

## OFFICE OF THE PUBLIC SERVICE COMMISSION

*The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.*

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets, Pretoria or you can email your application to [recruitment@opsc.gov.za](mailto:recruitment@opsc.gov.za).
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 29 October 2018 at 15:45
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical Test to determine their suitability for the post. Please take note that late applications will not be accepted. Correspondence will be limited to shortlisted 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. Special Note: Please note that from 26 June 2018 our new address will be Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria. All hand-delivery applications should be brought to our new address from 01 July 2018.

## OTHER POST

- POST 41/104** : **SENIOR PERSONNEL OFFICER REF NO: SPO/10/2018**
- SALARY** : R196 407 – R231 351 per annum (Level 06)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Ideal candidate profile: A Senior Certificate coupled with two year's PERSAL, Conditions of Service and Employee Benefits and Records Management experience. Computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations skills. Planning skills. Technical skills. Must be assertive, trustworthy, ethical and professional with integrity. Must have effective administrative, organizational, problem solving and communication skills. Must be creative, motivated, self-driven, results-oriented and initiative. Ability to work both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality. Must have a valid driver's license (with exception of people with disabilities).
- DUTIES** : The successful candidate will be responsible for: Conditions of Service and Employee Benefits. Administration of documents and record keeping. Maintaining and managing the filing system within the Directorate: Human Resource Management and Development. Processing the administration of Human Resource Management Transactions on PERSAL.
- ENQUIRIES** : Ms L Human Tel No: (012) 352 1115