



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : For Centre: **King William's Town, Port Elizabeth, East London, Cradock, Mthatha**, please forward your applications quoting the relevant reference number to: Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town. For attention: Mr MK. Noah
- CLOSING DATE** : 01 July 2016 Time: 16H00
- POST** : **HUMAN RESOURCE OFFICER , REF: 010716/20**
- SALARY** : **R 142 461.00 per annum (level 5)**
- CENTRE** : **Cradock**
- REQUIREMENTS** : A Grade 12 certificate or equivalent. Minimum of (one) year experience in Human Resource Management will be an added advantage. Knowledge of Persal system, database and spread sheet application. Knowledge of the PSA, PSR and other relevant Human Resource prescripts and legislation. Good communication skills (written and verbal). Ability to work under pressure. Code 8 drivers' licence.
- DUTIES** : Responsible for rendering professional advice to line managers. Ensure effective and efficient interpretation and implementation of the departmental HRM policies, system, regulations, guidelines, resolutions and other prescribes. Capturing of transactions on Persal. Recruitment and Selection. Organisational Development, Employee Relations, Human Resource Development. Drafting of submissions. Handling all Human Resource administration i.e. condition of service, termination of services and leave management.
- ENQUIRIES** : Ms T Solwandle, Tel 043 604 5476