



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: NWRI Central Operations: Tugela Vaal 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** : **22 December 2017 TIME: 10H00**
- POST** : ADMINISTRATIVE OFFICER (HUMAN RESOURCE MANAGEMENTSERVICES) (This is a re-advertisement and those who has previously applied are encouraged to re-apply).REF NO: 221217/03
- SALARY** : R 226 611 per annum, (Level 07)
- CENTRE** : NWRI: Central Operations, Tugela Vaal
- REQUIREMENTS** : National Diploma or Degree in Public Management/Administration/Business Management or relevant qualifications. Zero (0) to one (1) year administrative/clerical experience Working experience in various Human Resource Management aspects will serve as an added advantage. Knowledge of administrative procedures. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Good verbal written and communication and report writing skills. Good interpersonal relations, organisation skills. Ability to work under pressure and meet prescribed deadlines. Computer literacy. Sound knowledge of applicable regulations and ability to interpret the relevant Acts.
- DUTIES** : Provide administrative support to all personnel in the Area Office. Render administrative functions in relation to Human Resource Management, Training and Development, Employee Relations, Employee Health and Wellness and Personnel Records Management. Prepare relevant memos and submissions for the component and the Area Office in general. Supervise personnel. Draft relevant letters, reports and statistics. Manage the relevant budgets.
- ENQUIRIES** : Mr. P Motsepe, Tel 063 - 502 1608.