THE DEPARTMENT OF ENVIRONMENTAL AFFAIRS IS ADVERTISING THE FOLLOWING POST ON BEHALF OF THE WASTE MANAGEMENT BUREAU. THIS ARE 5-YEAR CONTRACT POSTS BASED IN PRETORIA. WASTE BUREAU IS AN ORGAN OF STATE ESTABLISHED TO BE SPECIALIST IMPLEMENTING AGENT THAT FACILITATES WASTE MINIMISATION AND RECYCLING.

NB: External applicants are encouraged to apply.

**Senior Human Resource Practitioner (WB02/2019)**

**Salary:** R472 335 – R616 290 per annum (total cost to company)

**Centre:** Pretoria

**Requirements:**

- An appropriate 3-year Bachelor’s degree/National Diploma in Human Resource Management or equivalent qualification;
- Relevant experience in human resources. Skills: Planning management, People Management, Policy development and implementation, Presentation skills;
- Knowledge: Understanding of the Human Resource Legislation and regulatory frameworks, HR practice & procedures;
- Attributes: Ability to work long hours and under pressure, Work independently & in team, Good interpersonal relations, Ability to work with difficult persons and to resolve conflict.

**Duties:**

- Implementation of leave, resettlement & other forms of conditions of service;
- Coordinate the submission of performance agreements and probation reports. Facilitate recruitment and selection process;
- Provide assistance on any HR related matters.

**Enquiries:** Mr D Vukela (012) 399 8627

**For attention:** Mr. Nhlanhla Chauke

**Closing date:** 27 June 2019
Applications must be directed to: The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

Application must be submitted on a signed Z83 application form with a copy of a comprehensive CV, certified copies of qualifications, ID document and a valid Driver’s License (if stated as a requirement) in order to be considered.

It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

The Waste Bureau is an equal opportunity, affirmative action employer.

Correspondence will be limited to successful candidates only.

Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.

All candidates shortlisted for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Bureau.

Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.

The Waste Bureau reserves the right not to make an appointment.

No e-mailed, copies of certified copies, faxed, certified copies older than 3 months or late applications will be considered.

If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.