



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : APPLICATIONS: Please forward your applications quoting the relevant reference number to, Department Water and Sanitation, Private Bag X24, Howick, 3290 or hand deliver at R103 Prospect Road, Midmar Dam, Howick, 3290. For Attention: Ms. T Sindane.
- CLOSING DATE** : 05 OCTOBER 2018 16H00
- POST** : HUMAN RESOURCE CLERK PRODUCTION (X 3 POSTS) REF NO: 051018/09
- BRANCH** : NWRI: EASTERN OPERATION
- SALARY** : R163 563 per annum, (Level 5)
- CENTRE** : Midmar Dam
- REQUIREMENTS** : A National Senior Certificate. Twelve (12) months working experience will be an added advantage. Basic knowledge and experience in Human Resources prescripts. Knowledge and experience in registry 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. Sindane, Tel: 033 239 1258.