

**POST**

**DIRECTOR: PLANNING, RECRUITMENT AND SELECTION**

**SALARY:**

**R 819 126 per annum (All inclusive salary package) Level 13**

**CENTRE:**

**Pretoria**

**REF**

**270315/02**

**REQUIREMENTS:**

*A three year Degree/National Diploma in Human Resource, Human Sciences and / or relevant qualification. Appropriate experience in HR Planning, Recruitment and Selection. Relevant Management experience. Knowledge of Human Resources policies. Knowledge of Recruitment and Selection Processes. Knowledge of Legislation governing Human Resources within Public Service and SMS handbook. Financial Management. Knowledge of Persal. Knowledge of records management. Good communication, verbal and written skills. Advanced computer trend analysis and report writing. Knowledge and understanding of OSD. People Management.*

**DUTIES:**

*The incumbent will oversee, co-ordinate and manage the overall HR Planning, Recruitment and Selection component. Advise and consult with top management as well as relevant stakeholders on planning, formulating and implementing the HR Plan, Recruitment and Selection principles and practices relevant to the Department. 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. Provide leadership / advice to management and line functions with regard to recruitment and selection. Coordination of OSD processes, Coordinate, compile and submit the Employment Equity Report, HR Plan and HR Planning reports of the Department within prescribed timeframes. Ensure compliance with relevant Recruitment legislation. Management of human and financial resources in the Directorate. Manage the implementation of PMDS for the Directorate.*

**ENQUIRIES:**

*Mr J Nkuna, tel (012) 336 7987*

**APPLICATIONS**

*Please forward all applications for the centre: Pretoria quoting the reference number to: The Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Groundfloor, Continental Building, Cnr Visagie and Bosman Streets, **For attention:** Ms L Van Wyk*