

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representatively (race, gender and disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

- APPLICATIONS** : Applications stating the relevant reference or post number, should be forwarded to: The Presidency, Private Bag X1000, Pretoria 0001
- FOR ATTENTION NOTE** : Mr Maggy Makgae
- : Applications must be submitted on Z83 form (dully signed) accompanied by a comprehensive CV, together with certified copies of educational qualifications and ID. It is the responsibility of the applicants to have his/her foreign qualification evaluated by SAQA. Confirmation of final appointment will be subject to a positive security clearance. Due to the high volume of responses anticipated, correspondence will be limited to shortlisted candidates only. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will considered.

OTHER POSTS

- POST 22/61** : **HR SPECIALIST: OPERATIONAL TRAINING MANAGEMENT**
Unit: Organisational Development
- SALARY REQUIREMENTS** : R 407 745 all inclusive salary package per annum
- : A degree in HRD or related three-year national qualification. Extensive experience in operational training delivery. Strong operational and extensive exposure to operational training delivery. Strong communication skills. Excellent writing skills. An understanding of procurement procedures of the public sector. An understanding of the different training delivery methodologies. Strong research skills. Strong presentation and facilitation skills.
- DUTIES** : Coordinate and Facilitate Training and Development Programmes
Coordinate, facilitate and control internal training programmes Design and develop a strategic operational framework for implementation regarding operational training and development Provide career development sessions and provide induction and orientation Manage the Implementation and coordination of training plans and programmes for divisions Provide training programmes to Graduate development unit and other relevant stakeholders Manage, administer, control and communicate training programmes through marketing and branding strategies Manage and coordinate the ABET and Internal bursary programme. Conduct, Supervise and Control Training Programmes Provide. Manage the coordination of planning, scheduling and controlling of all operational training programmes Oversee the implementation and execution of the orientation and induction programme for all related employees Manage the implementation of operational training and development strategy aligned to the Talent Management Programme projects Manage the implementation and execution of the coaching and mentoring programme for The Presidency Service Provider Management Manage the liaison with external training providers Manage the liaison e with subject matter experts, mentors and coaches Source Training provider panel for all requirements Obtain information in work related external courses, prepare reports on their sustainability and make recommendation on staff attendance at training courses Communicate and market training programmes within The Presidency through different means Administration Manage the overall administration function of operational training Submit quarterly reports on al operational training activities Provide statistical information pertaining to training for annual training plans

ENQUIRIES : Mr TP Moloi, 012 300 5622
CLOSING DATE : 19 June 2009

POST 22/62 : **DEPUTY DIRECTOR: SPOUSAL SUPPORT**
Unit: Spousal Support

SALARY : R 407 745 all inclusive salary package per annum
REQUIREMENTS : An appropriate recognised Degree or Diploma with relevant extensive experience in project management. Computer literacy good communication and interpersonal skills. Planning, organising and co-ordinating skills. An innovative thinker. Managerial, networking and liaising skills. Prepared to work abnormal hours and occasional weekends. Willingness to travel and meet deadlines. A valid driver's licence.

DUTIES : Assist in planning, coordinating and implementing programmes in alignment with overall country and Presidency objectives. Liaise with relevant stakeholders to manage programmes for volunteers. Work together with the President's office, Protocol and other internal stakeholders to prepare a guest list for banquets and ceremonies. Be well versed with content relevant to each outreach programme and ceremony and manage the technical planning of events initiated by the spouse or in support of the Principal as part of monthly outreach programmes and diary. Support Admin Officer in managing and updating the database for all stakeholders. Be prepared to travel for programme planning and implementation.

ENQUIRIES : Ms N Sisulu-Singapi
CLOSING DATE : 19 June 2009

POST 22/63 : **ASSISTANT DIRECTOR: SPOUSAL SUPPORT**
Unit: Spousal Support

SALARY : R 217 482 per annum
REQUIREMENTS : An appropriate recognised post-matric qualification Degree/Diploma with relevant experience. Computer literacy good communication and interpersonal skills. Planning, organising and co-ordinating skills. An innovative thinker. Managerial, networking and liaising skills. Prepared to work abnormal hours, travel and meet deadlines. A valid driver's licence.

