

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : HR Clerk (Supervisor)

Core :

Post level and salary code : Supervisory Level

Occupational class code :

Name of component :

Location :

Posts reports to :

Date of appointment :

B. JOB PURPOSE

To supervise and render Human Resource clerical services within the department.

C. KEY PERFORMANCE AREAS

1. Supervise and undertake the more complex implementation and maintenance of human resource administration practices.

- HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.)
- Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.)
- Termination of service
- Recommend (approve) transactions on Persal according to delegations. (final authorisation should happen on a higher level preferable at AD or higher level)
- Performance Management
- Prepare reports on human resource administration issues and statistics.

2. Handle human resource administration enquiries.

3. Supervise human resources/staff

- Allocate and ensure quality of work
- Personnel development

- Assess staff performance
- Apply discipline

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	

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) 3 – 5 years experience required.

G. CAREER PATHING

Compliance with the requirement 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: