



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATION** : **For Centre: Mmabatho** Please forward your applications quoting the relevant reference number to: The Provincial Head: North West, Department of Water and Sanitation, Private Bag X5, MMABATHO 2735 or hand delivered at Mega City Shopping Centre , Unit number99 , Cnr. Dr. James Moroka and Sekame Road. **For attention:** Mr. Mothusi Ntwe.
- CLOSING DATE** : **25 NOVEMBER 2016 TIME: 16H00**
- POST** : **SENIOR HUMAN RESOURCE PRACTITIONER REF: 181116/78**
- SALARY** : R262 272 per annum (Level 8)
- CENTRE** : Mmabatho
- REQUIREMENTS** : Degree or National Diploma in Human Resource Management. Persal Training Course Certificate. Three (3) to five (5) years experience in Human Resource matters.
- DUTIES** : Execution of financial administration. Rendering of procurement of goods and services of the component. Maintenance of data base and draw relevant reports in relation to implementation of Human Resources policies. Facilitate implementation of Human Resources policies, strategies, procedures and practices on termination of service (resignation, deaths, retirement and ill-health retirement, internal and departmental transfers) and planning, recruitment and selection. Provide Human Resources information and knowledge management services. Management of employees.
- ENQUIRIES** : Mr. Mothusi Ntwe Tel. (018) 387 9531