

**DEPARTMENT OF WATER AND SANITATION**

**CLOSING DATE** : **12 February 2016**

**APPLICATIONS** : *Please forward your applications quoting the relevant reference number for **Centre: Pretoria, Clanwilliam Dam and Umzimvubu to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001** or hand deliver at the Continental Building, cnr Visagie and Bosman. **For attention: Mrs L Van Wyk***

**APPLICATIONS:** *Please forward your applications quoting the relevant reference number for **Centre: Gauteng** The Provincial Head: Gauteng, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, Bothongo Plaza East, Pretoria. **For attention Mr S Nevhorwa (012) 392 1324***

**NOTE** : *Applications must be submitted on signed and dated form Z83, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to permanent appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subject to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" **PEOPLE WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY FOR THE POSTS.***

**POSITION** : **DEPUTY DIRECTOR: HR (LABOUR DESK)**  
**SALARY** : **R 674 979 per annum (Salary negotiable) (inclusive package)**  
**CENTRE** : **Clanwilliam Dam Project x 1 REF: 120216/15 A**  
**Umzimvubu Project x 1 REF: 120216/15 B**

**REF** :  
**REQUIREMENTS** : *An appropriate Bachelors' Degree/National Diploma or relevant qualification in Human Resources or Labour Relations. Eight (8) years experience in the field Human Relations. Extensive knowledge of Public Service Regulatory framework. Knowledge of all applicable Human Resources Management and prescripts i.e. PSR, PSA, LRA, BCEA, SDA, EEA. Knowledge of Labour relations practices. Knowledge of Recruitment and Selection Processes. A sound human resource budget management skill is recommended. Strong understanding of policy formulation, interpretation, and implementation. Maintaining*

*collaborative relationships. Dispute resolution and conflict management competencies. Strong investigative and report writing skills. Good communication skills (facilitation, negotiation, presentation, verbal and written).*

## **DUTIES**

*Oversee the development and implementation of the organization's Human Resources Plan and strategy. Lead the development and implementation of an effective strategy for recruitment, selection and retention of competent staff in the organization. Ensure effective implementation of service conditions and benefits. Management of sourcing and placement of staff within the Department. Render expert advice on the screening of most suitable candidates in line with Employment Equity prescripts in order to support the strategic objectives and post requirements of the Department's core mandate. Promote sound Labour Relations. Provide advice and support to managers and employees with regard to Human Resources Management matters and ensure compliance to appropriate policies, procedures and legislation. Ensure uniform implementation of Employee Relations guidelines, policies and directives within the organisation by providing Employee Relations training. Represent the Department conciliation and arbitration proceedings. Facilitate the management of discipline and grievances in the Department. Conduct research and benchmarking initiatives for the best practices and Employee Relations practices accordingly.*

## **ENQUIRIES**

*Mr V Monene, tel (012) 336 7842*

## **ERRATUM**

**POST: ASSISTANT DIRECTOR: PHYSICAL SECURITY. REF: 050216/05 which was advertised in the Star of 20 January 2016 with closing date of 05 February 2016.**

**The correct requirements are as follows: A National Diploma or Degree in Security Management or Public Administration. SSA Manager's course will be an added advantage . Three (3) to five (5) years management level in security related field. A valid drivers' licence. The Department wishes to apologise for the inconvenience caused**