

HUMAN RESOURCE CLERK VACANCIES CLOSING 17 & 20 JUNE 2022

GOVERNMENT DEPARTMENTS' HUMAN RESOURCE CLERK VACANCIES CLOSING 17 & 20 JUNE 2022

The following Government Departments are looking for suitably qualified applicants to apply for their various HR Clerk Vacancies. The Closing Dates for applications are the 17th and the 20th June 2022 respectively.

1. DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY THE FOLLOWING VACANT POSITIONS:

POST 1: HR CLERK

REF NO: DSRAC 31/05/2022

LOCATION: BCM DISTRICT

SALARY: R176 310 PER ANNUM (LEVEL 05), AN ALL-INCLUSIVE REMUNERATION

CLOSING DATE: 20 JUNE 2022 @ 16h00

REQUIREMENTS

- National Senior Certificate with no experience.
- An appropriate NQF Level 4 Qualification in Human Resource Management / Personnel Management / Public Administration will be an added advantage.
- Knowledge of Human Resources, and Conditions of Service.
- A fair understanding of Public Service Regulations, Public Service Act and other Legislation governing Human Resource Administration.
- Computer literacy.
- Knowledge of PERSAL will be an added advantage.
- A valid code 08 driving licence will be an added advantage.

RESPONSIBILITIES

- Implement human resource administration practices.
- Coordinate recruitment and selection process. Implement conditions of services.
- Render termination of service.
- Facilitate appointments and transfers.
- Capture all appointments of employees.
- Verify appointment with relevant supporting documents. Capturing of information on system.

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- Avoid faulty transactions from the system.
- Facilitate injury on duty (IOD) cases for employees.
- Receive IOD forms.
- Fill in and forward the forms to the relevant doctor.
- Ensure doctor's registration.
- Forward forms to the department of labour.
- Facilitate submission of approval.
- Processing of payments.
- Facilitate leave matters.
- Request database of employees for long service.
- Check verification of notches from the system.
- Facilitate the process of leave discounting.
- Verification of the amount to be paid.
- Capture the documents on the system.
- Render Human Resource clerical services within the District

ENQUIRIES: L. Xoseka Tel No: 043 492 2140. eRecruitment technical enquiries:
rowena.swartbooi@ecsrac.gov.za

POST 2: HR CLERK

REF NO: DSRAC 32/05/2022

LOCATION: AMATHOLE MUSEUM

SALARY: R176 310 PER ANNUM (LEVEL 05), AN ALL-INCLUSIVE REMUNERATION

CLOSING DATE: 20 JUNE 2022 @ 16h00

REQUIREMENTS

- National Senior Certificate with no experience.
- An appropriate NQF Level 4 Qualification in Human Resource Management / Personnel Management / Public Administration will be an added advantage.
- Knowledge of Human Resources, and Conditions of Service.
- A fair understanding of Public Service Regulations, Public Service Act and other Legislation governing Human Resource Administration.
- Computer literacy.
- Knowledge of PERSAL will be an added advantage.
- A valid code 08 driving licence will be an added advantage.

RESPONSIBILITIES

- Implement human resource administration practices.

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- Verify appointment with relevant supporting documents. Capturing of information on system.
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- Facilitate submission of approval.
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- Request database of employees for long service.
- Check verification of notches from the system.
- Facilitate the process of leave discounting.
- Verification of the amount to be paid.
- Capture the documents on the system.
- Render Human Resource clerical services within the District

ENQUIRIES: S. Cakata at 061 419 4142. eRecruitment technical enquiries:
rowena.swartbooi@ecsrac.gov.za

Applicant must register on the E-recruitment system, complete and submit required information and apply for position as advertised following the following link <http://www.ecprov.gov.za>.

Applications must be submitted on Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the Interview

Please note that copies submitted need not to be certified.

