

## **GOVERNMENT DEPARTMENTS' HUMAN RESOURCES VACANCIES CLOSING DATE 08 JULY 2022**

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The following Government Departments are looking for suitably qualified applicants to apply for their various Human Resources Jobs. The Closing Date for applications is 08<sup>th</sup> July 2022

### **1. DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT**

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

#### **POST 1: HUMAN RESOURCE PRACTITIONER: DEEDS HUMAN RESOURCE AND RECORDS MANAGEMENT**

**REF NO: 3/2/1/2022/373**

**LOCATION: VRYBURG**

**SALARY: R261 372 PER ANNUM (LEVEL 07)**

**CLOSING DATE: 08 JULY 2022 @ 16h00**

#### **REQUIREMENTS**

- Grade 12 certificate.
- 3 years' experience working in Human Resource environment.
- Knowledge of registry duties, practices as well as the ability to capture data, and operate computer.
- Working knowledge and understanding of the legislative framework governing the Public Service.
- Knowledge of storage and retrieval procedures in terms of the working environment.
- Understanding of the work in registry.
- Planning and organisation.
- Computer literacy. Language.
- Good verbal and written communication skills.
- Interpersonal relations.
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- Teamwork

#### **RESPONSIBILITIES**

- Supervise and undertake the more complex implementation and maintenance of human resource administration practices.

## **GOVERNMENT DEPARTMENTS' HUMAN RESOURCES VACANCIES CLOSING DATE 08 JULY 2022**

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- HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.).
- Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances etc.).
- Termination of service.
- Recommend (approve) transactions on PERSAL according to delegations. (final authorisation should happen on a higher level preferable at AD or higher level).
- Prepare reports on human resource administration issues and statistics.
- Handle human resource administration enquiries.
- Manage enquiries from internal and external clients.
- Supervise human resources / staff. Allocate and ensure quality of work. Personnel development.
- Apply discipline.
- Assess staff performance.

**Please ensure that you send your application to Private Bag X1, Vryburg, 8600 or Hand deliver it to the Office of the Registrar of Deeds: Vryburg at 26, De Kock Street, Vryburg, 8601 before the closing date as no late applications will be considered**

ENQUIRIES: Mr A Golele Tel No: (053) 928 1506

### **POST 2: HUMAN RESOURCE PRACTITIONER: DEEDS HUMAN RESOURCE AND RECORDS MANAGEMENT**

**REF NO: 3/2/1/2022/374**

**LOCATION: PIETERMARITZBURG**

**SALARY: R261 372 PER ANNUM (LEVEL 07)**

**CLOSING DATE: 08 JULY 2022 @ 16h00**

### **REQUIREMENTS**

- Grade 12 certificate.
- 3 years' experience working in Human Resource environment.
- Knowledge of registry duties, practices as well as the ability to capture data, and operate computer.
- Working knowledge and understanding of the legislative framework governing the Public Service.
- Knowledge of storage and retrieval procedures in terms of the working environment.
- Understanding of the work in registry.
- Planning and organisation.

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- Computer literacy. Language.
- Good verbal and written communication skills.
- Interpersonal relations.
- 
- Teamwork

### **RESPONSIBILITIES**

- Supervise and undertake the more complex implementation and maintenance of human resource administration practices.
- HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.).
- Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances etc.).
- Termination of service.
- Recommend (approve) transactions on PERSAL according to delegations. (final authorisation should happen on a higher level preferable at AD or higher level).
- Prepare reports on human resource administration issues and statistics.
- Handle human resource administration enquiries.
- Manage enquiries from internal and external clients.
- Supervise human resources / staff. Allocate and ensure quality of work. Personnel development.
- Apply discipline.
- Assess staff performance.

