



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 6 March 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: HUMAN RESOURCE CLERK SUPERVISOR REF NO 060326/05
BRANCH: INFRASTRUCTURE MANAGEMENT: SOUTHERN OPERATIONS DIR: OPERATIONS SOUTHERN
SALARY: R325 101 per annum (Level 7)
CENTRE: Gqeberha (Port Elizabeth)

REQUIREMENTS: A Grade 12/Senior certificate or equivalent qualification. Three (3) to five (5) years' experience in Human Resource matters. Knowledge of PERSAL. The disclosure of a valid unexpired driver's license. Knowledge of the Public Service Act, Public Service Regulations, and relevant Human Resources prescripts. Computer literacy. Knowledge of human resources functions, practices as well as the ability to capture data and collate administrative statistics. Knowledge of registry duties. Problem solving.

DUTIES: Implement human resources administration practices. HR provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at shortlisting and interviews, probation periods. Implement conditions of service and service benefits, Leave/PILIR, Housing, Medical, IOD, Long Service Recognition, overtime, relocation, Pension and allowances. Termination of service. Implement and approve transactions on PERSAL System. Performance management. Prepare reports on human resources administration issues and statistics. Address human resource administration enquiries. Liaise with internal and external stakeholders in relation to Recruitment and Selection. Implement termination of services. Implement appointments on PERSAL System. Keep filing records up to date. Keep and maintain the asset register of the component. Supervise human resources staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES: Mr. CS Nzimande Tel No. 041 508 9719

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

Note: Preference will be given to candidates from the geographical area