



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Mbombela, Groblersdal Please forward all applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X 11259 Mbombela,1200 or hand deliver at Prorom Building, Cnr Brown & Paul Kruger Streets, Mbombela **For attention:** Mr MJ Nzima
- CLOSING DATE** : 04 May 2018 TIME: 16h00
- POST** : DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 040518/10
- SALARY** : R657 558 per annum (all inclusive package) Level 11
- CENTRE** : Mbombela
- REQUIREMENTS** : A National Diploma or Degree in recognised in Human Resources / Public Management / Administration. Three (3) to five (5) years relevant experience within the HRM sphere with regard to Recruitment and Selection, Talent Management, Employment Equity, Organisational Development and Service Conditions. Computer literacy, including extensive experience in PERSAL. Extensive knowledge and understanding of all Acts governing HR practices, sound knowledge of HR budgeting. Excellent communication and people management skills. Organisational and analytical skills. Good drafting and report writing skills. The ability to liaise with staff at all levels. A commitment to ethical conduct. People Management. A valid driver's Licence (certified copy must be attached).
- DUTIES** : Manage Recruitment and Selection. Ensure the smooth running of the process, from advertising to actual appointment. Recommend appointable candidates in respect of appointments, promotions and transfers. Ensure the proper application of HR policies and procedures, compliance with legislation and the achievement of all HR Policies and procedures, compliance with legislation and the achievement of all HR objectives. Advise line Managers and staff on the application of relevant HR policies and procedures to ensure the correct and consistent implementation of all HR processes and systems, as well as compliance with legislation. Co-ordinate organisational structure, job profiles and evaluations. Conduct functional analysis; manage all projects concerning employee wellness in the Region. Advise Management and employees on all aspects of Organisational Development. Monitor and evaluate the region's performance in terms of transformation imperatives. Facilitate and co-ordinate the Region's participation in Special Programmes. Manage conditions of service, with specific reference to, amongst others, the Government Employees Pension Fund, general leave administration, PILIR, injury-on-duty, overtime, housing allowances, appointments, PERSAL administration and general information management practices. Monitor and evaluate all activities. Support the transfer of employees from mother institutions and provide restructuring support to the Region. Deal with oversight reports in terms of terminations of service, appointments and transfers of staff. Strengthen the Division: HR Transactions and Information Management's capacity in terms of best practices with regards to pension administration, general conditions of service and appointments. Facilitate skills development programmes. Liaise with training providers and ensure that decisions are implemented. Ensure the customisation of leadership programmers is in line with the needs of the organisation. Co-ordinate the delivery of training programmes. Provide strategic direction and guidance. Develop competency profile for all levels of leadership. Manage and develop a succession plan. Monitor and evaluate the impact of interventions. Implement and monitor all PMDS activities. Develop mechanisms to ensure that all work plans are submitted on time and ensure that reviews are taking place per policy directives, enforcing compliance therewith. Supervision of staff.

ENQUIRIES

: Mr A.A Lessing, Tel no: 013 759 7336