



POST OW-HRP-0126: HUMAN RESOURCE PRACTITIONER

SALARY: Minimum R 392 020 (TOTAL COST TO COMPANY)

CENTRE: OVERBERG WATER BOARD, SOMERSET WEST, WESTERN CAPE.

Overberg Water is a Water Board established in terms of section 28 of Water Services Act, No. 108 of 1997. It is classified as Government Business Enterprise as per Schedule 3B of the Public Finance Management Act, No. 1 of 1999 as amended.

We are inviting applications from suitably qualified persons for appointment as a Human Resources Practitioner. The successful candidate will report to the Human Resources Manager and will be responsible for assisting of Recruitment and Selection, ensuring the proper application of HR policies and procedures, compliance with legislation and the achievement of all HR policies and procedures.

QUALIFICATIONS AND EXPERIENCE:

REQUIREMENTS

- Human Resources NQF Level 6 qualification or equivalent
- Understanding payroll processes and administration specifically Sage 300 System is required
- 3 -5 years' experience in Human Resources in the public sector
- Unendorsed Driver's license
- Certificate in payroll administration specifically advanced SAGE System
- Working in a unionised environment will be an added advantage

Duties: Provide advice on the Recruitment and Selection process, inclusive of interviews, personal suitability checks of all nominated candidates. Participate in the recruitment and selection of staff. Support performance management, evaluation and rewarding of staff. Provide administrative support to Employment Equity, Training and Local Labour Forum/ Committee. Ensure compliance with the entity policies and procedures. Maintain a sound HR record keeping system. Support Personnel/ Salary Administration (payroll). Provide ad-hoc duties as will be requested by the HR Manager.

COMPETENCIES

Problem solving skills, Business acumen, Report writing, Strong customer service focus, Excellent communication skills, Strong networking and consultation skills, Collaboration and team player, Willingness to learn across all functions.

PLEASE TAKE NOTE:

Applicants must submit a comprehensive CV, certified copies of qualifications, Identity Document. Please forward your application quoting the relevant reference number. No late applications will be accepted. Overberg Water Board reserves the right not to fill the position. Interested candidates can forward an application with all the necessary documentation in one file to <https://overbergwater.mcidirecthire.com/External/Job?Ref=> 17h00 on **Wednesday 30 April 2025**.

If you have not heard from us within thirty (30) days of the closing date, please accept that your application was unsuccessful. Overberg Water is committed to Employment Equity and persons from the designated groups will receive preference.

Parab M
24/04/2025