

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity, affirmative action employer. It is our intention to promote representivity including race, gender and disability through the filling of these positions. To further the objective of representivity within the Department, Males and people with disabilities are encouraged to apply

- APPLICATIONS** : The Director-General: National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or Hand Delivery: 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001
- FOR ATTENTION** : Ms ES Motsepe Tel: (012)444-9119
- CLOSING DATE** : 29 December 2017
- NOTE** : All applicants will be subjected to security clearance processes in accordance with the requirements of the Minimum Information Security Standard, qualification verification and other assessment processes. Should the outcome of these processes not meet the required prescripts, your appointment will NOT be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of qualification certificates and your ID/Passport. All copies must be certified in the past 12 months. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment.

OTHER POST

- POST 50/109** : **SENIOR PERSONNEL OFFICER REF: DOHS/133/2017**
(3 years employment contact)
Branch: Corporate Services
Chief Directorate: Human Resources
- SALARY** : R152 862 plus 37%
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Senior Certificate or equivalent qualification, and a minimum of one (1) year Human Resource experience. A National Diploma or Degree in Human Resource Management coupled with at least two (2) years' experience in Human Resource Administration will be an added advantage. The successful candidate must have basic knowledge of PERSAL system, Public Service Act, Public Service Regulations understanding of Human Resources legislation frameworks and practices, ability to work under pressure, Good communication skills (written and verbal) and computer literacy are essential. Knowledge of Conditions of service and benefits that is applicable in the Public Service, time management and discipline.
- DUTIES** : Administer Recruitment and Selection process, appointments, Implementation of probation and change of nature of appointment .Implement conditions of

services including leave administration, PILIR, long service recognition, Medical aid scheme, Injury on duty, Overtime, staff movement. Administer service terminations in accordance with GPAA laws. Implementation of performance awards and pay progression on persal. Attend to human resource enquiries and guide staff members with regard to implementation of policies and procedures.

ENQUIRIES
NOTE

- : Ms ES Motsepe Tel: 012 444 9119
- : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. In addition to the above the applicant must be prepared to travel and work long hours. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.