



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: NWRI Central Operations (Tugela Vaal) The Area Manager, Department of Water Affairs, Private Bag x 1652, Bergville, 3350 or hand deliver to 01 Kiepersol Avenue, Jagersrust, 3354. ATTENTION: Human Resource Management
- CLOSING DATE** : **28 JULY 2017 TIME: 16H00**
- POST** : ADMINISTRATION CLERK: HR REF NO: 280717/27
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