

POST:

**ASSISTANT DIRECTOR: HR TRANSACTIONS AND
INFORMATION MANAGEMENT REF:040414/24**

**SALARY:
CENTRE**

**R 252 144 per annum (Level 9)
King William's Town**

REQUIREMENTS

A National Diploma or degree in the Human Resources Management or relevant qualification. Three (3) to five (5) years appropriate post-qualification experience in junior management in a Human Resources environment. Experience in computer systems i.e. Persal, Excel, MS Word and email. A valid code 08 driver's licence. Must be able to work independently with minimal supervision. Be willing to travel extensively throughout the region at short notice. Competent; energetic motivated and able to liaise effectively with internal and external stakeholders. Ability to communicate both with Management as well as Lower level employees.

DUTIES

Co-ordinate recruitment and selection. Provide technical support to line managers and personnel. Determine and meeting the Region's human resourcing requirements. Interpret and apply conditions of service. Conduct research and update the DD: HR on all DPSA Circulars and new Directives. Collect and analyze a wide range of statistics and preparing reports. Maintaining the Region's organogram and its implementation on Persal. Management of HR Transactions. Manage Record keeping of all HR related information. Responsible for conducting Audits. Management of staff within the unit. Maintain regional data in Persal and drawing disseminating information as needed. Manage and motivate staff. Persal Co-coordinator for the region.

ENQUIRIES

Ms T. Solwandle, Tel: (043) 6045476

APPLICATIONS

Please forward you application quoting reference number to: The Chief Director: Eastern Cape, Department of Water.Affairs, Private Bag X7485, King William's Town, 5600

FOR ATTENTION

Mr. C Gqomfa