



## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : APPLICATIONS: Please forward your applications quoting the relevant reference number to the Regional Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000. For attention: The Manager (Human Resources)
- CLOSING DATE** : 05 OCTOBER 2018 16H00
- POST** : DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 051018/03
- BRANCH** : OPERATIONAL INTEGRATION KZN, CORPORATE MANAGEMENT
- SALARY** : R697 011 per annum (all-inclusive package), Level 11
- CENTRE** : Durban
- REQUIREMENTS** : A National Diploma or Degree in Human Resources. Three (3) to five (5) years management experience in Human Resources. Computer literacy, including extensive experience in PERSAL. Extensive knowledge and understanding of all Acts governing HR practices, sound knowledge of financial management and PFMA. 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 skills. 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 other 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 Starkey, Tel:031 336 2862