**Please ensure that you send your application to Private Bag x9028, Pietermaritzburg, 3200 or Hand deliver it to the Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritz Street, Pietermaritzburg,3201 before the closing date as no late applications will be considered.**

ENQUIRIES: Ms Z Mthembu Tel: (033) 355 6812

### **POST 3: HUMAN RESOURCE PRACTITIONER: DEEDS HUMAN RESOURCE AND RECORDS MANAGEMENT**

**REF NO: 3/2/1/2022/375**

**LOCATION: OFFICE OF THE REGISTRAR OF DEEDS (CAPE TOWN)**

**SALARY: R261 372 PER ANNUM (LEVEL 07)**

**CLOSING DATE: 08 JULY 2022 @ 16h00**

## **GOVERNMENT DEPARTMENTS' HUMAN RESOURCES VACANCIES CLOSING DATE 08 JULY 2022**

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### **REQUIREMENTS**

- Grade 12 certificate.
- 3 years' experience working in Human Resource environment.
- Knowledge of registry duties, practices as well as the ability to capture data, and operate computer.
- Working knowledge and understanding of the legislative framework governing the Public Service.
- Knowledge of storage and retrieval procedures in terms of the working environment.
- Understanding of the work in registry.
- Planning and organisation.
- Computer literacy. Language.
- Good verbal and written communication skills.
- Interpersonal relations.
- 
- Teamwork

### **RESPONSIBILITIES**

- Supervise and undertake the more complex implementation and maintenance of human resource administration practices.
- HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.).
- Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances etc.).
- Termination of service.
- Recommend (approve) transactions on PERSAL according to delegations. (final authorisation should happen on a higher level preferable at AD or higher level).
- Prepare reports on human resource administration issues and statistics.
- Handle human resource administration enquiries.
- Manage enquiries from internal and external clients.
- Supervise human resources / staff. Allocate and ensure quality of work. Personnel development.
- Apply discipline.
- Assess staff performance.

**Please ensure that you send your application to Private Bag X9073, Cape Town, 7975 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 7975 before the closing date as no late applications will be considered.**

ENQUIRIES: Mr T Clark Tel: (021) 464 7601

**POST 4: HUMAN RESOURCE CLERK**

## **GOVERNMENT DEPARTMENTS' HUMAN RESOURCES VACANCIES CLOSING DATE 08 JULY 2022**

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**REF NO: 3/2/1/2022/384**

**LOCATION: CAPE TOWN**

**SALARY: R176 310 PER ANNUM (LEVEL 5)**

**CLOSING DATE: 08 JULY 2022 @ 16h00**

### **REQUIREMENTS**

- Grade 12 certificate.
- No work experience required
- Knowledge of registry duties, practices as well as the ability to capture data, and operate computer.
- Working knowledge and understanding of the legislative framework governing the Public Service.
- Knowledge of storage and retrieval procedures in terms of the working environment.
- Understanding of the work in registry.
- Planning and organisation.
- Computer literacy. Language.
- Good verbal and written communication skills.
- Interpersonal relations.
- 
- Teamwork

### **RESPONSIBILITIES**

- Implement human resource administration practices.
- Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods e.g.).
- Implement conditions of services (Leave, Housing, Medical, Injury. on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.)
- Performance Management.
- Termination of service (indicate the steps).
- Address human resource administration enquiries.
- Respond to enquiries from internal and external clients.

**Please ensure that you send your application to Private Bag X9073, Cape Town, 7975 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 7975 before the closing date as no late applications will be considered**

ENQUIRIES: Mr T Clark Tel: (021) 464 7601

## **GOVERNMENT DEPARTMENTS' HUMAN RESOURCES VACANCIES CLOSING DATE 08 JULY 2022**

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**POST 5: HUMAN RESOURCE CLERK**

**REF NO: 3/2/1/2022/385**

**LOCATION: KING WILLIAMS TOWN**

**SALARY: R176 310 PER ANNUM (LEVEL 5)**

**CLOSING DATE: 08 JULY 2022 @ 16h00**

### **REQUIREMENTS**

- Grade 12 certificate.
- No work experience required
- Knowledge of registry duties, practices as well as the ability to capture data, and operate computer.
- Working knowledge and understanding of the legislative framework governing the Public Service.
- Knowledge of storage and retrieval procedures in terms of the working environment.
- Understanding of the work in registry.
- Planning and organisation.
- Computer literacy. Language.
- Good verbal and written communication skills.
- Interpersonal relations.
- 
- Teamwork

### **RESPONSIBILITIES**

- Implement human resource administration practices.
- Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods e.g.).
- Implement conditions of services (Leave, Housing, Medical, Injury. on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.)
- Performance Management.
- Termination of service (indicate the steps).
- Address human resource administration enquiries.
- Respond to enquiries from internal and external clients.

