



DEPARTMENT OF WATER AND SANITATION

APPLICATIONS	:	KwaZulu Natal (Durban): Please forward your applications quoting the relevant reference number to the Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000. For attention: The Manager (Human Resources)
CLOSING DATE	:	02 November 2018 16H00
POST	:	ASSISTANT DIRECTOR: PMDS REF NO 021118/03
SALARY	:	R356 289 per annum (level 9)
CENTRE	:	Durban
REQUIREMENTS	:	A recognised National Diploma or Bachelor's degree in Human Resources. Three (3) to five (5) years of relevant experience in the HR practices and Performance Management of which three (3) years must be supervisory level. Thorough knowledge of the Public Service Regulatory Framework, legislation, policies and principles. Knowledge of performance management systems and tools. Knowledge of the application of principles and techniques related to project management. Analytical, writing, presentation and proven computer skills. Experience in PERSAL. Experience in management of databases. Good self and time management ability. The ability to function amongst a diverse workforce. The ability to manage subordinates. Good organisational and interpersonal skills. Good communication skills both verbal and written. A valid driver's licence (certified copy must be attached).
DUTIES	:	Ensure the application of sound human resource management practices in the area of Performance Management and Development policy and related legislation. Conduct research into best practices and trends in these areas. Provide advice and support to employees, management and other relevant stakeholders. Maintain an adequate Performance Management information system (electronic and manual). Facilitate in house training/workshops/focus groups as well as consultation processes with stakeholders. Conduct impact studies and compile reports and submissions for management. Function in cross-functional teams. Manage the probation cycle. Analyse regional operational plans in relation to performance agreements. Ensure integration of performance management with wellness and skills development.
ENQUIRIES	:	Mr VT Khumalo, Tel 031 3362808