

DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>CLOSING DATE</u>	:	31 July 2026
<u>NOTE</u>	:	Other related documentation such as copies of qualifications, identity documents, 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 DPSS 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, 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 Limpopo-Olifants 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. 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 agency 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.

OTHER POSTS

<u>POST 25/156</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: LOCMA 17 (X2 POSTS)</u> Branch: Limpopo-Olifants Catchment Management Agency Division: Human Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09) Polokwane An NQF level 6 (National Diploma) or NQF level 7 (Bachelor's Degree) in Human Resource Management or a related field. A minimum of 5 years' experience in human resource management, including supervisory experience. Knowledge of policy development and implementation. Knowledge of HR transactions and related processes. Have a working knowledge of disciplinary processes in HR transactions. Understanding of Government legislation. Knowledge of Financial Management and the Public Finance Management Act (PFMA). Knowledge of techniques and procedures for the planning and execution of operations. Knowledge of Programme and Project Management. Knowledge of relationship management. Problem solving and analysis. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills. Accountability and Ethical Conduct. Knowledge of analytical procedures and analytical skills.
<u>DUTIES</u>	:	The incumbent will be responsible for the effective management of the total human resource function for LOCMA. Implement HR policies and strategies and ensure compliance with HR policies for all employees. Address payroll and salary-related matters. Apply prescripts for staff transfers and inter-departmental movement. Oversee the Performance Management and Development System (PMDS) measures. Regularly analyse trends and

recommend policy updates and amendments. Manage service benefits and conditions and implement HR transactions within the delegated framework. Advise managers on transaction processes. Administer employment equity and employee wellness programmes. Manage the development and submission of legislative requirement reports and plans. Facilitate HR-related training for staff. Manage recruitment, selection and general HR provisions by developing and implementing recruitment and PMDS plans. Conduct roadshows to communicate key HR policies. Maintain and administer an HR database and provide accessible HR-related information services. Monitor and evaluate the implementation of all HR policies and ensure that employees are appointed as per HR prescripts. Evaluate the implementation of the HR information policy in the CMA and measure compliance in terms of HR information processes and service level agreements (SLAs) with other stakeholders. Facilitate effective labour relations management, including grievance handling, disciplinary processes and resolution of disputes. Manage personnel records by maintaining updated HR records while ensuring confidentiality, implementing safeguards against loss or theft, and keeping clear tracking of file movements. Supervise and support staff, set work goals and monitor progress, and organise training and career development. Ensure compliance with HR policies and labour laws. Manage staff leave, attendance and performance appraisals.

ENQUIRIES : Mr A.A Lessing Tel No: (013) 591-8900

POST 25/157 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: LOCMA 18**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Human Resource Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Polokwane
REQUIREMENTS : An NQF level 7 (Bachelor's Degree) in Labour Relations, Labour Law, Human Resource Management or a related field. A minimum of 5 years' experience in labour relations. Knowledge of the Public Service Act. Knowledge of the Labour Relations Act. Knowledge of Public Administration. Problem solving and analysis. Good communication skills. Accountability and Ethical Conduct.

DUTIES : The incumbent will be responsible for promoting labour peace and a harmonious working environment for LOCMA. Manage disciplinary cases by investigating and presiding over disciplinary matters, representing the employer in disciplinary cases, and facilitating the appeal process. Manage the grievance process by investigating grievances, making recommendations, reporting on grievances, and managing the grievance process to ensure fair, impartial and unbiased resolutions. Coordinate the dispute resolution process by seeking mandates, preparing case information, preparing relevant witnesses and gathering information, representing LOCMA in conciliation and arbitration processes, drafting closing arguments, drafting opposing applications and objections, facilitating the implementation of awards, attending to in-limine proceedings, and facilitating review and rescission applications of arbitration awards. Promote labour relations services by researching and developing training material, delivering in-house training and workshops, providing updates on new procedures, legislation and policy, and determining training needs to address trends. Manage the unit, including performance management, training and development, discipline management, resource allocation, case management, general correspondence and routine reports.

ENQUIRIES : Mr A.A Lessing Tel No: (013) 591-8900

POST 25/158 : **HUMAN RESOURCE PRACTITIONER REF NO: LOCMA 19 (X2 POSTS)**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Human Resource Management

SALARY : R413 001 per annum (Level 08)
CENTRE : Polokwane
REQUIREMENTS : A relevant NQF level 6 qualification as recognised by SAQA in Human Resources. A minimum of 1 year's experience in human resource administration. Knowledge of the Public Service Act and Public Service Regulations. Knowledge of administrative procedures. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc.). Basic financial management and knowledge of the Public Finance Management Act (PFMA).

