



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: NWRI: Central Operations (Pretoria Office) Please forward your applications quoting the relevant reference number to Department of Water and Sanitation, NWRI: Central Operations, Private Bag X273, Pretoria, 0001 or hand-deliver applications at NWRI: Central Operations, 1st Floor Reception, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria, 0001. For Attention: Mr. L Manganyi
- CLOSING DATE** : **01 December 2017 TIME: 16H00**
- POST** : ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF: 011217/03
- SALARY** : R334 545 per annum, (Level 09)
- CENTRE** : NWRI: Central Operations (Pretoria Office)
- REQUIREMENTS** : National Diploma (NQF 6) or B Degree in Human Resource Management or Public Management. Three (3) to five (5) years supervisory experience in Human .Knowledge of policy development and implementation, HR transactions, relationship management, project management as well as people and diversity management. Understanding, interpretation and application of Government legislation and procedures relating to Recruitment and Selection, Performance Management and Development System, Human Resources Administration, Training and Development, personnel records management and Employee Health and Wellness programmes. Computer literacy in MS Office software packages. Valid code B/EB driver's licence.(Attached certified copy).Willingness and ability to travel extensively and work after hours.Good interpersonal relations skills with ability to interact and communicate well (verbally and in writing with people at various levels. Excellent report writing skills.Problem-solving, creativity and initiative skills. Planning, organizing, execution and administrative skills.Analytical thinking, good interpretation skills with ability to pay attention to details and handle confidential information.Accountability, reliability and ability to work well in a team, individually and under pressure.
- DUTIES** : Responsible for the supervision and management of Human Resources within the Directorate including its area offices. Provide guidelines in line with Human Resource policies, practices and procedures to ensure implementation of Human Resource Plans in alignment with the overall business plan of the Directorate. Management of Human Resources with regards to Recruitment and Selection. Manage Organizational Structure and maintain post establishment for the Directorate.Manage and ensure implementation of Performance Management Development System (PMDS). Coordinate the management of probations. Manage overall Human Resource Development within the Directorate. Ensure effective personnel records management system is provided to the Directorate. Provide an effective information service regarding Human Resource administration matters. Administration of employment equity statistics for the Directorate and perform other general administrative duties. Provide guidelines and co-ordinate an effective implementation of Employee Health and Wellness programmes and policies. Provide accurate data for the Human Resource Plan and implementation of Human Resource policies. Compile monthly management reports.
- ENQUIRIES** : Mr. M. Nzama, Tel 012 - 741 7340.