

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Mr A Tsamai/Ms H Nemabaka
- CLOSING DATE** : 19 April 2022
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV and copies of ID and qualifications. Drivers' License and registration certification must be attached if required. Required documents need not be certified when applying for the post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Driver's license and registration certificate must be attached if required).

OTHER POST

- POST 12/03** : **SENIOR PERSONNEL OFFICER REF NO: DBE/25/2022**
Branch: Finance and Administration
Chief Director: Human Resource Management, Development and Labour Relations
Directorate: Human Resource Management and Administration
Sub-Directorate: Recruitment and PMDS
- SALARY** : R176 310 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicant must be in possession of a Senior Certificate or equivalent qualification plus experience in recruitment and selection and PMDS; Experience in MS word and Excel are required; Knowledge of relevant policies and legislation is required; Good organisational, communication (verbal and written) and interpersonal relations are essential; Ability to deal with confidential matters, work under pressure and work independently as well as within a team.
- DUTIES** : The successful candidate will be responsible for placing advertisement of vacant post; Sorting and capturing of applications forms received for advertised posts; Arranging interviews; Taking minutes; Writing submissions and memos; Compiling unsuccessful letters; Verifying qualifications and criminal records; Assisting with Performance Management Development System (PMDS); Filing of mid-year and annual assessment forms and capturing them on PERSAL; Shredding of unsuccessful application forms; Arranging meetings and Performing any other duties delegated to you.
- ENQUIRIES** : Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289
- NOTE** : All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.