



## 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** : **ASSISTANT DIRECTOR: HR TRANSACTIONS AND INFORMATION MANAGEMENT. REF: 010716/09**
- SALARY** : **R311 784.00 Per Annum (level 9)**
- CENTRE** : **King William's Town**
- REQUIREMENTS** : National Diploma or Degree in Human Resources or equivalent. Three (3) years management experience in Human Resource Transaction. A valid code 08 driver's licence. Experience in computer systems i.e Persal, Excel, MS Word and email. Must be able to work independently with minimal supervision. Be willing to travel extensively throughout the region at short notice. Competent; energetic motivated and able to liaise effectively with internal and external stakeholders. Ability to communicate both with Management as well as Lower level employees
- DUTIES** : Co-ordinate recruitment and selection. Provide technical support to line managers and personnel. Determine and meeting the Region's human resourcing requirements. Interpret and apply conditions of service. Conduct research and update the DD:HR on all DPSA Circulars and new Directives. Collect and analyze a wide range of statistics and preparing reports. Maintaining the Region's organogram and its implementation on Persal. Management of HR Transactions. Manage Record keeping of all HR related information. Responsible for conducting Audits. Management of staff within the unit. Maintain regional data in Persal and drawing disseminating information as needed. Manage and motivate staff. Persal Co-ordinator for the region.
- ENQUIRES** : Ms T Solwandle, Tel (043) 604 5476