



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 25 February 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: CHIEF HR PRACTITIONER (LABOUR RELATIONS)

REF NO: 25022026/H01

CHIEF DIRECTORATE: CONSTRUCTION MANAGEMENT

SALARY: R 468 459 PER ANNUM, LEVEL 09

CENTRE: PRETORIA, HEAD OFFICE

REQUIREMENTS: A THREE (3) years Degree or National Diploma in Human Resource Management / Labour Relations / BCom Industrial and Organizational Psychology. Four (4) to five (5) years' experience in Labour Relations. Knowledge and experience of Labour Relations processes. Knowledge and experience in policy development and implementation. Knowledge of Human Resource Information. Knowledge, understanding, and experience in the Disciplinary process of Labour Relations. Understanding of government legislation, financial management, and PFMA. Knowledge of negotiation skills. Knowledge of techniques and procedures for the planning and execution of operations. Knowledge of program and project management. Knowledge of relationship management. Problem-solving and analysis. People and diversity management. Planning and organizing. Client orientation and customer focus. Good communication skills both verbal and written. Listening skills. Accountability and ethical conduct. Knowledge of analytical procedures. A disclosure of a valid and unexpired drivers license.

DUTIES: Assist with providing input and development into employee relations policies. Implement employee relations policies and employee relations training. Provide employee relations advice. Coordinate and facilitate dispute resolution processes. Coordinate and facilitate disciplinary processes. Coordinate and facilitate resolutions of grievances. Ensure implementation, review and improvement of the handling of dispute/s and collective bargaining in the directorate. Liaise with employee organisation. Assist in ensuring employment equity compliance. Coordinate and facilitate reports

ENQUIRIES: Mr. D Mitileni Tel No: 012 336 6893

APPLICATIONS: Must be submitted using the newly implemented Z83 and a comprehensive CV to the Department of Water and Sanitation, emailed to recruitmentcmngt@dws.gov.za.

FOR ATTENTION: Construction Management (Recruitment and Selection)

