

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of the post. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta12@ursonline.co.za ; or via fax: 086 415 5709.
- FOR ATTENTION** : URS Response Handling, Tel No: 012 811 1900.
- CLOSING DATE** : 29 June 2018
- NOTE** : The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID and all qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to attach the signed Z83 form, certified copies of ID and all qualifications will result in automatic disqualification. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POST

- POST 23/04** : **PERSONNEL OFFICER: RECRUITMENT AND SELECTION REF NO: 24124/01**
- SALARY** : R183 558 per annum (Level 06)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year Bachelor's degree or a three-year National Diploma or equivalent qualification in Human Resource/ Public Management/ Public Administration. A minimum of 1 year experience in Human Resource Management. Generic competencies: planning and organising, problem solving and analysis, client orientation and customer focus, communication and computer literacy. Technical Competencies: In depth knowledge in: Recruitment and Selection Norms and Standards, Public Service Management Framework and Human Resource matters.
- DUTIES** : The incumbent will perform the following duties: Facilitate the recruitment and selection processes. Perform administrative functions related to all human resource matters. Process documentation and record keeping. Verify applications received from the service provider.
- ENQUIRIES** : Mr J Tidimane, Tel No: 012 334 0734