update monthly reports. Keep the diary of the office up to date, provide support to HR staff and managers. Liaise with internal and external stakeholders. Good telephone etiquette. Attention to detail and ability to maintain confidentiality.

ENQUIRIES: Mr NJ Meyer Tel No: (021) 872 0591

APPLICATIONS: Must be submitted using the newly implemented Z83 and a comprehensive CV to Department of Water and Sanitation (Construction South), emailed to RecruitmentCSouth@dws.gov.za quoting the relevant reference number.

FOR ATTENTION: Ms. K Mathube (Recruitment and Selection)