

**DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION**

*The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.*

- APPLICATIONS** : Please e-mail your applications to the e-mail address indicated below post and quote the post name in the subject line of the e-mail address to receive an acknowledgement; Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria
- CLOSING DATE** : 19 August 2022. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the new form Z83 (effective from 1 January 2021) duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website – [www.dirco.gov.za](http://www.dirco.gov.za) For other relevant information and how to apply, kindly visit the Department’s website ([www.dirco.gov.za](http://www.dirco.gov.za)) home page under Employment Information. Applications should be accompanied by a detailed or comprehensive Curriculum Vitae (CV) only. Certified copies of qualifications and Identity Document or any other relevant documents to be submitted by only shortlisted candidates. Received applications using incorrect Z83 for employment will not be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications. DIRCO reserves the right not to make appointments. We thank all the applicants for their interest. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within four (4) months after closing date of this advertisement, please accept that your application was unsuccessful.

**OTHER POST**

- POST 27/65** : **ASSISTANT DIRECTOR: HUMAN RESOURCES (RECRUITMENT & SELECTION)**  
Branch: Corporate Management
- SALARY** : R382 245 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate bachelor’s degree (NQF Level 7/National diploma in Human Resource Management (NQF Level 6) or equivalent qualification 3-5 years’ experience in Human Resource Administration and Management with emphasis on Recruitment & Selection Competencies: Functional knowledge of PERSAL Knowledge of the Public Service Act, Public Service Regulations and relevant prescripts A basic understanding of the Employment Equity Act, Labour Relations, Skills Development Act and Basic Conditions of Employment Act The ability to interpret human resource legislation and policies Good communication skills (verbal and written) Planning and organising skills Problem-solving and decision-making skills Analytical skills Attention to detail (accuracy) Conflict management skills The ability to adhere to confidentiality The ability to work under pressure and preparedness to work long hours Customer focus Computer literacy.
- DUTIES** : Render advice on the application of HR policies and strategies, with specific emphasis on Recruitment and Selection Interpret and apply various applicable legislation, such as Employment Equity, the Public Service Act, Basic Conditions of Employment Act, etc. Offer an advisory service during the selection process Administer all tasks pertaining to recruitment and selection processes Prepare weekly, monthly, quarterly, and annual reports Supervise junior colleagues.
- ENQUIRIES** : Mr J Matji Tel No: (012) 301-8764
- APPLICATIONS** : Please e-mail your applications to [ASDR-S@dirco.gov.za](mailto:ASDR-S@dirco.gov.za). Please quote the post name in the subject line of the e-mail address in order to receive acknowledgement.