



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 6 February 2026

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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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: ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 060226/07

BRANCH: WATER AND SANITATION SERVICES MANAGEMENT EC CD: PROVINCIAL OPERATIONS: EASTERN CAPE

SALARY: R468 459 per annum (level 09)

CENTRE: King William's Town

REQUIREMENTS: A relevant NQF qualification 6 in Human Resource Management/Public Administration/Management. Five (5) years relevant experience in Human Resource Management with experience in Recruitment, Selection and Benefits Administration of which three (3) years should be at supervisory level. The disclosure of a valid unexpired driver's license. PERSAL Introduction Certificate. Ability to interpret Policies and Legislation. Knowledge of Public Service Regulations, Basic Conditions of Employment Act, Employment Equity Act, Government Employment Medical Scheme, Policy on Incapacity and ill-health Retirement, Housing Allowance. Knowledge of policy development and implementation. Knowledge of HR transactions. Knowledge of recruitment, selection, and appointment procedures. Knowledge of PERSAL and BAS System. Knowledge of Pension Case Management. Knowledge of Comp Easy System. Knowledge of equal opportunities and Affirmative action guidelines and laws. Disciplinary knowledge of HR transactions. Understanding of Government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Knowledge of analytical procedures.

DUTIES: Implement HR transactions policies and strategies. Analyse current policies. Analyse Departmental strategic objectives. Analyse human resource transaction trends. Monitor the implementation of human resource in the Department. Evaluate implementation of HR information policy in the Department. Measure compliance in terms of HR information processes. Implement HR transactions systems and database. Develop implementation plan. Hold roadshows advising department on key policy issues. Develop training programs for HR regional managers. Brief managers on policy requirements. Implement according to delegations. Formulate delegations. Give advice on the implementation of HR transactions policies and guidelines. Expert advice to managers on the implementation of HR transaction information. Monitor policy implementation. Give advice on HR policies in the Department. Implement the best practice on HR transaction. Conduct research on the latest development on HR issues. Provide Guidance on COIDA. Provide advice and guidance to employees regarding IOD matters. Submit cases of IOD to DOL (Labour Department). Maintain database of HR transaction. Accurate HR information data. HR information implemented on the System. Monthly report available for managers. Issue HR information report. Ensure proper filing and safekeeping of HRM documents. The administration of recruitment and selection in the region. Implement the process of advertising

vacant post. Draft submission for approval. Serve as panel member or secretary during selection process. Conduct reference check verification of qualification.

ENQUIRIES: Ms PN Tshevu. Tel No: 043 701 5372

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