



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: 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
- CLOSING DATE** : 15 February 2019 TIME: 16h00
- POST** : SENIOR HUMAN RESOURCE PRACTITIONER REF NO 150219/05
- BRANCH** : CHIEF OPERATIONS OFFICE DIV: RECRUITMENT & SELECTION
- SALARY** : R299 709 per annum (Level 08)
- CENTRE** : Mbombela
- REQUIREMENTS** : A Degree / National Diploma in Human Resources. Three (3) to Five (5) years management experience in planning, recruitment and selection. Knowledge and understanding of Legislative Frameworks and HR Policies. Technical knowledge / Competencies: Knowledge of recruitment, selection and appointment and procedures. Knowledge of equal opportunities and Affirmative Action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Understanding of social and economic development issues. Financial Management and knowledge of PFMA. Computer literacy. Knowledge and practical experience of PERSAL. Knowledge and experience of drafting submissions. Behavioural Competencies: Programme and Project Management. People and Diversity Management. Client orientation and customer focus. Good verbal and written communication skills.
- DUTIES** : Draft adverts for placement. Ensure that posts are advertised as per the specifications matched with the job/role profiles. Response handling of applications. Ensure that processing of detailed schedules of applications are implemented and kept on a database. Keep records of the established detailed database of applications received. Supply statistics regarding employment equity. Facilitate the shortlisting processes. Arrange, schedule and facilitate the Interview processes. Draft appointment submissions and route it for approval. Contact relevant business who deals with competency test and refer selected candidates for competency assessment test. Render human resource management
- ENQUIRIES** : Mr Nzima M.J, Tel No. 013-759 7334