



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Pretoria, Gauteng Provincial Office, Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, 15th floor Reception, Bothongo Plaza East, Pretoria. For attention: Mr S Nevhorwa (012) 392 1324
- CLOSING DATE** : **29 SEPTEMBER 2017 TIME: 16H00**
- POST** : DIRECTOR HUMAN RESOURCE PLANNING, RECRUITMENT AND SELECTION REF NO: 290917/25
- CHIEF DIRECTORATE** : HUMAN RESOURCE MANAGEMENT
- SALARY** : R 948, 174 per annum (All-inclusive salary package), (Level 13)
- CENTRE** : Pretoria
- REQUIREMENTS** : At least an NQF level 7 qualification in Human Resource Management or related field as recognised by SAQA. Six (6) to ten (10) years experience in Human Resources Management of which five (5) years must be at middle/senior management level. Knowledge of HR policies, recruitment and selection processes, legislation governing HR within the Public Service, Labour Relations Act, Employment Equity Act and the SMS handbook. Knowledge of Persal, records management and business processes and HR transactions. People Management and empowerment, strategic capability and leadership, programme-, project-and change management, knowledge management, service delivery innovation, good problem solving and analytical skills, client orientation and customer service, excellent communication skills, accountability and ethical conduct. The successful candidate must have an ability to manage administrative processes and at the same time provide strategic support.
- DUTIES** : As the Head of the Directorate, the incumbent of this position will be responsible for oversight and accountability in respect of departmental HR planning, recruitment and selection. Ensuring and overseeing key business strategies by planning and implementing relevant initiatives. The management of sourcing and placement of staff within DWS. The development of departmental Integrated Human Resource Plan and Employment Equity Plan, implementation of targets and monitoring of the results. The management of human resources and budgeting for the Directorate.
- Enquiries** : Mr C. Greve, Tel 012 – 336 8402