

DEPARTMENT OF MINERAL RESOURCES

<u>APPLICATIONS</u>	:	The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Francis Baard Street, former Schoeman,
<u>FOR ATTENTION</u>	:	Ms N Maseko/ Ms T Sibutha
<u>CLOSING DATE</u>	:	15 May 2018
<u>NOTE</u>	:	All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. Applications should be on Z83 form (which should be completed in full, accurately, legibly, signed and dated) and must be accompanied by a comprehensive CV, and originally certified copies of qualifications as well as ID not longer than 3 months (Where a drivers license is a requirement, a certified copy must be attached). NB: Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered). Requirements stated on the advertised posts are minimum inherent requirements; therefore criterion for shortlisting will depend on the proficiency of the applications received. The Department reserves the right to determine suitable candidate(s) during the Selection process. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POST

<u>POST 16/21</u>	:	<u>HUMAN RESOURCE PRACTITIONER REF NO: DMR/18/0001</u>
<u>SALARY</u>	:	R281 418 per annum (Level 08)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Human Resource Management or related field coupled with relevant experience and a valid driver's license Plus the following key competencies: Knowledge: Recruitment and Selection process, Performance Management & Development System, Persal, Understanding policy research analysis and development process. HR legislation (with an emphasis on those applicable to recruitment and selection, Skills: Ability to interpret and apply policies, Report writing and formulation, Analytical. Computer literacy, Interpersonal skills: Communication: Good verbal and written, Creativity: Must be innovative thinker and be able to express the creativity.
<u>DUTIES</u>	:	Develop, implement and maintain Human Resource Provisioning Policies and practices. Administer the recruitment and selection of human resources as well as the retention of staff. Liaise with Employment Relations Management with a view to resolve grievances relating to recruitment, selection and placement. Render professionals advice and guidance to line managers on Human Resource Provisioning & PMDS issues. Co-ordinate all assessment information and recording including minutes, work plans/ performance agreements and ensure identifying shortcomings and make recommendations on computerised PMDS. Give advice to employees on PMDS related issues.
<u>ENQUIRIES</u>	:	Mr T Mnisi ☎012 444 3361
<u>NOTE</u>	:	Coloureds, Indians a well as people living with disabilities are encouraged to apply.