Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), attention: Human Resource Admin & Recruitment, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. Website: www.dpme.gov.za

Closing Date: 12 August 2019 @ 12:00 pm

Note: The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on originally signed Z.83 accompanied by original certified copies of qualification(s), Identity Document, valid driver’s license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

Other post

Post 27/46: Chief Personnel Officer Ref No: 017/2019
Sub-Directorate: OD; HR Planning and Administration

Salaries: R316 791 per annum (Level 08) plus benefits
Centre: Pretoria
Requirements: An appropriate 3-year tertiary qualification (NQF 06) in the areas of HR, Industrial Psychology, Public Administration/Management or related fields with at least 4 years appropriate experience of which 2 years must be in the various disciplines related to human resources management and 2 years at supervisory level. An NQF level 7 qualification or above will serve as an advantage. Knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations and relevant labour legislation). Relevant PERSAL training and experience is essential. Should possess the following skills: Ability to apply technical/professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and
have good verbal and written communication. Must have good Interpersonal relations, planning and execution skills and good leadership skills. Ability to manage/control financial resources and supervise staff. Must have the ability to delegate and empower subordinates.

**DUTIES**

The successful candidate will be responsible for providing an effective and efficient, Recruitment and Human Resource Administration services. This entails Administering employee benefits and service conditions and recruitment, selection and appointment of employees. Quality assure the correctness of submissions to delegated authorities and render guidance/advise and assist staff and other managers on HR Management practices and policy matters relating to scope. Manage SAQA and probations and Supervise human resources/staff.

**ENQUIRIES**

Ms J Mchunu Tel No: (012) 312-0462