



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: Potchefstroom:** Water Resource Management Office, Department of Water Affairs and Sanitation, Private Bag X936, Potchefstroom, 2520. **For attention:** Ms. S.M. Mokgosi
- CLOSING DATE** : **21 October 2016 TIME: 16H00**
- POST** : **CHIEF ADMIN CLERK REF: 211016/17**
- SALARY** : **R211 194.00 per annum (Level 7)**
- CENTRE** : **PROTO- CMA UPPER VAAL , POTCHEFSTROOM OFFICE**
- REQUIREMENTS** : Grade 12 or equivalent qualification. Three (3) to five (5) years experience in Human Resources/ administration support. Knowledge of Persal system or SAP. Knowledge of public service regulatory framework and HR prescripts. Supervisory skills, communication skills (verbal and writing) and computer skills, ability to manage conflict, Problemsolving skills. A valid driver's license
- DUTIES** : Responsible for the day to day duties relating to HR and Salary Administration and liaising with the regional office. Give advice and monitor compliance on all matters pertaining to HR Transaction and information management, Recruitment and Selection, Talent Management and Organisational Development. Ensure that service Terminations, injury on duty, housing allowances, appointments, probations and pillar implemented accurately and timeously. Ensure proper management of all types of leaves of absences. Ensure that performance agreement, mid-term reviews and Annual assessments of employees are accurate and submitted timeously. Ensure fair recruitment and selection processes. Facilitate landlines and cell phones accounts. Management of accounts related to office services and facilities transport and compile monthly reports. Ensure compliance to fleet, subsidy vehicles and accommodations and flight bookings. Responsible for the supervision of staff
- ENQUIRIES** : Mr. D Masoga. Tel (012) 392 1300