



## **DEPARTMENT OF WATER AND SANITATION**

- APPLICATIONS** : The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorum Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela. For Attention: Mr MJ Nzima
- ENQUIRIES** : Mr M.J Nzima, Tel: 013 759 7334,
- CLOSING DATE** : 08 March 2019 TIME: 16h00
- POST** : ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION: REF NO: 080319/09
- BRANCH** : OPERATIONAL INTEGRATION
- SUB-DIRECTORATE** : CORPORATE SERVICES
- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Mbombela
- REQUIREMENTS** : National Diploma or Degree in Human Resources or equivalent qualification. Three (3) to five (5) year's management experience in recruitment and selection. Knowledge and understanding of Human Resource legislation, policies, practices and procedures. Knowledge of recruitment, selection, appointment and procedures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administration and clerical procedures and systems. Understanding of social and economic development issues. Understanding of water sector legislation. Financial management and knowledge of PFMA. Extensive knowledge of OSD. Programme and Project Management . Business strategy transaction and alignment. Problem solving and Analysis. People Diversity Management. Client orientation and Customer Focus. Good communication skills (verbal and written). Accountability and ethical conduct.
- DUTIES** : Co-ordinate the implementation of policies and presentation of information session. Render a human resource advisory service to the management on recruitment and selection by investigating, analyzing, bench marking and interpreting legislation and prescripts and other human resource related issues to promote an effective human resource environment. Ensure the promotion of effective human resource management by researching, analyzing developing, monitoring and reviewing recruitment and selection policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of human resource practices. Development of norms and standards to facilitate implementation of recruitment and selection, policies, strategies procedures and practices. Co-ordinate and conduct high level investigations of human resource related problems and advice management thereon. Management of human resource which include, inter alia; training, mentoring and development, performance management and work allocation