



## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centres Cradock, Mthatha, King William's Town; Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X7485, King William's Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William's Town. **For attention:** Ms T Solwandle
- CLOSING DATE** : 15 June 2018 TIME: 16h00
- POST** : ASSISTANT DIRECTOR: HUMAN RESOURCE TRANSACTIONS: REF NO 150618/09
- OPERATIONAL INTERGRATION:** EASTERN CAPE, DIV: HR ADMINISTRATION
- SALARY** : R 334 545 (level 09)
- CENTRE** : King William's Town
- REQUIREMENTS** : A National Diploma or Degree in Human Resource Management or relevant. Three (3) years supervisory experience in Human Resource Transactions. Extensive experience in computer systems i.e. PERSAL, Ms Word, Ms Excel, Ms Powerpoint and Ms Outlook. Knowledge of policy development and implementation. Knowledge of HR transactions. Disciplinary knowledge in HR transactions. Understanding of Government legislation. Financial management and knowledge of Public Finance Management Act (PFMA). Knowledge of techniques and procedures used for the planning and execution of operations. Good programme and project management skills . Knowledge of relationship management. Problem solving and Analytical skills. People and Diversity Management. Client Orientation and Customer Focus. Good Communication skills (verbal and written) Accountability and ethical conduct. A valid driver's license (certified copy must be attached) and willing to travel extensively throughout the region at short notice.
- DUTIES** : Oversee Human Resource administration inclusive of Human Resource planning, Data Management and Human Resource Information. Monitoring and updating Employment Equity statistics in the Region. Building sound and sustainable relationships between Human Resource personnel and clients. Collate and analyse data on Human Resource activities for report purposes and ensure safe keeping of personnel records. Thoroughly manage and deal with conditions of service. Manage Human Resource budget and other Human Resource activities. Advice and guide line managers on Recruitment and Selection processes, staff establishment as well as the statistical requirements of the Region. Compilation of Recruitment and Selection reports on a monthly basis. Updating of Recruitment and Selection tracking system. Evaluate staff performance through Performance Management Development System (PMDS). Update service condition database. Present updated / newly created policies. Provide an advisory service on HR policies in the Department. Monitor policy implementation. Conduct road shows advising department on key policy issues. Draft and quality check submissions. Analyze human resource transaction trends. Develop implementation plan. Implement HRM processes and procedures according to delegations. Give expert advice to managers on the implementation of HR transaction information. Implement the best practice on HR transaction. Conduct research on the latest development on HR issues. Measure compliance in terms of HR information processes.
- ENQUIRIES** : Ms T Solwandle, Tel: 043 643 6251