

## DEPARTMENT OF WOMEN

*The purpose of the Department of Women is to lead, coordinate and oversee the transformation agenda on women's socio-economic empowerment, rights and equality through mainstreaming, monitoring and evaluation.*

- APPLICATIONS** : The Director-General, Department of Women, Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr Joseph Mahlangu
- CLOSING DATE** : 16 March 2018 at 16h00
- NOTES** : Applications must be submitted on form Z83, obtainable from any public service department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) and must be accompanied by a comprehensive CV as well as original certified copies of all qualification(s) and ID-document. Non-RSA citizens/permanent resident permit holders must attach a copy of their Permanent Residence Permit. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to make appointment(s) to the post(s). NB: if the applicant fails to sign the Z-83 form that will constitute an automatic disqualification. The Department of Women is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration. Women and persons with disabilities in particular are encouraged to apply. Appointment(s) will only be made on the first notch of the advertised salary level.

## OTHER POST

- POST 09/73** : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION (REF: DOW/001/2018)**
- SALARY** : R334 545 per annum (Level 9)
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate National Diploma in Human Resource Management or relevant NQF 6 qualification; minimum of five (5) years practical experience in the field of Human Resource Administration, particularly conditions of service and recruitment and selection processes, of which three (3) years were at supervisory level. Extensive knowledge of the PERSAL system. Sound knowledge on Public Service Act, Public Service Regulation, BCEA, SMS Handbook, public service policies and procedures related to conditions of service and recruitment and selection, related public service compliance requirements. Must be computer literate, particularly with the MS Office suite. Applicant must possess the following skills: good written and verbal communication, interpersonal relations, problem solving and analytical; attention to details and ability to work effectively under pressure.
- DUTIES** : The successful candidate will be responsible for the administration of recruitment and selection processes, condition of service and employee benefits. Coordinate and monitor the implementation of policies and procedures relating to human resource administration. Manage leave administration, pension matters, GEHS, medical assistance, IOD, PILIR, long service recognition, resettlement. Coordinate the administration of employee utilisation, appointment, transfer and promotion. Assist SMS/MMS members with salary package structures. Administer overtime, stand-by, acting and ministerial allowances. Supervise staff and manage their performance according to the Performance Management and Development System.
- ENQUIRIES** : Mr Joseph Mahlangu (012 359 0238)