DUTIES : Assist in planning implementing and co-ordinating programmes initiated by the Spouses of the President and Deputy President. Plan, implement and co-ordinate all events initiated by the Spouses. Assist the Deputy Director to manage the Spouses' day-to-day programmes and diaries. Develop database for the stakeholders, partnerships, guests and donors/sponsors. Assist in the coordination of and work closely with other Government departments, NGO's, businesses and civil society. Provide inputs to the strategic planning policy formulation of the branch and the office. Manage all correspondence related to the Spouses and the office. Assist the Head of the Unit to review the office budget in consultation with the Head of Private Office of the President. Attend diary meetings, staff meetings and other meetings as requested by the Head of the Unit. Perform any other duties as requested by the Head of the Department and the DDG: Private Office.

ENQUIRIES : Ms N Sisulu-Singapi
CLOSING DATE : 19 June 2009

POST 22/64 : **ASSISTANT DIRECTOR: SERVICE CONDITIONS**
Unit: Human Resource Management

SALARY : R217 482 to R 217 482 per annum
REQUIREMENTS : A National Diploma or Degree in Human Resource Management or related field coupled with extensive experience in condition of service. Extensive knowledge of the PERSAL system. Team leadership skills.

Good knowledge of HR Management, legislations, directives, policies and implementation strategies. Good communication skills as well as interpersonal skills. Organisational, planning and coordination skills. Computer literacy.

DUTIES : Manage and co-ordinate human resource administration matters (e.g. salary payment, allowances, medical assistance, remunerated overtime, housing allowance, etc.) within The Presidency to contribute to the rendering of a professional human resource management service. Address human resource management enquiries to ensure correct implementation of human resource management practices. Ensure the successful implementation of departmental and Public Service policies on matters related to human resource. Provide inputs on the development/ amendments of human resource management and practices. Prepare and consolidate reports on personnel administration issues. Inform, guide and advice staff and management on human resource administration matters to enhance correct implementation of policies. Manage human resources, which include, inter alia; training and development of officials, performance management and work allocation. Authorise transactions on PERSAL according to delegation. Manage the HR registry.

ENQUIRIES : Mr TP Moloi, 012 300 5622

CLOSING DATE : 12 June 2009

POST 22/65 : **SENIOR PERSONNEL PRACTITIONER**
Unit: Human Resource Management

SALARY : R 145 920 per annum

REQUIREMENTS : A National Diploma/ Degree in Human Resource Management or relevant qualification plus relevant experience in human resource management especially recruitment and selection. Thorough knowledge and understanding of applicable human resource prescripts (PSR, PSA, EEA, BCEA, LRA, etc) and procedures. Computer literacy. Basic understanding of the PERSAL system. Excellent planning and organising skills. Good written and verbal communication skills.

DUTIES : Handle the administrative process with regard to recruitment and selection. Prepare and provide employment statistics or reports to the Deputy Director: Talent Acquisition. Ensure adherence to effective implementation of Human Resources policies. Contribute to the promotion of human resource best practice. Provide expert advice on matters regarding recruitment and selection.

ENQUIRIES : Ms C Maubane, 012 300 5588

CLOSING DATE : 19 June 2009

POST 22/66 : **SENIOR ADMIN OFFICER**
Unit: Spousal Support

SALARY : R 145 920 per annum

REQUIREMENTS : A Senior Certificate plus a National Diploma/Degree in Administration or Commerce coupled with appropriate relevant experience. Computer, project management and communication skills would be essential.

DUTIES : Maintain and manage the inventory. Liaise with donors on reports. Responsible for gift and museum. Maintain office calendar, prepare minutes of all internal and external meetings, track budgets for the spousal support and the social outreach programme, oversee all internal an external procurements, co-ordinate staff meetings, liaise between the office and co-operate services on matters dealing with it, provisioning and other logistics together with the head of the unit prepare budgets and monitor the MTEF planning cycle. Device and manage the filing system together with the unit Secretary. Serve as office manager. Manage the administration of the spouses social outreach programme. Track budget for the spousal support and the social outreach programme.

ENQUIRIES : Ms N Sisulu-Singapi
CLOSING DATE : 19 June 2009

POST 22/67 : **PRINCIPAL PERSONNEL OFFICER**
Unit: Human Resource Management

SALARY : R117 501 per annum
REQUIREMENTS : A Senior Certificate plus appropriate extensive experience. Extensive knowledge of the PERSAL system, sound experience in personnel and salary administration, excellent communication skills, computer literacy and basic understanding of Job Evaluation. Supervisory skills.