		Disciplinary knowledge of Human Resources. Knowledge of the dispute resolution process. Knowledge of recruitment and selection processes. Knowledge management. Problem solving and analysis. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills. Accountability and Ethical Conduct. Attention to detail.
<u>DUTIES</u>	:	The incumbent will be responsible for rendering human resource administration services for LOCMA. Implement human resource policies and procedures by measuring compliance, providing training and advice on HR policy and procedure, continuously monitoring the interpretation and implementation of policies and DPSA directives, and providing input in the alignment of LOCMA policies with DPSA and the Public Service Regulations. Facilitate the implementation and maintenance of human resource administration and provisioning, including recruitment and selection, appointments, transfers, verification of qualifications, secretariat functions at interviews and absorptions, implementation of conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension and allowances), and termination of service, and prepare reports on human resource administration issues and statistics. Provide human resource information services and records management services by implementing personnel information correctly on the system, keeping statistics of HR administration activities, preparing and consolidating reports on personnel administration issues, providing guidance on HR administration matters, keeping the PERSAL report up to date, and compiling monthly reports. Provide support on human resource administration enquiries by rendering policy advisory services based on legislative mandates, providing feedback on identified administrative gaps, and assisting in the implementation of approved resolutions. Implement the Performance Management and Development System (PMDS) by assisting in analysing the alignment of individual performance agreements with the business plan, keeping records of individual performance agreements, providing support in the implementation of PMDS decisions, and supplying statistics on PMDS issues.
<u>ENQUIRIES</u>	:	Mr A.A Lessing Tel No: (013) 591-8900
<u>POST 25/159</u>	:	<u>INFORMATION TECHNOLOGY TECHNICIAN REF NO: LOCMA 23 (X3 POSTS)</u> Branch: Limpopo-Olifants Catchment Management Agency Division: Information Technology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08) Polokwane, Tshwane Area, Hartbeespoort
	:	A relevant NQF level 6 qualification. Certification as a Microsoft Certified Engineer (MCSE) or Microsoft Certified Solutions Associate (MCSA). CompTIA A+ certification or CompTIA Network+ certification. A minimum of 3 years' experience in Information Technology. Knowledge of customer and personal service principles, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction. Knowledge of the Promotion of Access to Information Act. Knowledge of information security protocols. Knowledge of the Public Finance Management Act (PFMA). Knowledge of information technology developments and enhancements. Knowledge of administrative and clerical procedures and systems.
<u>DUTIES</u>	:	The incumbent will be responsible for providing information technology systems and technology to users for LOCMA. Install new hardware and software acquired by conducting client needs analysis, equipment and software analysis, physical inspection of equipment for visible defects and testing of equipment, connecting peripherals to their stations including driver installation, providing the necessary training in the operational use of equipment, and rolling out new software on computer equipment. Maintain existing hardware and software by following up on logged complaints, investigating the cause of failure and rectifying where possible, resolving warranty issues where equipment falls within this category, and advising clients on the future use or replacement of equipment and software. Configure hardware and software by investigating calls for reconfigured hardware and software, analysing client needs, investigating equipment and software capabilities, reconfiguring hardware and software to meet clients' new needs where possible, and advising on alternative, more appropriate solutions where configuration cannot meet the needs. Decommission hardware and software by receiving equipment to be removed from the system, permanently removing

