



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms. LI Mabile.
- ENQUIRIES** : Ms N Myeni, Tel No: 012 336 7753
- CLOSING DATE** : 29 March 2019 TIME: 16h00
- POST** : SENIOR HUMAN RESOURCE PRACTITIONER REF NO 290319/03
- BRANCH** : CORPORATE MANAGEMENT, DIR: EMPLOYEE PERFORMANCE MANAGEMENT
- SALARY** : R299 709 per annum, (Level 08)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A National Diploma or Degree in Human Resource Development or equivalent. Three (3) - five (5) years' experience in human resource development environment. Knowledge of administrative procedures. Disciplinary knowledge of Human Resources. Knowledge of dispute resolution process. Knowledge and experience in Human Resource Development. Basic Financial management and knowledge of PFMA. Knowledge management skills. Problem solving, analysis, people, diversity management, client orientation, customer focus skills. Good communication skills.
- DUTIES** : Facilitate the implementation of PMDS. Conduct PMDS training and awareness sessions. Render administration on the management of the PMDS in the Department. Ensure compliance in terms of PMDS policies and information. Provide feedback on identified administrative gaps. Ensure the alignment of individual performance agreement with business plan. Provide assistance in the development of performance agreements. Implementation of workplace skills plan. Conduct work skills plan workshop national and regions. Conduct training needs analysis to develop new training programs. Develop new training programmes. Modify existing programmes where applicable. Analyze skills development gaps. Facilitate the implementation of ABET.