



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Eastern Cape (King Williams Town): Please forward your applications quoting the relevant reference number to Private Bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town 5600.
- FOR ATTENTION** : Ms T Solwandle
- CLOSING DATE** : 14 December 2018 TIME: 16h00
- POST** : SENIOR HR PRACTITIONER: HR TRANSACTIONS AND INFORMATION
MANAGEMENT REF NO: 141218/18
- BRANCH** : Chief Operations Office
Div: Human Resources Administration
- SALARY** : R299 709 per annum (Level 08)
- CENTRE** : King Williams Town
- REQUIREMENTS** : A National Diploma or Degree in Human Resource Management. Three (3) to five (5) years' experience in the field of Human Resource Management. A valid driver's license (Certified copy must be attached). 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.
- 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 T Solwandle Tel No: 043-6045476