



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

For Centre: Central Operation (Pretoria): Department of Water and Sanitation, NWRI: Central Operations, Private Bag X 273, Pretoria, 0001 or Hand Deliver at Praetor Forum Building, 1st Floor Reception, 267 Lillian Ngoyi Street, Pretoria, 0001. **For attention:** Mr BK Shiphamele

CLOSING DATE:

26 AUGUST 2016.TIME:16H00

POST

: **SENIOR HUMAN RESOURCE PRACTITIONER Ref: 260816/26**

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 (5) 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

: Key Performance Areas: Responsible for transaction management i.e. Leave, Housing, Terminations, recruitment and selections process, PMDS, System, evaluation of staff, pillar Cases and compiling submissions. 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