ANNEXURE N

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 Tel No: 012 359 0238

CLOSING DATE: 28 September 2018 at 16:00

NOTE: Applications must be submitted on form Z83, obtainable from any public service department or on the internet at 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). 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 37/99: PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION

REF NO: DOW/010/2018

SALARY: R242 475 basic salary per annum plus benefits (Level 07)

CENTRE: Pretoria

REQUIREMENTS: Senior Certificate plus 3 to 5 years’ experience in the Human Resource Management environment. A three-year NQF 6 Diploma in Human Resource Management and other HR-related courses will serve as an added advantage. Knowledge of HR policy applications in terms of relevant legislative framework (Public Service Act, Public Service Regulations, BCEA and relevant labour legislations). Relevant PERSAL training and experience essential. Good organisational skills. Good verbal communication and report writing skills. Proven computer literacy including MS Word and Excel. Supervisory skills.

DUTIES: Provide an effective and efficient Human Resource Administration service; interpret and apply relevant HRM policies and procedures; administer the effective recruitment, selection and appointment of employees, including advertisement of posts, response handling, provision of secretariat support during short-listing and interview processes, qualification verification, reference checks, security screening and competency assessments. Compile and quality control submissions related to HR administration processes. Compile monthly reports as required. Administer HR utilisation in terms of new appointments, promotions, transfers and terminations of service. Administer condition of service and benefits. Administer pension matters; Administer allowances and deductions. Approve PERSAL transactions. Administer PILIR processes. Supervise staff. Deal with HR related queries on a daily basis. Respond to audit queries.

ENQUIRIES: Mr Joseph Mahlangu, Tel No: (012) 359 0238