



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Bloemfontein The Provincial Head. Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300. For attention: Ms. L Wymers
- CLOSING DATE** : **28 JULY 2017 TIME: 16H00**
- POST** : HUMAN RESOURCE PRACTITIONER REF NO: 280717/21
SALARY : R226 611 per annum (Level 7)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : National Diploma or Degree in Administration. Two (2 to four (4) years experience required. Knowledge of human resources functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of registry duties, practices as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Flexibility and teamwork. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills.(verbal and written). Computer literacy. Planning and organising skills. Valid driver's license will be as an added advantage.
- DUTIES** : Supervise, plan and co-ordinate activities of Senior Human Resource Officers to contribute to the rendering of a professional human resource management service, e.g. personnel development, performance and discipline. Ensure quality work. Supervise the implementation and maintenance of human resource administration practices concerning service benefits and/or maintenance and provisioning of human resources in the Department to contribute to the rendering of a professional human resource management service. Administer conditions of services and service benefits (leave, housing, medical, injury on duty, terminations, long service recognition overtime, re-allocation, pension, allowances, etc). HR Provisioning (Recruitment and Selection, Appointments, Transfers, Verification of qualifications, secretarial functions, interviews, absorptions, probationary periods etc.). Performance management. Address human resource management enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advice the Department. Approve transactions on PERSAL according to delegations. (Authorisation should happen on a higher level preferably at AD or Control level 9). Prepare reports on human resource administration issues and statistics.
- ENQUIRIES** : Ms. L Wymers, Tel 051 – 405 9000.