

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), at Private Bag X 944, Pretoria 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria, 0028 (please quote the relevant post and reference number). Emailed applications will not be accepted. Internal employees who preciously applied are encouraged to re-apply.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 21 October 2022 at 16:30
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied and a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za.

OTHER POST

- POST 38/37** : **HR PRACTITIONER: HR ADMINISTRATION REF NO: 042/2022**
Sub-Directorate: OD, HR Planning and Administration
- SALARY** : R261 372 – R307 890 per annum (Level 07), plus benefits
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year tertiary qualification (NQF 06) in HRM or equivalent with a minimum of 3 years appropriate experience of which 1 year must be at supervisory level. Additional HR related courses will serve as an added advantage. Knowledge of HR policy application in terms of relevant legislative framework (e.g. the Public Service Act, Public Service Regulations and relevant labour legislation). Formal PERSAL training and Computer linked to extensive Excel experience is essential. Good communication, writing, time management and organising skills. Proven computer literacy is essential.
- DUTIES** : The successful candidate will be responsible for providing an effective and efficient human resource administration service. This entails application of HR policies and procedures: Accurate application of DPSA prescripts, regulations as well as the Departmental policies regarding HRA. The administering of recruitment, selection and appointment of employees and administration of personnel provisioning. Maintenance of HR statistics. Drafting of new policies and maintenance of policies that are up for review and policies that have been specifically identified for review. Administering of personnel information systems and departmental reporting: Personnel information systems administered and Information and statutory reporting. Manage HR Registry unit. Administration of effective and efficient service benefits. Draft submissions and report to various delegated authorities. Staff supervision.
- ENQUIRIES** : Ms M Masilela Tel No: (012) 312 0471