



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: 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 Continental Building, Corner of Visagie and Bosman Street, Pretoria. **For attention:** Ms L Van Wyk
- CLOSING DATE** : 04 May 2018 TIME: 16h00
- POST** : HUMAN RESOURCES OFFICER X4 POSTS REF NO: 040518/28
- CD** : HUMAN RESOURCE MANAGEMENT, DIR: PLANNING RECRUITMENT & SELECTION
- SALARY** : R 152 862 per annum (Level 5)
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Senior Certificate. Twelve (12) months working experience will be an added advantage. Basic knowledge and insight of Human prescripts. Knowledge of registry duties, practices as well as ability to capture data, and operate computer. Knowledge of the Public Service Act and Public Service Regulation. Working knowledge and understanding of legislative framework governing the Public Services. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis.
- DUTIES** : Receiving and sorting of applications, capturing of data in the system and processing of detailed schedules of applications. Establishing and developing a system database of applications received. From time to time assist with pre-screening, shortlisting and interviewing of candidates for the filling of posts within the department. Verification of qualifications (SAQA, Security Vetting etc). Preparing interview packs and ensuring schedules for interviews are accurately captured. Rendering human resource management support and advice.
- ENQUIRIES** : Ms T Bapela 012 336 8980