

POST:

DIRECTOR: HUMAN RESOURCE ADMINISTRATION

SALARY:

R819 126 per annum (All inclusive salary package) Level 13

CENTRE:

Pretoria

REF

270315/03

REQUIREMENTS:

A three year Degree/National Diploma in Human Resources, Human Sciences and or relevant qualification. Appropriate Human Resources Administration experience. Relevant management experience. Knowledge of Human Resources policies. Knowledge of Legislation governing Human Resources within Public Service and SMS handbook. Financial Management. Understanding of business process. Knowledge of Persal. Knowledge of records management. Knowledge of Human Resources transaction. Client orientation and customer focus. Good communication, verbal and written skills. Advanced computer trend analysis and report writing. Knowledge and understanding of OSD. People Management.

DUTIES:

Management of Human Resources transactions: (Employee leave application and allocation; service benefits including bonuses, housing and IOD (injury on duty); the implementation of Organisation Skills Development; appointments; salary payments and travelling allowance). Management of Human Resources information: (Manages the capturing of Persal information; the establishment and Human Resource registry). Maintains the statistics on the system regarding exits, appointment and service benefits. People management. Financial management for area of accountability: (Forecast annual capital and operational expenses in line with policy; Managers costs against approval budget; Investigates methods to contain / reduce costs).

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*