



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

For Centre: Pretoria: please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko

CLOSING DATE:

26 AUGUST 2016.TIME:16H00

POST

ASSISTANT DIRECTOR: HR APPOINTMENTS X 2 POSTS Ref: 260816/22.

These posts are a re-advertisement those who has previously applied are encouraged to re-apply

SALARY

: R311 784 per annum (level 9)

CENTRE

: Pretoria

REQUIREMENTS

: Degree or National Diploma in Human Resources or equivalent. Three (3) to five (5) years management experience in Human Resources / Public Administration / Financial Management. Extensive knowledge of HR Administration and Persal. Will be required to work on SAP payroll system. Extensive knowledge of the OSD dispensations. Computer Literacy skills (MS Word, MS Excel, MS Powerpoint). Excellent writing skills. Understanding of Government legislation. Programme and Project Management.

DUTIES

: Implementation of appointments, promotions, salary upgrades. Processing of internal and external transfers. Implementation and calculating of acting allowances. Knowledge of salary progression model for non-OSD officials, OSD dispensations. Extensive knowledge of all related PERSAL functions. Experience in compiling of high level submissions to Management. Manage and process PMDS payments. Knowledge of PERSAL establishment. Administer HR databases. Management of staff. Ensure compliance to legislation, policy, prescripts and HR delegations.

ENQUIRIES

: Ms M le Roux, tel (012) 336 7632