		all data from equipment with memory capabilities, following Supply Chain Management disposal procedures, and updating the hardware and software assets register.
<u>ENQUIRIES</u>	:	Mr A.A Lessing Tel No: (013) 591-8900
<u>POST 25/160</u>	:	<u>HR CLERK (SUPERVISOR) REF NO: LOCMA 20</u> Branch: Limpopo-Olifants Catchment Management Agency Division: Human Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Polokwane
	:	A grade 12 certificate or equivalent. A minimum of 3 to 5 years' experience in human resource administration. Knowledge of human resources functions and practices, including the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc.). Knowledge of registry duties and practices. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Computer literacy. Planning and organising. People and Diversity Management. Client Orientation and Customer Focus. Good verbal and written communication skills. Accountability and Ethical Conduct. Interpersonal relations, flexibility and teamwork. Basic knowledge of problem solving and analysis.
<u>DUTIES</u>	:	The incumbent will be responsible for supervising and rendering human resource clerical services for LOCMA. Implement human resource administration practices, including HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods). Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension and allowances). Implement termination of service. Recommend transactions on PERSAL according to delegations, with final authorisation effected at a higher level (preferably at Assistant Director or higher). Support performance management and prepare reports on human resource administration issues and statistics. Address human resource administration enquiries by liaising with internal and external stakeholders in relation to recruitment and selection, implementing termination of services, implementing appointments on the HR system, keeping filing records up to date, and keeping and maintaining the asset register of the component. Supervise human resources staff by allocating work and ensuring quality, supporting personnel development, assessing staff performance, and applying discipline.
<u>ENQUIRIES</u>	:	Mr A.A Lessing Tel No: (013) 591-8900
<u>POST 25/161</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: LOCMA 21</u> Branch: Limpopo-Olifants Catchment Management Agency Division: Human Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Polokwane
	:	An appropriate NQF level 6 qualification in Occupational Health and Safety/Social Work/Human Resource Management (with wellness focus)/Psychology (support level). A minimum of 3 years' experience in an Employee Health and Wellness environment. Knowledge of policy implementation. Knowledge of monitoring and evaluation principles. Knowledge of Employee Wellness Programme design, including principles and practices for designing and implementing workplace wellness initiatives. Understanding of health and wellness policies, including regulatory compliance (e.g. OHSA and EHWP guidelines). Knowledge of public health and occupational health principles. Understanding of key health issues (e.g. mental health, chronic illness and substance abuse) in the workplace. Programme coordination and facilitation. Planning and organising. Problem solving skills. Creativity and awareness. Cultural awareness. Initiative. Computer skills. Client Orientation and Customer Focus. Good communication skills.
<u>DUTIES</u>	:	The incumbent will be responsible for coordinating the employee wellness programme in LOCMA. Implement employee wellness programmes, policies

and strategies by initiating the day-to-day running of the wellness programme, rolling out health and wellness activities such as wellness days and health screenings, coordinating logistics for wellness events in collaboration with service providers, promoting participation through communication campaigns, and monitoring programme participation and effectiveness. Support the implementation of chronic disease programmes by conducting health education sessions on chronic illness management, distributing educational materials and referring employees to counselling and testing services, and tracking participation in awareness campaigns and outreach initiatives. Coordinate health and wellness awareness activities by organising awareness sessions, distributing educational materials during awareness events, coordinating schedules and venues for campaigns and workshops, and gathering participant feedback to improve future activities. Coordinate the sports and recreational programme by coordinating internal sports events and recreational activities, maintaining schedules, equipment and participation records, communicating upcoming events to employees, and gathering feedback to improve future sporting initiatives. Execute administrative duties related to the wellness programme, including administering the scheduling and execution of mobile clinic services and other wellness activities, creating and maintaining records and databases of wellness programme activities, participants and outcomes, maintaining attendance registers and documentation, maintaining organised filing and record-keeping systems, and compiling monthly wellness statistics for internal reports.

<u>ENQUIRIES</u>	:	Mr A.A Lessing Tel No: (013) 591-8900
<u>POST 25/162</u>	:	<u>HR CLERK PRODUCTION REF NO: LOCMA 22 (X3 POSTS)</u> Branch: Limpopo-Olifants Catchment Management Agency Division: Human Resource Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent. No experience required. Knowledge of human resources functions and practices, including the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc.). Knowledge of registry duties and practices. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Computer literacy. Planning and organising. People and Diversity Management. Client Orientation and Customer Focus. Good verbal and written communication skills. Accountability and Ethical Conduct. Flexibility and teamwork. Basic knowledge of problem solving and analysis.
<u>DUTIES</u>	:	The incumbent will be responsible for rendering human resource clerical services for LOCMA. Implement human resource administration practices, including recruitment and selection (advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods). Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances and PILIR). Implement termination of service. Support performance management. Address human resource administration enquiries by liaising with internal and external stakeholders in relation to recruitment and selection, implementing termination of services, implementing appointments on the HR system, keeping filing records up to date, and keeping and maintaining the asset register of the component. Provide human resource registry services by keeping the filing system of HR personnel updated, ensuring that personal files of employees are issued to relevant managers on request, ensuring that files are received back as per HR policies, and compiling reports on the movement of personnel files.
<u>ENQUIRIES</u>	:	Mr A.A Lessing Tel No: (013) 591-8900