



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: NWRI: Central Operations (Pretoria)** Department of Water and Sanitation, NWRI Central Operations, Private Bag X273, Pretoria, 000, or hand deliver to 1st Floor, Praetor Forum Building, 267 Van Der Walt Street, Pretoria. attention: Mr BK Shiphamele
- CLOSING DATE** : **24 JUNE 2016 at 16h00**
- POST** : **SENIOR HUMAN RESOURCE PRACTITIONER REF: 240616/29**
- SALARY** : **R 262 272 per annum (Level 8)**
- CENTRE** : **NWRI: Central Operations (Pretoria)**
- REQUIREMENTS** : A three year recognized Degree/ National Diploma in Human Resource Management or relevant qualification. Three (3) to five years experience in administration matters. Extensive working knowledge of PERSAL/ SAP. Knowledge of the Public Service Regulations and relevant Policies. Computer literacy. The ability to co-ordinate and organize. The ability to work under pressure. A valid driver`s licence.
- DUTIES** : Responsible for transaction management i.e. Leave, Housing, Terminations, recruitment and selections process, PMDS, System, evaluation of staff, pillar Cases and compiling submissions, Records Management (HR Registry) and Employee Health and Wellness Programme. Supervision and performance management of subordinates. Provide advice, support and training to line managers and Area Offices on the correct HR policies. Attend to all verbal and written queries.
- ENQUIRIES** : Ms P Nyaniso Tel 012 741 7326