**Please ensure that you send your application to Private Bag X7402, King Williams Town or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road King William's Town 5601 before the closing date as no late applications will be considered.**

## GOVERNMENT DEPARTMENTS' HUMAN RESOURCES VACANCIES CLOSING DATE 08 JULY 2022

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ENQUIRIES: Ms M Mobe Tel: (043) 642 2741

**Applications must be submitted on Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#) and must be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates)**

NB: African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply

*Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful*

### 2. DEPARTMENT OF SOCIAL DEVELOPMENT

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

**POST 1: PERSONNEL OFFICER**

**REF NO: DSD 38/06/2022**

**LOCATION: JOE GQABI: SENQU SERVICE OFFICE, EASTERN CAPE**

**SALARY: R176 310 PER ANNUM (LEVEL 5)**

**CLOSING DATE: 08 JULY 2022**

#### **REQUIREMENTS**

- National Senior Certificate/ equivalent relevant qualification.
- Understanding of recruitment selection, and condition of service.
- Computer literacy.
- Fair understanding of Public Service Regulation and HR policies.
- Knowledge and ability to use PERSAL functions.

## **GOVERNMENT DEPARTMENTS' HUMAN RESOURCES VACANCIES CLOSING DATE 08 JULY 2022**

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- Competencies; Good understanding of Public Service rules policies and regulations.
- Knowledge of PFMA, EPMDs, PSA and treasury Regulations.
- Knowledge of general administration in the Public Service.
- Knowledge of Public sector policies.
- Excellent communication skills and analytical ability

### **RESPONSIBILITIES**

- Be responsible for variety of administrative duties related to staff provisioning and condition of service.
- Ensure efficient and effective processing of service benefits and incentives of all employees.
- Administer HR processes at operational level.

**The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North**

### **POST 2: PERSONNEL OFFICER**

**REF NO: DSD 39/06/2022**

**LOCATION: JOE GQABI: ELUNDINI SERVICE OFFICE, EASTERN CAPE**

**SALARY: R176 310 PER ANNUM (LEVEL 5)**

**CLOSING DATE: 08 JULY 2022**

### **REQUIREMENTS**

- National Senior Certificate/ equivalent relevant qualification.
- Understanding of recruitment selection, and condition of service.
- Computer literacy.
- Fair understanding of Public Service Regulation and HR policies.
- Knowledge and ability to use PERSAL functions.
- Competencies; Good understanding of Public Service rules policies and regulations.
- Knowledge of PFMA, EPMDs, PSA and treasury Regulations.
- Knowledge of general administration in the Public Service.
- Knowledge of Public sector policies.
- Excellent communication skills and analytical ability

### **RESPONSIBILITIES**



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- Be responsible for variety of administrative duties related to staff provisioning and condition of service.
- Ensure efficient and effective processing of service benefits and incentives of all employees.
- Administer HR processes at operational level.

**The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North**

### **POST 3: PERSONNEL OFFICER**

**REF NO: DSD 40/06/2022**

**LOCATION: OR TAMBO: QUMBU AREA OFFICE, EASTERN CAPE**

**SALARY: R176 310 PER ANNUM (LEVEL 5)**

**CLOSING DATE: 08 JULY 2022**

### **REQUIREMENTS**

- National Senior Certificate/ equivalent relevant qualification.
- Understanding of recruitment selection, and condition of service.
- Computer literacy.
- Fair understanding of Public Service Regulation and HR policies.
- Knowledge and ability to use PERSAL functions.
- Competencies; Good understanding of Public Service rules policies and regulations.
- Knowledge of PFMA, EPMDs, PSA and treasury Regulations.
- Knowledge of general administration in the Public Service.
- Knowledge of Public sector policies.
- Excellent communication skills and analytical ability

### **RESPONSIBILITIES**

- Be responsible for variety of administrative duties related to staff provisioning and condition of service.
- Ensure efficient and effective processing of service benefits and incentives of all employees.
- Administer HR processes at operational level.

**The District Director, Department of Social Development, Private Bag X 6000, Umtata, 5099 or hand delivered to at Room No 1045, 10th floor Botha Sigcau Building**

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**Applications must be submitted on Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#) and must be accompanied by a recently updated comprehensive CV**

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

ENQUIRIES: Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

*Applicants must note that further Personnel Suitability checks will be conducted on shortlisted candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record 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*

### 3. DEPARTMENT OF EDUCATION

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

#### **POST 1: CHIEF PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING**

**REF NO: JS2022/06/35**

**LOCATION: JOHANNESBURG SOUTH DISTRICT**

**SALARY: R321 543 PER ANNUM**

**CLOSING DATE: 08 JULY 2022**

#### **REQUIREMENTS**

- An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Industrial Psychology or related three-year qualification (Majoring with HR/Personnel Management) plus minimum of 2 years' experience in the Human Resource working environment.
- Knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act, HR Prescripts, Resolutions and White Papers.
- Knowledge of National and Provincial HR Policy Frameworks.
- Computer Literacy, Verbal and Written Communication Skills, Project Management.
- Problem Solving, Presentation, Facilitation and supervisory skills.
- Applicant must be in a possession of a South African valid driver's license

## **GOVERNMENT DEPARTMENTS' HUMAN RESOURCES VACANCIES CLOSING DATE 08 JULY 2022**

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### **RESPONSIBILITIES**

- Implement post establishment for the district and schools.
- Receive and verify post establishment for LSEN schools and ordinary schools.
- Receive and verify post establishment for extraordinary posts.
- Distribute post establishments to all stakeholders.
- Monitor the utilization of all posts as per allocated post establishment and provide report.
- Identify vacant posts for the District Office and schools.
- Update and maintain post establishment for the district and schools.
- Coordinate the movement of staff for the district and schools.
- Prepare and obtain approval for the placement of personnel i.e. additional and Funza Lushaka.
- Prepare and obtain approval for the absorption of temporary staff.
- Identify educators on access post and submit a list to heads.
- Facilitate and issue placement letters for access educators.
- Coordinate the publication of vacancy lists.
- Receive post establishment from Head Office.
- Distribute post establishment to schools. Receive GDE79 to advertise vacant posts.
- Compile a list of all vacant posts and forward to Head Office.
- Receive vacancy list from Head office distribute.
- Coordinate response handling and recruitment and selection for the District.
- Prepare and obtain approval to advertise and to fill the identified vacant posts.
- Notify line managers of vacancies within their respective units.
- Receive and verify GDE79 / HR1 to Head Office for publication.
- Receive and distribute vacancy list within the District (including schools).
- Facilitate the shortlisting process.
- Arrange interviews and provide technical advice during interviews.
- Draft and obtain approval for the appointment of the successful candidate.
- Provide administrative support services for the Unit.
- File documentation in the office.
- Respond to enquiries receives from internal and external stakeholders.
- Draft and submit monthly reports

**Applications should be sent to: Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820**

ENQUIRIES: Ms Lola Malimagovha Tel No: 011 247 5947

**POST 2: CHIEF PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING**

**REF NO: SW2022/06/36**

**LOCATION: SEDIBENG WEST DISTRICT**

## **GOVERNMENT DEPARTMENTS' HUMAN RESOURCES VACANCIES CLOSING DATE 08 JULY 2022**

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**SALARY: R321 543 PER ANNUM**

**CLOSING DATE: 08 JULY 2022**

### **REQUIREMENTS**

- An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Industrial Psychology or related three-year qualification (Majoring with HR/Personnel Management) plus minimum of 2 years' experience in the Human Resource working environment.
- Knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act, HR Prescripts, Resolutions and White Papers.
- Knowledge of National and Provincial HR Policy Frameworks.
- Computer Literacy, Verbal and Written Communication Skills, Project Management.
- Problem Solving, Presentation, Facilitation and supervisory skills.
- Applicant must be in a possession of a South African valid driver's license

