



The Department of Environmental Affairs is advertising the following posts on behalf of the Waste Management Bureau. All posts are on a **5-year contract**. Waste Bureau is an organ of state established to be specialist implementing agent that facilitates waste minimisation and recycling.

Human Resource Specialist (WB05/2018)

Salary Remuneration package of R463 700 – R649 200 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, Report writing;
- **Knowledge:** Understanding of the Human Resource Legislation and regulatory frameworks, HR practice & procedures, Administrative procedures;
- **Attributes:** Ability to work long hours and under pressure, Ability to gather and analyse information, Ability to develop and apply policies, Work independently & in team, Good interpersonal relations, Ability to work with difficult persons and to resolve conflict.

Duties:

- Analyse and capture Personal Development Plans. Implement WSP and adhoc training interventions. Conduct orientations and inductions;
- Facilitates the submission of Performance Agreements and Performance Assessment. Facilitate with recruitment and selection process;
- Prepare job description. Development and implementation of Service Benefits and conditions Policies;
- Provide assistance in all HR related matters.

Enquiries: Mr D Vukela, Tel: 012 399 8627

Closing Date: 18 May 2018

For Attention: Ms Kate Selemela

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- All applications must be submitted on a **Z83 application form** (*click bold underlined text to download PDF form*) accompanied by certified copies of qualifications, identity document (ID) as well as a comprehensive curriculum vitae (CV) and a valid Driver's License 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 Affairs is an equal opportunity, affirmative action employer.
 - Correspondence will be limited to successful candidates only.
 - People with Disabilities are encouraged to apply
 - **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.** Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
 - Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.
 - Furthermore, the person appointed to this position will be subject to a security clearance, the signing of a performance agreement and an employment contract.
 - If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
 - The department reserves the right not to make an appointment.
 - Relaxation of qualification requirements may be considered for non-OSD posts
 - **Applications must be forwarded 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.** No faxed, e-mailed and late applications will be considered.