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: Ms T Siko

CLOSING DATE: 15 March 2019 @ 16h00

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). Designated employees shall be required to disclose their financial interests within 30 days after assumption of duty. Note: 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 08/64: SENIOR PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION
REF NO: DOW/001/2019

SALARY: R196 407 (Level 06) (excluding benefits)

CENTRE: Pretoria

REQUIREMENTS: Senior Certificate; a relevant NQF5 qualification in the field of human resource management will be an advantage. 1 to 2 years’ experience in the HR environment. Knowledge of HR policy applications in terms of relevant legislative frameworks (Public Service Act, Public Service Regulations, BCEA and labour legislations). Relevant PERSAL training and experience will be an advantage. Effective written and verbal communication, interpersonal relations, report writing and basic numeracy. Demonstrative computer literacy, particularly in MS Office Suit and intranet. General office administrative and clerical skills. Applicants must possess a high level of integrity and be able to maintain confidentiality of information.


ENQUIRIES: Ms Thoriso Siko Tel No: (012) 359 0225