



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

POST

: **DEPUTY DIRECTOR: CORPORATE SERVICE REF: 240616/08**

SALARY

: **R 612 822 per annum (All inclusive package) Level 11**

CENTRE

: **NWRI: Central Operations (Pretoria)**

REQUIREMENTS

: Degree/ National Diploma in Administration or Human Resource Management. Three (3) to five (5) years experience in managerial level in administration or Human Resource management. Working experience in the Public Service policies, procedures and practices. Knowledge of HR prescripts and interpretation thereof. Appropriate planning, reporting and presentation skills. Excellent interpersonal and communication skills. Computer literacy and negotiation skills. A valid Code 08 driver's licence. The willingness to travel.

DUTIES

: Manage Corporate Services in the NWRI: Central Operations office and general support of personnel. Provide strategic and general management input and consult with management, interest groups and stakeholders. Manage the Human Resource unit with regard to HR planning and strategy, policy and implementation, talent management, organisational design, employee relations, EAP and transformation. Manage general administration with regard to document management, administrative support, transport and travel logistics and general service delivery to units. Manage communication with regard to advocacy, communication strategy and media relations. Ensure and develop legal compliance with regard to contract management. Labour relation, legislation and litigation.

ENQUIRIES

: Ms ND Ndumo Tel 012 741 7302