



## 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 1<sup>st</sup> 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 OFFICER 2 POSTS- REF: 240616/40**
- SALARY** : **R 142 461 per annum (Level 5)**
- CENTRE** : **NWRI: Central Operations (Pretoria)**
- REQUIREMENTS** : Grade 12 Certificate or equivalent. Appropriate experience in Human Resources Management will serve as an added advantage. Knowledge of the PERSAL/SAP system, database and spreadsheet application. Good Communication skills (written and verbal). Ability to work under pressure. Knowledge of HR prescripts and willingness to travel. Must be a team player. A valid driver`s license.
- DUTIES** : Recruitment and Selection, HR Transactions, performance management and development system, Information management (Establishment). Typing and drafting of letters, memoranda and submissions. Rendering professional advice to line function on the effective and efficient interpretation and implementation of the departmental HRM policies and other related prescripts. Handling of all HRM administration functions. Compile daily statistics and update databases.
- ENQUIRIES** : Mr BK Shiphamele/ Ms B Fabricius Tel. No. (012) 741 7320/ 7368