THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of “Top Secret”.

APPLICATIONS : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government avenue, Union Buildings.

FOR ATTENTION : Ms Kefilwe Maubane

CLOSING DATE : 12 August 2019

NOTE : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POST

POST 27/67 : SENIOR PERSONNEL PRACTITIONER: PMDS

Directorate: Organizational Development

SALARY : R316 791 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : Senior certificate plus a National Diploma/Degree or equivalent qualification on NQF level 6. Minimum of 3 years’ experience in performance management. Competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully; Have excellent interpersonal skills; Have excellent organizational and planning skills and ability to work on multiple projects simultaneously; Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner; Be able to work independently and as part of a team and also work well under pressure; Excellent telephone etiquette; Have effective oral and written communication skills; Have good presentation skills; Be able to conduct research; Good office management skills; and Be able to handle confidential matters and has integrity and is trustworthy. Knowledge of policy development/ formulation. Good computer knowledge; Good understanding of Public Service Regulatory Framework. Knowledge of PERSAL.

DUTIES : The successful candidate will be responsible for: Assisting in managing an effective performance management system that supports the transformation of the Presidency culture. Ensuring the alignment of organisation, team and individual performance rating with the incentive scheme. Preparing documentation for Moderations. Ensuring that Moderation meetings take place. Providing secretarial services during moderations. Interpretation and implementation of human resources policies and procedures. Facilitating training and information sharing with line management and general employees regarding the full understanding of the performance management and development system. Attending to all queries pertaining to the application of Performance Management and Development System (PMDS) and Probations. Preparing probations quarterly reports and monitoring PMDS projects. Supervision of staff.

ENQUIRIES : Mr W Dube Tel No: (012) 300 5861