



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, (Cnr Visagie) and Bosman, street, Pretoria. For attention: Ms Cindy Mazibuko
- CLOSING DATE** : **28 JULY 2017 TIME: 16H00**
- POST** : PERSONNEL PERSAL CONTROLLER REF NO: 280717/22
DIRECTORATE: HUMAN RESOURCE ADMINISTRATION
- SALARY** : R226 611 per annum, (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma in Human Resource Management. Three (3) to five (5) in Human Resource. Knowledge in Policy implementation. Monitoring and evaluation principles. Good computer literacy. Persal Training. Excellent communication skills. Good problem solving and analysis. Pay attention to detail. Confidentiality. Understand cultural awareness. Be flexible and initiative.
- DUTIES** : Manage User access rights and policy implementation. Respond to audit findings. Ensure Users/Terminals are registered with SITA. Register user ID, Reset ID, allocate functions in relation to users job and levels. Link User to revisor, restrict user to terminal and component group. Manage dormant and inactive Users. Issue reports on transactions awaiting approval and authorization for more than a month. Approve and disapprove HR establishment transactions. Provide Human Resource reports, downloading FTP from Persal and Vulindlela. Co-ordinating Persal Training and provide assistance to Persal users. Maintain the Persal staff establishment. Creating and abolishing components/posts in accordance with approved structure. Link responsibility and objective codes and link component groups. Create system generated ID's amend appointment dates. Filing of relevant documentation. Register SCC's (system change controls).
- ENQUIRIES** : Mr I Govender, Tel 012 – 336 7683.