

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets, Pretoria
- FOR ATTENTION** : Ms A West
- CLOSING DATE** : 08 September 2017, 15h45
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that faxed, e-mailed and late applications will not be accepted.

OTHER POST

- POST 33/04** : **SENIOR HUMAN RESOURCE PRACTITIONER: SPECIAL PROGRAMMES REF NO SHRP: SP/07/17**
- SALARY** : R 281 418 per annum, Level 08
- CENTRE** : Head office, Pretoria
- REQUIREMENTS** : Three (3) years Bachelor's degree in Social Science, Social Work or National Diploma in Social Sciences or related field at NQF level 6/7. Minimum of 5 years experience in Employee Health and Wellness matters and Special Programmes. Must have knowledge of relevant legislations, policy development and formulation. The following skills are required: Must Communications (written and oral), Computer Literacy, Report writing, Stakeholder Management, Conflict Handling and Interpersonal Relations, Analytical, Problem-Solving and Decision-Making, Ability to work independently and a team player, Must have been trained and accredited as Peer Educator • A valid Driver's License.
- DUTIES** : The successful candidate will be expected to administer EWP or Special Programmes in the Public Service Commission (HIV/AIDS, Change Management Interventions, Gender and Transformation issues). Draft and formulate reports, monitoring tools and plans due to DPSA on monthly and quarterly basis. Develop, formulate and monitor policies, responsible for Youth matters, Elderly and the management of special events. Responsible for Employee Wellness Programme functions in the PSC such as making referrals and offer counselling and training of peer educators and training to employees. Responsible for the compilation of the Employee Wellness Programme related reports.
- ENQUIRIES** : Mr Sibusiso Zulu Tel no: (012) 352 1112