Communication regarding the requirements for certified documents will be limited to shortlisted candidates. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record

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checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

2. DEPARTMENT OF HIGHER EDUCATION AND TRAINING

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY THE FOLLOWING VACANT POSITIONS:

POST 1: HUMAN RESOURCE AUXILIARY SERVICES CLERK: CORPORATE MANAGEMENT SERVICES

REF NO: DHET104/05/2022

LOCATION: POLOKWANE

SALARY: R176 310 PER ANNUM (LEVEL 05)

CLOSING DATE: 17 JUNE 2022

REQUIREMENTS

- An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate.
- An appropriate bachelor's degree/national diploma in Human Resource Management.
- A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment.
- Knowledge of Human resources or Public Administration processes.
- Computer Literacy.
- Knowledge of Human Resource functions as well able to capture data, operate computers and collate administration statistics.
- Basic knowledge and insight into human resource prescripts.
- Knowledge and understanding of PERSAL.
- Knowledge of registry duties and importance.
- Flexibility and teamwork.
- To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and client focus.
- Be able to conduct him/herself ethically and accountable.
- Able to work under pressure and be able to deal with confidential information and apply good judgement.
- To work independently and to meet deadlines.

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RESPONSIBILITIES

- Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service- attend employee benefits.
- Serve as secretariat during selection and interview periods.
- Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes.
- Adhere to Government Prescripts.
- Assist in leave management.
- Coordinate and facilitate training and induction programmes.
- Liaise with external training providers.
- Conduct training needs analysis.
- Advice employees regarding career development.
- Assist with skills development audits.
- Administer Internships/Learnerships programmes.
- Facilitate needs directed courses, seminars, and workshops.
- Serve as a secretary during training committee meetings.
- Perform other related functions as requested by supervisor.

POST 2: HUMAN RESOURCE AUXILIARY SERVICES CLERK: CORPORATE MANAGEMENT SERVICES

REF NO: DHET105/05/2022

LOCATION: PIETERMARITZBURG

SALARY: R176 310 PER ANNUM (LEVEL 05)

CLOSING DATE: 17 JUNE 2022

REQUIREMENTS

- An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate.
- An appropriate bachelor's degree/national diploma in Human Resource Management.
- A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment.
- Knowledge of Human resources or Public Administration processes.
- Computer Literacy.
- Knowledge of Human Resource functions as well able to capture data, operate computers and collate administration statistics.
- Basic knowledge and insight into human resource prescripts.
- Knowledge and understanding of PERSAL.

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- Knowledge of registry duties and importance.
- Flexibility and teamwork.
- To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and client focus.
- Be able to conduct him/herself ethically and accountable.
- Able to work under pressure and be able to deal with confidential information and apply good judgement.
- To work independently and to meet deadlines.

RESPONSIBILITIES

- Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service- attend employee benefits.
- Serve as secretariat during selection and interview periods.
- Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes.
- Adhere to Government Prescripts.
- Assist in leave management.
- Coordinate and facilitate training and induction programmes.
- Liaise with external training providers.
- Conduct training needs analysis.
- Advice employees regarding career development.
- Assist with skills development audits.
- Administer Internships/Learnerships programmes.
- Facilitate needs directed courses, seminars, and workshops.
- Serve as a secretary during training committee meetings.
- Perform other related functions as requested by supervisor.

POST 3: HUMAN RESOURCE AUXILIARY SERVICES CLERK: CORPORATE MANAGEMENT SERVICES

REF NO: DHET106/05/2022

LOCATION: CAPE TOWN

SALARY: R176 310 PER ANNUM (LEVEL 05)

CLOSING DATE: 17 JUNE 2022

REQUIREMENTS

- An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate.

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- An appropriate bachelor's degree/national diploma in Human Resource Management.
- A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment.
- Knowledge of Human resources or Public Administration processes.
- Computer Literacy.
- Knowledge of Human Resource functions as well able to capture data, operate computers and collate administration statistics.
- Basic knowledge and insight into human resource prescripts.
- Knowledge and understanding of PERSAL.
- Knowledge of registry duties and importance.
- Flexibility and teamwork.
- To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and client focus.
- Be able to conduct him/herself ethically and accountable.
- Able to work under pressure and be able to deal with confidential information and apply good judgement.
- To work independently and to meet deadlines.

