

**POST**

**DIRECTOR: HUMAN RESOURCE TRANSACTIONS & INFORMATION MANAGEMENT**

**SALARY:**

R771 306 per annum (All inclusive salary package) level 13

**CENTRE:**

Pretoria .Ref: 210314/13

**REQUIREMENTS:**

Degree/Diploma Human Resources, Human Sciences and or equivalent qualification. Three (3) – five (5) years middle management experience. Knowledge of Human Resources policies. Knowledge of Legislation governing Human Resources within Public Service, LRA, Public Service Act, SMS handbook. Financial management. Understanding of business process. Knowledge of Persal. Knowledge of records management. Knowledge of Human Resources transaction. People management

**DUTIES:**

Management of Human Resources transactions: (Employee leave application and allocation; service benefits including bonuses, housing and IOD (injury on duty); the implementation of Organisation Skills Development; appointments ;salary payments and travelling allowance) .Management of Human Resources information : (Manages the capturing of persal information; the establishment and Human Resource registry). Maintains the statistics on the system regarding exits, appointments and service benefits. People management . Financial management for area of accountability : (Forecasts annual capital and operational expenses in line with policy; Manages costs against approved budget; Investigates methods to contain / reduce costs.)

**ENQUIRIES:  
APPLICATIONS**

Mr J Nkuna 012 336 7987

Please forward you application quoting reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria, 0001 or hand deliver at the Continental Building, corner Visagie and Bosman street, Pretoria.

**FOR ATTENTION**

Ms TE Ntabeni