



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: NWRI Central Operations: Tugela Vaal (O&M Jagersrust) , Driel and Woodstock, Please forward your applications quoting the relevant reference number To the Department of Water and Sanitation The Area Manager, Private Bag 1652, Bergville, 3350, or hand deliver to Tugela Vaal, 1 Kiepersol Avenue, Jagersrust, 3354 For Attention: Ms N Nkabini
- CLOSING DATE** : **18 August 2017 TIME: 16H00**
- POST** : ADMINISTRATION CLERK: HR REF NO: 280717/27
Kindly note this post is a re-advertisement and applicants who previously applied will not need to re-apply
- SALARY** : R 152 862 per annum (Level 05)
- CENTRE** : NWRI: Central Operations (Tugela Vaal)
- REQUIREMENTS** : Grade 12 Certificate or equivalent qualification Appropriate experience in Human Resources Management will serve as an added advantage. Knowledge of the PERSAL system, database and spreadsheet application. Good communication skills (written and verbal). Ability to work under pressure. Knowledge of HR prescripts and willingness to travel. Must be a team player. A valid driver`s license. (Attached certified copy).
- DUTIES** : Recruitment and Selection, HR Transactions, performance management and development system, Information management (Establishment). Typing and drafting of letters, memorandum and submissions. Rendering professional advice to line function on the effective and efficient interpretation and implementation of the departmental HRM policies and other related prescripts. Handling of all HRM administration functions. Compile daily statistics and update databases.
- ENQUIRIES** : Mr P Motsepe, Tel 036 438-6211