



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: NWRI: Central Operations** Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 273, Pretoria, 0001 or Hand Deliver at Praetor Forum Building, 1st Floor Reception, 267 Lillian Ngoyi Street, Pretoria, 0001. **For attention:** Mr BK Shiphamele
- CLOSING DATE** : **21 October 2016 TIME: 16H00**
- POST** : **SENIOR HUMAN RESOURCE OFFICER REF: 211016/21**
- SALARY** : R 142 461 per annum (Level 5)
- CENTRE** : **NWRI: Central Operations (Pretoria)**
- REQUIREMENTS** : Grade 12 Certificate or equivalent qualification. Appropriate experience in Human Resources Management will serve as an added advantage. Knowledge of the PERSAL/SAP system, database and spreadsheet application. Good Communication skills (written and verbal). Ability to work under pressure. Knowledge of HR prescripts and willingness to travel. Must be a team player. A valid driver`s license.
- DUTIES** : Recruitment and Selection, HR Transactions, performance management and development system, Information management (Establishment). Typing and drafting of letters, memoranda and submissions. Rendering professional advice to line function on the effective and efficient interpretation and implementation of the departmental HRM policies and other related prescripts. Handling of all HRM administration functions. Compile daily statistics and update databases.
- ENQUIRIES** : Ms B Fabricius Tel. No. (012) 741 7368