



DEPARTMENT OF WATER AND SANITATION

APPLICATIONS	:	Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabole
BRANCH	:	CORPORATE MANAGEMENT, DIR: EMPLOYEE PERFORMANCE MANAGEMENT
CLOSING DATE	:	02 November 2018 16H00
POST	:	ASSISTANT DIRECTOR: EMPLOYEE PERFORMANCE MANAGEMENT REF NO 021118/06
SALARY	:	R 356 289 per annum, (Level 9)
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma or Degree in Human Resources. Three (3) to five (5) years supervisory experience in Human Resources Development. Knowledge and experience of policy development and implementation. Disciplinary knowledge in Human Resource Development. Knowledge of performance management systems and tools. Understanding of Government legislation, financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Experience in Management of Databases. Knowledge of programme, project management, relationship management. Problem solving, analysis, people, diversity management, client orientation and customer service skills. Good communication skills. Accountability and ethical conduct. Knowledge of analytical procedures.
DUTIES	:	Provide input in the development of HRD policy and strategy. 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. Maintain an adequate Performance Management information system (electronic and manual). Facilitate in house training/workshops/focus groups, as well as consultation processes with stakeholders. Compile reports and submissions for Management and external stakeholders. Function in cross-functional teams. Manage the probation cycle. Monitor implementation of PMDS in the department. Issue circulars and communications on PMDS. Measure compliance in terms of PMDS policies and information processes. Measure compliance in terms of service level agreements to which clients need to comply with. Coordinate contracting and assessments. Ensure alignment of employees' Performance Agreements with the departmental objectives. Coordinate assessments and moderation committees. Coordinate implementation of performance rewards. Management of poor performance.
ENQUIRIES	:	Ms M Moagi, Tel 012 336 7447