RESPONSIBILITIES

- Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service- attend employee benefits.
- Serve as secretariat during selection and interview periods.
- Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes.
- Adhere to Government Prescripts.
- Assist in leave management.
- Coordinate and facilitate training and induction programmes.
- Liaise with external training providers.
- Conduct training needs analysis.
- Advice employees regarding career development.
- Assist with skills development audits.
- Administer Internships/Learnerships programmes.
- Facilitate needs directed courses, seminars, and workshops.
- Serve as a secretary during training committee meetings.
- Perform other related functions as requested by supervisor.

POST 4: HUMAN RESOURCE AUXILIARY SERVICES CLERK: CORPORATE MANAGEMENT SERVICES

REF NO: DHET107/05/2022

LOCATION: EAST LONDON

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SALARY: R176 310 PER ANNUM (LEVEL 05)

CLOSING DATE: 17 JUNE 2022

REQUIREMENTS

- An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate.
- An appropriate bachelor's degree/national diploma in Human Resource Management.
- A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment.
- Knowledge of Human resources or Public Administration processes.
- Computer Literacy.
- Knowledge of Human Resource functions as well able to capture data, operate computers and collate administration statistics.
- Basic knowledge and insight into human resource prescripts.
- Knowledge and understanding of PERSAL.
- Knowledge of registry duties and importance.
- Flexibility and teamwork.
- To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and client focus.
- Be able to conduct him/herself ethically and accountable.
- Able to work under pressure and be able to deal with confidential information and apply good judgement.
- To work independently and to meet deadlines.

RESPONSIBILITIES

- Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service- attend employee benefits.
- Serve as secretariat during selection and interview periods.
- Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes.
- Adhere to Government Prescripts.
- Assist in leave management.
- Coordinate and facilitate training and induction programmes.
- Liaise with external training providers.
- Conduct training needs analysis.
- Advise employees regarding career development.
- Assist with skills development audits.
- Administer Internships/Learnerships programmes.
- Facilitate needs directed courses, seminars, and workshops.
- Serve as a secretary during training committee meetings.

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- Perform other related functions as requested by supervisor.

POST 5: HUMAN RESOURCE AUXILIARY SERVICES CLERK: CORPORATE MANAGEMENT SERVICES

REF NO: DHET108/05/2022

LOCATION: EAST LONDON

SALARY: R176 310 PER ANNUM (LEVEL 05)

CLOSING DATE: 17 JUNE 2022

REQUIREMENTS

- An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate.
- An appropriate bachelor's degree/national diploma in Human Resource Management.
- A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment.
- Knowledge of Human resources or Public Administration processes.
- Computer Literacy.
- Knowledge of Human Resource functions as well able to capture data, operate computers and collate administration statistics.
- Basic knowledge and insight into human resource prescripts.
- Knowledge and understanding of PERSAL.
- Knowledge of registry duties and importance.
- Flexibility and teamwork.
- To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and client focus.
- Be able to conduct him/herself ethically and accountable.
- Able to work under pressure and be able to deal with confidential information and apply good judgement.
- To work independently and to meet deadlines.

RESPONSIBILITIES

- Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service- attend employee benefits.
- Serve as secretariat during selection and interview periods.
- Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes.
- Adhere to Government Prescripts.

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- Assist in leave management.
- Coordinate and facilitate training and induction programmes.
- Liaise with external training providers.
- Conduct training needs analysis.
- Advise employees regarding career development.
- Assist with skills development audits.
- Administer Internships/Learnerships programmes.
- Facilitate needs directed courses, seminars, and workshops.
- Serve as a secretary during training committee meetings.
- Perform other related functions as requested by supervisor.

DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/> apply and following the easy prompts/instructions.

Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference.