



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **Centre: Durban:** Please forward your application quoting the reference number to The Provincial Head: KwaZulu-Natal, Department of Water and Sanitation. P.O. Box 1018, Durban, 4000 or hand-deliver to 88 Joe Slovo Street (previously Field Street), Southern Life Building, 9th Floor, Durban. For attention: The Manager Human Resources
- CLOSING DATE** : 09 March 2018 TIME: 16h00
- POST** : SENIOR HUMAN RESOURCE PRACTITIONER: HR TRANSACTIONS AND INFORMATION **MANAGEMENT**: REF NO: 090318/04
- DIV** : HUMAN RESOURCES ADMINISTRATION
- SALARY** : R281 418 per annum (Level 8)
- CENTRE** : Durban
- REQUIREMENTS** : A National Diploma or Degree in Human Resource Management. Three (3) to five (5) year's experience in the field of Human Resource Management. Extensive knowledge and understanding of Public Service, collective agreements and other related legislation. Applicants must be in possession of a PERSAL certificate and working experience on the PERSAL system. Excellent verbal and communication skills, thorough knowledge and experience of Pension Administration as well as conditions of service matters i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), appointments and other allowances. Computer literacy and a valid driver's license.
- DUTIES** : The supervision of pension administration unit, implementation of GEPF regulations and processes. Maintenance of database regarding conditions of service related matters. Maintenance of applicable database in relation to Human Resource. Facilitate the implementation of HR Policies, strategies, procedures and practices relating to Human Resource Management. Provide advisory services to all regional staff, line and senior management. Liaison with National Treasury and Compensation Commissioner, Monitoring and evaluation of all HR Transaction processes, supervision, training and motivation of staff.
- ENQUIRIES** : Ms S. Mbongwa, Tel: 031- 336 2819