### **RESPONSIBILITIES**

- Implement post establishment for the district and schools.
- Receive and verify post establishment for LSEN schools and ordinary schools.
- Receive and verify post establishment for extraordinary posts.
- Distribute post establishments to all stakeholders.
- Monitor the utilization of all posts as per allocated post establishment and provide report.
- Identify vacant posts for the District Office and schools.
- Update and maintain post establishment for the district and schools.
- Coordinate the movement of staff for the district and schools.
- Prepare and obtain approval for the placement of personnel i.e. additional and Funza Lushaka.
- Prepare and obtain approval for the absorption of temporary staff.
- Identify educators on access post and submit a list to heads.
- Facilitate and issue placement letters for access educators.
- Coordinate the publication of vacancy lists.
- Receive post establishment from Head Office.
- Distribute post establishment to schools. Receive GDE79 to advertise vacant posts.
- Compile a list of all vacant posts and forward to Head Office.
- Receive vacancy list from Head office distribute.
- Coordinate response handling and recruitment and selection for the District.
- Prepare and obtain approval to advertise and to fill the identified vacant posts.
- Notify line managers of vacancies within their respective units.
- Receive and verify GDE79 / HR1 to Head Office for publication.
- Receive and distribute vacancy list within the District (including schools).
- Facilitate the shortlisting process.

## **GOVERNMENT DEPARTMENTS' HUMAN RESOURCES VACANCIES CLOSING DATE 08 JULY 2022**

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- Arrange interviews and provide technical advice during interviews.
- Draft and obtain approval for the appointment of the successful candidate.
- Provide administrative support services for the Unit.
- File documentation in the office.
- Respond to enquiries received from internal and external stakeholders.
- Draft and submit monthly reports

**Applications should be sent to: Physical Address: Sebokeng College 6 Samuel Street; Zone 18, Sebokeng Postal Address: Private Bag X067, Vanderbijlpark, 1900**

ENQUIRIES: Ms Bertha Mlotshwa Tel No: 016 594 9207

**POST 3: CHIEF PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING X2 POSTS**

**REF NO: JE2022/06/37**

**LOCATION: JOHANNESBURG EAST DISTRICT**

**SALARY: R321 543 PER ANNUM**

**CLOSING DATE: 08 JULY 2022**

### **REQUIREMENTS**

- An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Industrial Psychology or related three-year qualification (Majoring with HR/Personnel Management) plus minimum of 2 years' experience in the Human Resource working environment.
- Knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act, HR Prescripts, Resolutions and White Papers.
- Knowledge of National and Provincial HR Policy Frameworks.
- Computer Literacy, Verbal and Written Communication Skills, Project Management.
- Problem Solving, Presentation, Facilitation and supervisory skills.
- Applicant must be in a possession of a South African valid driver's license

### **RESPONSIBILITIES**

- Implement post establishment for the district and schools.
- Receive and verify post establishment for LSEN schools and ordinary schools.
- Receive and verify post establishment for extraordinary posts.
- Distribute post establishments to all stakeholders.
- Monitor the utilization of all posts as per allocated post establishment and provide report.
- Identify vacant posts for the District Office and schools.

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- Update and maintain post establishment for the district and schools.
- Coordinate the movement of staff for the district and schools.
- Prepare and obtain approval for the placement of personnel i.e. additional and Funza Lushaka.
- Prepare and obtain approval for the absorption of temporary staff.
- Identify educators on access post and submit a list to heads.
- Facilitate and issue placement letters for access educators.
- Coordinate the publication of vacancy lists.
- Receive post establishment from Head Office.
- Distribute post establishment to schools. Receive GDE79 to advertise vacant posts.
- Compile a list of all vacant posts and forward to Head Office.
- Receive vacancy list from Head office distribute.
- Coordinate response handling and recruitment and selection for the District.
- Prepare and obtain approval to advertise and to fill the identified vacant posts.
- Notify line managers of vacancies within their respective units.
- Receive and verify GDE79 / HR1 to Head Office for publication.
- Receive and distribute vacancy list within the District (including schools).
- Facilitate the shortlisting process.
- Arrange interviews and provide technical advice during interviews.
- Draft and obtain approval for the appointment of the successful candidate.
- Provide administrative support services for the Unit.
- File documentation in the office.
- Respond to enquiries receives from internal and external stakeholders.
- Draft and submit monthly reports

**Applications should be sent to: Physical Address: Sandown High School, 1 North Road, Sandown, Postal Address: Private Bag X9910, Sandton, 2146**

ENQUIRIES: Ms Elizabeth Moloko Tel No: 011 666 9109

**POST 4: CHIEF PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING X2 POSTS**

**REF NO: JN2022/06/38**

**LOCATION: JOHANNESBURG NORTH DISTRICT**

**SALARY: R321 543 PER ANNUM**

**CLOSING DATE: 08 JULY 2022**

### **REQUIREMENTS**

- An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Industrial Psychology or related

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three-year qualification (Majoring with HR/Personnel Management) plus minimum of 2 years' experience in the Human Resource working environment.

- Knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act, HR Prescripts, Resolutions and White Papers.
- Knowledge of National and Provincial HR Policy Frameworks.
- Computer Literacy, Verbal and Written Communication Skills, Project Management.
- Problem Solving, Presentation, Facilitation and supervisory skills.
- Applicant must be in a possession of a South African valid driver's license

### **RESPONSIBILITIES**

- Implement post establishment for the district and schools.
- Receive and verify post establishment for LSEN schools and ordinary schools.
- Receive and verify post establishment for extraordinary posts.
- Distribute post establishments to all stakeholders.
- Monitor the utilization of all posts as per allocated post establishment and provide report.
- Identify vacant posts for the District Office and schools.
- Update and maintain post establishment for the district and schools.
- Coordinate the movement of staff for the district and schools.
- Prepare and obtain approval for the placement of personnel i.e. additional and Funza Lushaka.
- Prepare and obtain approval for the absorption of temporary staff.
- Identify educators on access post and submit a list to heads.
- Facilitate and issue placement letters for access educators.
- Coordinate the publication of vacancy lists.
- Receive post establishment from Head Office.
- Distribute post establishment to schools. Receive GDE79 to advertise vacant posts.
- Compile a list of all vacant posts and forward to Head Office.
- Receive vacancy list from Head office distribute.
- Coordinate response handling and recruitment and selection for the District.
- Prepare and obtain approval to advertise and to fill the identified vacant posts.
- Notify line managers of vacancies within their respective units.
- Receive and verify GDE79 / HR1 to Head Office for publication.
- Receive and distribute vacancy list within the District (including schools).
- Facilitate the shortlisting process.
- Arrange interviews and provide technical advice during interviews.
- Draft and obtain approval for the appointment of the successful candidate.
- Provide administrative support services for the Unit.
- File documentation in the office.
- Respond to enquiries receives from internal and external stakeholders.
- Draft and submit monthly reports

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**Applications should be sent to: Physical Address: Corner Biccard & Jorrison street FNB Building Braamfontein Postal Address: Private Bag X01, Braamfontein, 2017**

ENQUIRIES: Ms Nelisiwe Mashazi Tel No: 011 694 9321

**POST 5: CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICE**

**REF NO: TS2022/06/39**

**LOCATION: TSHWANE SOUTH DISTRICT**

**SALARY: R321 543 PER ANNUM**

**CLOSING DATE: 08 JULY 2022**

### **REQUIREMENTS**

- An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Industrial Psychology or related three-year qualification (Majoring with HR/Personnel Management) plus minimum of 2 years' experience in the Human Resource working environment.
- Knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act, HR Prescripts, Resolutions and White Papers.
- Knowledge of National and Provincial HR Policy Frameworks.
- Computer Literacy, Verbal and Written Communication Skills, Project Management.
- Problem Solving, Presentation, Facilitation and supervisory skills.
- Applicant must be in a possession of a South African valid driver's license

### **RESPONSIBILITIES**

- To Provide the administration of conditions of service and employee benefits and ensure provision of all personnel administration services on Persal Facilitate the processing of homeowner's allowance, resettlement, relocation overtime, transfers, debt management, qualifications bonus, acting allowance, medical aid, long services, pension benefits, payment of leave gratuity, overtime, acting allowance and salary administration.
- Ensure the implementation of termination transactions on Persal and current and update records on Persal.
- Support the implementation of termination transactions on Persal and ensure current and update records on Persal.
- Advice GDF on debt not captured on Persal and ensure that PILIR register is submitted prior to the processing of termination.
- Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death,



## **GOVERNMENT DEPARTMENTS' HUMAN RESOURCES VACANCIES CLOSING DATE 08 JULY 2022**

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misconduct, ill retirement and early retirement, severance package and exit interviews.

