



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 CLERK: PRODUCTION REF NO: 280717/29
SALARY : R152 862 per annum, (Level 05)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification. 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. Knowledge of working procedures in terms of the working environment. 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** : Facilitation of the following functions recruitment and selection process, transfers, verification of qualification, absorptions, probationary periods and serve as a secretariat during the shortlisting and interviews. Implementation of conditions or service) leave, relocation, pension. allowances, Pillir, etc). Keep filing system of HR personnel updated. Performance Management.
- ENQUIRIES** : Ms. L Wymers, Tel 051 – 405 9000.