



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 OFFICER REF: 211016/23**
Infrastructure Operations and maintenance, Directorate: Eastern operations
- SALARY** : R142 461 per annum, Level 05
- CENTRE** : **Midmar Dam,Howick,**
- REQUIREMENTS** : A grade 12 certificate or equivalent qualification. Two (2) years experience in Recruitment and Human Resources Administration will serve as an advantage. In-depth knowledge of Human Resources Legislation and prescripts. Proof of Computer literacy. Knowledge of SAP or Persal. Knowledge of recruitment and selection policies. Experience in dealing with Service Conditions. Knowledge of Public Service Regulatory Framework. Excellent written and verbal communication skills. Supervisory skills. Computer literacy.
- DUTIES** : Update databases on vacant and filled posts. Complete staff requisition forms. Co-ordinate draft adverts, serve as secretary during short-listing and interviews. Compile appointment submissions. Update progress reports in terms of recruitment and selection. Administer transfers and service terminations. Complete Pension documents, PILLIR documents and Injury on Duty forms. Capture leave, merit awards, long service awards, appointments, promotions, probations and transfers on SAP. Liaise with officials in accordance with Batho Pele Principles.
- ENQUIRIES** : Mr MP Ngubane, Tel,(033) 239 1900