- Provide a Human resource advisory on conditions of services to all departmental personnel and compile monthly statistical reports and management reports.
- Conduct research on condition of services and ensure that grey arrears are well managed.
- Ensure effective, efficient supervision of staff Conduct performance reviews and ensure that these are submitted to the Performance Management and Development unit timeously.

**Applications should be sent to: Physical Address: President Towers Building, 265 Pretorius Street Pretoria Postal Address: Private Bag X198 Pretoria, 0001**

ENQUIRIES: Mr Thabiso Mphosi Tel No: 012 401 6434

**POST 6: CHIEF PERSONNEL OFFICER: HRD**

**REF NO: JW2022/06/50**

**LOCATION: JOHANNESBURG WEST DISTRICT**

**SALARY: R321 543 PER ANNUM**

**CLOSING DATE: 08 JULY 2022**

### **REQUIREMENTS**

- An appropriate recognized three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Human Resource Development or a related three-year qualification plus a minimum of 2 years' relevant experience in the HR working environment.
- Practical experience of PERSAL.
- Knowledge of HR prescripts, procedures and legislative frameworks applicable to the public service.
- Leadership, management and conflict resolutions skills.
- Knowledge of National skills Development Act and National Development Strategy.
- Communication skills (written & verbal), organizational and interpersonal.
- Supervisory skills, Computer literacy and ability to work under pressure.
- Applicant must be in a possession of a South African valid driver's license.

### **RESPONSIBILITIES**

- The successful candidate will be responsible for providing an effective Performance Management service in the Department.

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- This would include providing advice on Human Resources Development (HRD) matters; conduct needs analysis and skills audit; organize and co-ordinate training and needs analysis and skills audit; organize and co-ordinate training and development interventions based on the needs of the employees.
- Submit an approved WSP/ATR for the department.
- Administer internal bursaries, develop and revise policies, implement learnerships, internship and experiential learning programmes, compile and submit various reports to management stakeholders.

**Applications should be sent to: Physical Address: 20 Madeline Street, FLORIDA Postal Address: P.O. Box 1995, Florida,1709**

ENQUIRIES: Mr Lizwe Jafta Tel No: 011 831 5433

**POST 7: CHIEF PERSONNEL OFFICER: HRD**

**REF NO: ES2022/06/52s**

**LOCATION: EKURHULENI SOUTH DISTRICT**

**SALARY: R321 543 PER ANNUM**

**CLOSING DATE: 08 JULY 2022**

### **REQUIREMENTS**

- An appropriate recognized three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Human Resource Development or a related three-year qualification plus a minimum of 2 years' relevant experience in the HR working environment.
- Practical experience of PERSAL.
- Knowledge of HR prescripts, procedures and legislative frameworks applicable to the public service.
- Leadership, management and conflict resolutions skills.
- Knowledge of National skills Development Act and National Development Strategy.
- Communication skills (written & verbal), organizational and interpersonal.
- Supervisory skills, Computer literacy and ability to work under pressure.
- Applicant must be in a possession of a South African valid driver's license.

### **RESPONSIBILITIES**

- The successful candidate will be responsible for providing an effective Performance Management service in the Department.

## **GOVERNMENT DEPARTMENTS' HUMAN RESOURCES VACANCIES CLOSING DATE 08 JULY 2022**

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- This would include providing advice on Human Resources Development (HRD) matters; conduct needs analysis and skills audit; organize and co-ordinate training and needs analysis and skills audit; organize and co-ordinate training and development interventions based on the needs of the employees.
- Submit an approved WSP/ATR for the department.
- Administer internal bursaries, develop and revise policies, implement learnerships, internship and experiential learning programmes, compile and submit various reports to management stakeholders.

**Applications should be sent to: Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456**

ENQUIRIES: Mr Xolani Kheswa Tel No: 011 389 6062

**Applications must be submitted on Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#) and must be accompanied by a recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID document and a Driver's license where applicable. (Section A, B, C and D compulsory and section E ignore if CV attached)**