



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Central Operations Bloemfontein / Gariiep Dam Please forward your application Quoting the Reference number to The Department of Water and Sanitation Private Bag 528 Bloemfontein 9300 Mr Steve For Attention Van der Westhuizen.
- CLOSING DATE** : 06 July 2018 TIME: 16h00
- POST** : **HUMAN RESOURCES PRACTITIONER REF NO: 060718/29**
- SALARY** : **R226 611 per annum (Level 7)**
- CENTRE** : **NWRI: Central Operations Bloemfontein**
- REQUIREMENTS** : Bachelor's degree or National Diploma in Human Resources Management or relevant. Three (3) to five (5) years' experience in Human Resources. Knowledge and understanding of human resource management legislation and prescripts as well as Persal. Computer literacy. Problem solving, interpretation, creativity, interpersonal and analytical skills as well as good communication (Verbal and Written) skills. Confidentiality, loyalty and team leadership.
- DUTIES** : Supervise plan and co-ordinate activities of Senior Human Resource Officers to contribute to the rendering of a professional human resource management service, e.g. personnel development, performance and discipline. Prepare reports on human resource management issues and statistics to enable management to make informed decision. Ensure quality work. Supervise the implementation and maintenance of human resource administration practices concerning service benefits and/or maintenance and provisioning of human resources in the Department to contribute to the rendering of a professional human resource management service. Administer conditions of services and service benefits (leave, housing, medical, injury on duty, terminations, long service recognition, overtime, re-allocation, pension, allowances, etc.). HR Provisioning (Recruitment and Selection, Appointments, Transfer, Verification of qualifications, secretarial functions, interviews, absorptions, probationary periods etc.) Performance management. Address human resource management enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advice the Department. Approve transactions on PERSAL according to delegations (Authorisation should happen on a higher level preferably at AD or Control level 9). Prepare reports on human resource administration issues and statistics.
- ENQUIRIES** : **Mr. S Van Der Westhuizen Tel :(051) 405 9000**