



# water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: KwaZulu Natal (Durban): Please forward your applications quoting the relevant reference number to the Regional Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000. For attention: The Manager (Human Resources)
- CLOSING DATE** : 7 September 2018 TIME: 16h00
- POST** : HUMAN RESOURCE PRACTITIONER REF NO: 070918/13  
OPERATIONAL INTEGRATION KZN
- SALARY** : R242 475 per annum, (Level 7)
- CENTRE** : Durban
- REQUIREMENTS** : A National Diploma or Degree in Human Resource Management. Two (2) to four (4) years experience in the Human Resources field is required. Knowledge of human resources functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Applicants must have working experience on the PERSAL system and be in possession of a PERSAL certificate. Knowledge of database and spread sheet applications. 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, injury on duty and other allowances. Knowledge of the Public Service Act, Public Service Regulations and any other relevant prescripts. Good verbal and written communication skills. A valid driver's license(Certified copy must be attached).
- DUTIES** : Rendering a professional advisory and liaison service to line functionaries. Administer all aspects relating to service conditions. Interpretation and implementation of statutory prescripts and policies. Administering pensions, checking and requesting of reports from Persal. Liaison with National Treasury and Compensation Commissioner. Supervision, training and motivation of staff.
- ENQUIRIES** : Ms S Mbongwa Tel: 031 336 2819