



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### 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** : HUMAN RESOURCE PRACTITIONER REF NO 150618/14
- OPERATIONAL INTEGRATION:** EASTERN CAPE, SUB DIRECTORATE: HR ADMINISTRATION
- SALARY** : R 226 611 per annum (LEVEL 7)
- CENTRE** : King William's Town
- REQUIREMENTS** : National Diploma or Degree in Human Resources or equivalent. Two (2) to four (4) years relevant experience in Human Resource Management environment. Extensive experience on Persal. Extensive experience in recruitment and selection. Knowledge of best practice in recruitment and selection. Knowledge of PILIR. Knowledge of Public Service Regulatory Framework. Excellent written and verbal communication skills. Supervisory skills. Computer literacy.
- DUTIES** : Advertise posts; ensure databases are updated on a regular basis. Serve as secretary during short-listing and interviews, compile submissions, check appointments/ promotions/ transfers and regret letters. Write monthly reports in terms of recruitment and selection and service conditions. Administer service terminations and write monthly reports thereafter. Handle Pension and Injury on Duty cases. Approve leave, allowances, appointments, promotions, probations and transfers on Persal. Approve merit awards and long service awards on Persal. Give guidance to team members on how to deal with PILIR cases. Supervise staff. Deal with all HR related queries on a daily basis, in accordance with Batho Pele Principles.
- ENQUIRIES** : Mr C Gqomfa, Tel: 043 604 5480