

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: 4 March 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. (Drivers license and registration certificate must be attached if required).

POST: SENIOR PERSONNEL PRACTITIONER

Ref: DBE/05/2022

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: R321 543 per annum

CENTRE: Pretoria

REQUIREMENTS: The applicant must be in possession of a Senior Certificate or equivalent qualification plus two years' relevant experience in the Recruitment and Selection and PMDS processes; Experience of Job Evaluation (Job evaluation certificate is required); Experience in the policy development with relation to all areas of Human Resource and the Organisational Structure will serve as advantage; Extensive knowledge of the PERSAL system and a clear understanding of the Public Service Act, Public Service Regulations, DPSA policies and Directives; Knowledge of HR functions and interpretation of relevant policies and legislation; Good communication skills (verbal and written) and Computer Literacy; Good interpersonal relations, presentation, analytical and decision making skills; Ability to handle confidential matters and the ability to compile and maintain statistics and data with relation to HR practices.

DUTIES: The successful candidate will be responsible for Promoting effective Human Resource Management practices, Researching, analysing, developing, reviewing and implementing HR policies, strategies and guidelines; Performing all the duties concerning recruitment and selection and PMDS processes as well as job evaluation; Drafting more complex submissions relating to HR matters; Liaising and rendering professional HR advice to clients within the Department of Basic Education workforce; Coordinating and integrating job evaluation and recruitment processes; Maintaining statistics and data for quarterly and annual reports; Supervising staff; Attending to internal and external HR enquiries on HR procedures and policies; Assisting SMS and non-SMS officials with drafting performance agreements, job descriptions and work plans. 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.