



**DEPARTMENT OF WATER AND SANITATION**

- APPLICATIONS** : Centre: NWRI: Central Operation Pretoria /Tugela, Please forward your applications quoting the relevant reference number to Department of Water and Sanitation, Private Bag X 273, Pretoria, 0001 or Hand Deliver at Praetor Forum Building, 1st Floor Reception, 267 Lillian Ngoyi Street, Pretoria, 0001. For Attention: Mr KL Manganyi
- CLOSING DATE** : 18 May 2018 TIME: 16h00
- POST** : SENIOR HUMAN RESOURCE OFFICER REF NO: 180518/11
- BRANCH** : NWRI Central Operation
- SALARY** : R152, 862 per annum, (Level 05)
- CENTRE** : Central Operation Pretoria
- REQUIREMENTS** : Grade 12 certificate or equivalent. Knowledge and experience of human resource functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of registry duties, practices as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Working knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of work procedures in terms of working environment. Flexibility. Team work. Basic knowledge of problem solving and Analysis.
- DUTIES** : Implement human resource administration practices. Address human resource administration. Provide HR registry services.
- ENQUIRIES** : Mr M Nzama, Tel no. 012 741 7340