



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: Gauteng Provincial Office:** please forward your applications quoting the relevant reference number to the Provincial Head: Gauteng, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, Bothongo Plaza East, Pretoria. **For attention:** Mr D Masoga (012) 392 1477
- CLOSING DATE** : **21 October 2016 TIME: 16H00**
- POST** : **SENIOR HUMAN RESOURCE OFFICER REF: 211016/33**
- SALARY** : R142 461 per annum (Level 5)
- CENTRE** : **Provincial Office Gauteng**
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. National Diploma in Human Resources Management/ Development will serve as an added advantage. One (1) to two (2) years management experience in Human Resource Transactions and Information will be an added advantage. Knowledge of implementing applications related to transactions and procedures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Experience in Human Resource Development and Performance Management and Development practices. Good office management skills (document tracking, storage and retrieval system). Interpersonal proficiency (reliable; initiative). The ability to function in a team and independently without constant supervision. Valid Driver's licence.
- DUTIES** : Provide administrative support in Human Resource Development and Performance Management & Development System that entails effective administration of processes, systems and procedures. Performance management, implementation of training and development initiatives in line with the Skills Development legislation eg Internships/learnerships, workplace skills plan, Training Committee and career management. Provide a HRD and PMDS Information function (Persal). Maintain and manage HRD and PMDS records according to prescripts. Updating of qualification is maintained on Persal. Prepare and provide management with information for decisions making. Render Human Resource Management.
- ENQUIRIES** : Mr D Masoga, Tel, 012 392 1477