

## BENCHMARK JOB DESCRIPTION

### A. JOB INFORMATION SUMMARY

Name of jobholder: :  
Job title : HR Clerk  
Core :  
Post level and salary code : Production Level  
Occupational class code :  
Name of component :  
Location :  
Posts reports to :  
Date of appointment :

### B. JOB PURPOSE

To render Human Resource clerical services.

### C. KEY PERFORMANCE AREAS

#### 1. Implement human resource administration practices

- Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods e.g.).
- Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.)
- Performance Management
- Termination of service (indicate the steps)

#### 2. Address human resource administration enquiries.

### D. INHERENT REQUIREMENTS OF THE JOB: Skills and Competencies

The following are competencies required and the outputs towards achieving the goals of the department.

Competencies	Skills required
Job Knowledge	Computer
Communication	Planning and organisation
Interpersonal relations	Language
Flexibility	Good verbal and written communication skills

Teamwork	
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**E. KNOWLEDGE REQUIREMENTS**

- (a) Knowledge of registry duties, practices as well as the ability to capture data, and operate computer.
- (b) Working knowledge and understanding of the legislative framework governing the Public Service.
- (c) Knowledge of storage and retrieval procedures in terms of the working environment.
- (d) Understanding of the work in registry.

**F. APPOINTMENT REQUIREMENTS**

- (a) A grade 12 certificate or equivalent.
- (b) No experience required.

**G. CAREER PATHING**

Compliance with the requirements of higher posts.

**H. AMENDMENTS TO JOB DESCRIPTION**

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

**I. PERFORMANCE AGREEMENT**

The performance agreement of the incumbent, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.

**J. JOB DESCRIPTION AGREEMENT**

**SIGNATURE OF POSTHOLDER**

**SIGNATURE OF MANAGER**

**DATE:**

**DATE:**