

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.

<u>APPLICATIONS</u>	:	Applications stating the relevant reference or post number, should be forwarded to: The Presidency, Private Bag X1000, Pretoria 0001,
<u>FOR ATTENTION</u>	:	Ms Maggy Makgae
<u>CLOSING DATE</u>	:	10 July 2009
<u>NOTE</u>	:	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

<u>POST 25/53</u>	:	<u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICES</u> Unit: Human Resource Management (Re-Advertisement) Note: candidates who previously applied need not to re-apply, as their applications will be considered.
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification or a Senior Certificate coupled with at least five years relevant experience. Extensive knowledge of the PERSAL system, Team leadership skills, Good knowledge of HR management, legislation, directives, policies and implementation strategies, Good communication (both written and verbal) skills as well as interpersonal, organisational, planning and co-ordination skills, Computer literacy.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms L Long: Tel no 012 300 5881
<u>POST 25/54</u>	:	<u>CHIEF PERSONNEL OFFICER</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate with extensive experience in conditions of service. In-depth knowledge and experience of the functionality of the PERSAL system. Thorough knowledge and experience in of all HR Administration functions. Ability to function independently as well as in a team. Sound interpersonal relations. Analytical and problem solving skills. Note: shortlisted candidate will be subjected to a competency assessment. Sound knowledge of Public Service Act, Public Service Regulations and other HR related legislations.
<u>DUTIES</u>	:	The successful candidate will responsible for the supervision and administration of the condition of service unit. Approve and authorize all PERSAL transactions. Ensure monthly reconciliation of Income Tax. Perform any other reasonable tasks given. Advice and attend to officials queries. Supervise subordinates.
<u>ENQUIRIES</u>	:	Ms L Long: Tel no 012 300 5881

<u>POST 25/55</u>	:	<u>VETTING OFFICER</u> Unit: Internal Security
<u>SALARY</u>	:	R145 920 per annum
<u>REQUIREMENTS</u>	:	A relevant Degree/Diploma in Security Management/ Information Security or equivalent qualification and experience in security environment. Sound experience in investigations and vetting. Knowledge of the National Strategic Intelligence Act 1994 (Act 39 of 1994); Protection of information Act 2000 (Act 84 of 2004) and Criminal Procedure Act 1997(Act 51 of 1997). Ability to work independently and under pressure, experience in MS-Word, Excel and Power Point. Good Communication skills (written and verbal), goal oriented person, strong leadership and conflict management skills. Valid driver's license.
<u>DUTIES</u>	:	Conduct security screening on candidates for employment, contractors and consultants. Conduct vetting and re-vetting of personnel, compile reports to management on the vetting status of personnel in The Presidency. Ensure effective communication with the following Directorates: Human Resource Management, Household and Accommodation and the National Intelligence Agency. Complete monthly reports on vetting, implement Internal Security Policy.
<u>ENQUIRIES</u>	:	Mr E Mahlangu, 012 300 5630
<u>POST 25/56</u>	:	<u>ADMINISTRATIVE OFFICER</u> Unit: Cabinet Secretariat
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria/Cape Town
<u>REQUIREMENTS</u>	:	A Senior Certificate and 3 to 5 years proven office administration experience and excellent organising, co-ordination, communication, and interpersonal relations skills. Excellent English writing and typing skills, computer proficiency especially in MS office applications are crucial requirements. The incumbent must be willing to perform session duty in Cape Town when Parliament is in session.
<u>DUTIES</u>	:	Administer a comprehensive registry function including, inter alia, responding to and acknowledging receipt, as the case may be and maintaining a comprehensive document management system (hard copy and electronic filing); Assume responsibility for all incoming/outgoing documents/ correspondence and internal/external distribution of Cabinet documents; Maintenance of all office equipment e.g. Faxes, copiers, shredders, projectors, computers, scanners etc; Assume the responsibility for drafting and regularly updating a database of contact numbers for Political Office Bearers, Heads of Departments and their support staff; Assume responsibility for making the logistical arrangements for travelling between Pretoria and Cape Town; Compile and maintain relevant databases on statistics relating to the work of Cabinet; Responsible for the safekeeping and archiving of Cabinet documents (President's Minutes) and assist in a high level of security standards in relation to document and information security in accordance with the Minimum Information Security Standards Document (MISS); Link between Cabinet Secretariat's Registry and Central Registry in The Presidency; Link between Ministries/Departments and officials in Cabinet Secretariat pertaining receipt of Cabinet and Committee documents and assist in tracing previous Cabinet resolutions when information is requested by colleagues in The Presidency, Ministries and Departments; and Maintenance of internal systems e.g. Winscribe, SMS and Text Retrieval Systems. Assist with compiling, monitoring and controlling the Budget; Administer the office procurement/administration including sourcing of quotes, verifying and submitting invoices and monitoring payments; Inventory and loss control. Oversee the administrative function relating to the administration processing, filing and submission of leave forms; Assist with training when necessary. Perform and organise such other administrative functions in the Secretariat as may be required.
<u>ENQUIRIES</u>	:	Maria James Paul, Tel: (012) 300 5529
<u>POST 25/57</u>	:	<u>CLEANER</u> Branch: Household and Accommodation
<u>SALARY</u>	:	R47 787 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Relevant experience in cleaning. Communication and Interpersonal skills. Ability to read and write.
<u>DUTIES</u>	:	Provide daily cleaning services: Office, toilets, lifts, storerooms, conference room, courtyards, entrances, exits, staircases, passages and stoops. Dust and polish all furniture. Polish door handles and office numbers, window handles, grids, flag poles. Vacuum carpets and upholstery. Sweep, wash and polish passages. Sweep courtyard, entrances, exits, staircases and stoops. Clean and wash

dustbins. Assist with moving of furniture. Remove refuse. Clean ashtrays, wash windows. Clean bathrooms and toilets. Report all defects in the building. Wash and iron curtains, tablecloths, flags, and toilet sets. Clean fill water bottles and glasses. Assist in providing tea and or coffee during meetings. Wash dishes and glassware. Ensure effective and efficient use of cleaning equipment and materials. Assist with work-related matters, cases of absenteeism, emergencies and crises- even outside designated areas. Clean and empty shredding machine bags. Hang and remove curtains, hang pictures/photos/paintings. Load and offload items. Be willing to work beyond normal working hours.

ENQUIRIES

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Ms P Plaakie: 021 464 2240