



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: NWRI: Eastern Operations (Midmar), Pongolapoort Dam, Jozini Dam:** Please forward your application quoting the relevant reference number to The Director: Department of Water and Sanitation, Private Bag X 24 Howick, 3290. Hand deliver to Midmar Area Office, Midmar Dam, Howick..**For attention:** Mr. AZG Bebula
- CLOSING DATE** : **21 October 2016 TIME: 16H00**
- POST** : **HUMAN RESOURCE PRACTITIONER: HRD REF: 211016/12**
Infrastructure Operations and maintenance, Directorate: Eastern operations
- SALARY** : R 211 194 per annum (Level 7)
- CENTRE** : **Midmar Dam, Howick**
- REQUIREMENTS** : Degree or National Diploma in Human Resource Development / Human Resource Management / Public Management or Administration. Three (3) to five (5) years relevant experience in Human Resource Development. Knowledge and experience in Performance Management and Development System. Incentive Framework for Employees on Salary Levels 1 to 12, 2003. Good writing and verbal communications skills. Supervisory, Presentation and Interpersonal relations skills. Ms Office (Excel Spreadsheet, Word, PowerPoint, Outlook). A valid Code B (08) driver's license. Knowledge of government policies and Knowledge of administrative procedures. Disciplinary knowledge of Human Resources. Knowledge of dispute resolution process. Knowledge of HRD issues. Understanding of Government legislation and in particular legislation in relation to Skills Development. Financial management and knowledge of PFMA. Programme and Project Management
- DUTIES** : Provide input in the development of HRD policy and strategy. Develop/review HRD policies. Development and implementation of workplace skills plan. Conducting needs analysis for all interventions Identifying training needs through Personal Development Plans and consolidate for submission and annual training report. Implementation and development of the HRD programmes and systems. Development of annual training calendar. Management and scheduling of Skills Development Committee meetings. Sourcing of accredited training institutions. Administer PMDS for level 2-12. Implement and monitor the development of performance agreements and workplans, pay progression, excellent administration of cash bonus and merit awards. Provide PMDS awareness sessions on changes and updates on circular and due dates. Ensuring alignment and compliance of PMDS with the Directorates and Chief Directorate's Business Plans. Check accuracy and correctness of information on the Performance Agreements and Workplans Provide advisory support services to all the employees. Follow up and type warning letters for outstanding Quarterly reviews Provide technical advice during the moderation of performance appraisals. Ensure proper monitoring and management of moderation documents i.e. Performance Agreement, and Annual review documents, calculate annual review scores, compile annexure C and spreadsheets. Compile reports and submissions. **Note:** Candidates may be subjected to a skills and Knowledge test
- ENQUIRIES** : Mr. AZG Bebula Tel: (033) 239 1900