



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: NWRI Central Operations (Pretoria) The Area Manager Please forward your applications quoting the reference number to The Director, Department of Water and Sanitation, Private Bag X 273, Pretoria, 0001. Hand deliver to 1st Floor, Praetor Forum Building, 267 Lilian Ngoyi, Pretoria. For Attention: The Human Resource Management
- CLOSING DATE** : **29 SEPTEMBER 2017 TIME: 16H00**
- POST** : SENIOR PERSONNEL PRACTITIONER REF NO: 290917/09
- SALARY** : R281 418 per annum, (Level 08)
- CENTRE** : NWRI: Central Operations (Pretoria Office)
- REQUIREMENTS** : National Diploma or Degree in Human Resource Management. Three (3) to five (5) years experience in Personnel Management matters. Working experience of PERSAL. Knowledge of administrative procedures. Basic knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Good understanding of Employment Equity legislation. Good interpersonal relations skills with the ability to interact and communicate well (verbally and in writing).. Sound report writing, problem-solving, organizing, planning and administrative skills. Good analytical, innovative and creative thinking abilities. Ability to work in a team and under pressure.
- DUTIES** : Render a human resource advisory service to the Directorate/Cluster by investigating, analysing, benchmarking, conducting recruitment and selection, interpreting legislation and prescripts and other human resources issues related thereto. Facilitate implementation of recruitment and selection policies, practices, strategies and procedures. Ensure development, coordination and presentation of information sessions on recruitment and selection within the Directorate/Cluster. Monitor implementation of recruitment and selection policies and investigate related problems and advise management accordingly. Monitor compliance to Employment Equity targets and sound implementation of Employment Equity Plan. Ensure proper maintenance and of the organisational structure and post establishment. Conduct and manage PERSAL appointments. Provide accurate data for the Human Resource Plan and compile monthly management reports. Render general administrative duties related thereto.
- ENQUIRIES** : Mr. M. Nzama, Tel 012 - 741 7340.