



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 20 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.

NOTE: The Pongola-Umzimkulu Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST: HUMAN RESOURCE PRACTITIONER REF NO: **PUCMA 22**

BRANCH: PONGOLA-UMZIMKHULU CATCHMENT MANAGEMENT AGENCY

DIVISION: HUMAN RESOURCE MANAGEMENT

SALARY: R325 101 per annum (Salary Level 7)

CENTRE: Durban

REQUIREMENTS: A National Diploma or Degree in Human Resource Management. Two (2) to four (4) years experience in the Human Resources field is required. The disclosure of a valid unexpected drivers license. Knowledge of human resources functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Applicants must have working experience on the PERSAL system and be in possession of a PERSAL certificate. Knowledge of database and spread sheet applications. Knowledge and experience of Pension Administration as well as conditions of service matters i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), appointments, injury on duty and other allowances. Knowledge of the Public Service Act, Public Service Regulations and any other relevant prescripts. Good verbal and written communication skills.

DUTIES: The successful candidate will be responsible for rendering professional advice to the line managers. Ensure effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulation guidelines, resolution and other prescribes. Capturing transactions on PERSAL. Recruitment and Selection. Organizational Development. Employee Relations. Human Resource Development. Drafting of submissions. Handling all Human Resource administration i.e. conditions of service, termination of services and leave management. Liaison with National Treasury and Compensation Commissioner. Supervision, training and motivation of staff.

ENQUIRIES: Mr Zakelele Buthelezi, Tel No:079 694 6787

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