DUTIES : The successful candidate will be expected to perform the following duties: Approval of all PERSAL transactions, conditions of service, personnel administration, salary administration, maintaining the establishment with regard to creation and abolishing of posts, amendment of job titles and core links etc; provide assistance to senior managers regarding the restructuring of their packages. Assist officials within the Department and the public with Human Resource related queries and supervision of staff.

ENQUIRIES : Ms L Long, 012 300 5881
CLOSING DATE : 12 June 2009

POST 22/68 : **CHIEF REGISTRY CLERK**
Unit: Human Resource Management

SALARY : R117 501 per annum
REQUIREMENTS : A Senior Certificate with extensive experience in the registry. Appropriate experience in electronic records management is essential. Knowledge of National Archives Act; and successful completion of the Records Management Course will be an added advantage. Good knowledge of personnel/HR related files. Good communication and interpersonal skills. Ability to read and analyse official documents. Data capturing skills and computer literacy. An average understanding of information security and document management is essential.

DUTIES : The duties attached to this position will be the following: Opening and closing files. Tracing of files. Keeping records of outgoing and incoming files. Ordering of stationery. Pending files according to the pending system. Maintain relevant registers. Disposal of records. Quarterly audit of records. Allocate reference numbers according to The Presidency approved file plan. Supervise filing of files and other documents. Handle internal and external queries. Train and manage Registry Clerks. Perform other tasks as assigned by the supervisor.

ENQUIRIES : Ms L Long, 012 300 5881
CLOSING DATE : 12 June 2009

POST 22/69 : **SENIOR PERSONNEL OFFICER**
Unit: Human Resource Management

SALARY : R94 326 per annum
REQUIREMENTS : A Senior Certificate plus appropriate extensive experience. Extensive knowledge of the PERSAL system, sound experience in personnel and salary administration, excellent communication skills and computer literacy.

DUTIES : The successful candidate will be expected to perform the following duties: Conditions of service i.e implementation of leave, overtime, processing service terminations, long service awards, injury on duty etc. Salary administration i.e. change of banking details, calculation of leave gratuities, implementation of SMS package adjustment for senior managers etc. Personnel administration, i.e processing appointments, transfers, housing, promotions/transfers etc. and assist within the Department with Human Resource and related queries.

ENQUIRIES : Ms L Long, 012 300 5881

CLOSING DATE : 12 June 2009

POST 22/70 : **SENIOR PERSONNEL OFFICER**
Unit: Human Resource Management

SALARY : R94 326 per annum
REQUIREMENTS : A Senior Certificate plus appropriate experience. Good knowledge and understanding of the recruitment and selection environment. Computer literacy. Good communication skills. Good planning and organising skills. Basic knowledge and understanding of the legislations governing recruitment and selection within the Public Service.

DUTIES : Acknowledge applications of advertised posts. Respond to queries as and when received from applicant. Assist with all the logistical arrangements for interviews, which include inviting candidates for interviews, booking of assessment with service providers. Conduct verifications of qualifications as well as security screening for recommended candidates. Assist the Senior Personnel Practitioners with interviews as a Secretariat when needed.

ENQUIRIES : Ms C Maubane, 012 300 5588
CLOSING DATE : 19 June 2009

POST 22/71 : **MINISTERIAL TYPIST**
Unit: Spousal Support

SALARY : R 64 410 per annum
REQUIREMENTS : A Senior Certificate with typing as a fully passed subject or equivalent qualification. Previous typing experience will be a strong recommendation. Computer literacy with extensive knowledge of MS-Word, MS-Excel and PowerPoint. Good communication and interpersonal skills. Organisational and planning skills. Ability to work under pressure.

DUTIES : The successful candidate will be responsible for the following duties: handling the planning, laying out and typing of various assignments i.e. letters, minutes, reports, memoranda and submissions. Render support in clerical, secretarial and administrative and logistical duties of the unit. Receipt and transmission of messages in the unit. Acknowledge all correspondence. Handling all incoming and outgoing documents. Perform a variety of miscellaneous administrative tasks

ENQUIRIES : Ms N Sisulu-Singapi
CLOSING DATE : 19 June 2009