

Bojanala District

HR Clerk Supervisor: Human Resource Administration

Salary: R261 372 per annum (SL 07)

• REF NO: Boj 03/2022 • Centre: District Office x1 (Bojanala)

Requirements: Qualifications and experience: • National Senior Certificate or equivalent qualification plus National Diploma/Degree in Human Resource Management or Public Management/Public Administration • At least 2 years in Human Resource Administration experience • Persal certificate (in Leave Administration & Personnel Administration) is an added advantage.

Knowledge: • Knowledge of GEPP/GPAA online submission of pension applications • Understanding of the legislative framework governing the Public Service & HR prescripts • Administration procedures • Performance Management Development System • Reporting • Evaluation of sub-ordinates.

Skills: • Computer literacy • Report writing skill • Good Communication (Verbal & Written) • Interpersonal Relation skills • Planning and Organising skills • Teamwork.

Duties: • Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices • Handle Human Resource Administration enquiries • Supervise human resources/staff • Prepare reports on Human Resource Administration issues and statistics.

Enquiries: Ms EAT Molokwane, tel. (087) 086 5932

HR Clerk Production

Salary: R176 310 per annum (SL 05)

• Ref no: Boj 04/2022 • Centre: District Office x1 (Bojanala)

Requirements: Qualifications and experience: • National Senior Certificate or equivalent qualification • No experience required.

Knowledge: • Knowledge of clerical duties and practices • The ability to capture data, operate a computer and collect statistics • Understanding of the legislative framework governing Public Service, Working procedures in terms of the working environment.

Skills: • Computer literacy • Planning and Organising skills • Language skills • Good communication (verbal & written) skills • Interpersonal Relation skills.

Duties: • Render Human Resource Clerical support services (condition of service) • Implement Human Resource Administration practices • Provide Personnel Administration • Address human resource administration enquiries.

Enquiries: Ms EAT Molokwane, tel (087) 086 5932

Secretary

Salary: R176 310 per annum (SL 05)

• Ref no: Boj 05/2022 • Centre: District Office x1 (Bojanala)

Requirements: Qualifications: • National Senior Certificate or equivalent qualification plus a Secretarial Certificate/Diploma • No experience required.

Knowledge: • Knowledge of clerical duties and practices • The ability to capture data, operate a computer and collect statistics • Understanding of the legislative framework governing Public Service, Working procedures in terms of the working environment.

Skills: • Computer literacy • Planning and Organising skills • Language skills and the ability to communicate well with people at different levels and from different backgrounds • Good Communication (Verbal & Written) skills • Good telephone etiquette • High level of reliability • Ability to act with tact and discretion • Good grooming and presentation.

Duties: • Provides a secretarial/receptionist support service to the Director: • Receives telephone calls and refers the calls to the correct role players if not meant for the Director • Manage the Director's Diary and schedule, Manage incoming and outgoing information of the office • Provides a clerical support service to the Director: • Make travel arrangements for the Director • Arranges meetings and events for the Director • Processes the travel and subsistence claims for the Unit • Processes all invoices that emanate from the activities of the work of the manager • Drafts routine correspondence and reports • Administers matters like the leave registers and telephone accounts • Receives, records and distributes all incoming and outgoing documents • Handles the procurement of standard items like stationary, refreshments etc • Collects all relevant documents to enable the Director to prepare for meetings • Remains up to date with regard to prescripts, policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager.

Enquiries: Mr GS Matau, tel (087) 086 6131

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

Compliance: The Application must be fully completed and that is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initials and dated to be considered, and is obtainable at any National or Provincial Departments, www.gov.za. The new Z83 Form must be accompanied by a recent updated required documents: Comprehensive curriculum vitae including competencies and experience, with three (3) names of contactable referees; Copies of all qualification(s); including Grade 12 Certificate or equivalent; and all applicants with tertiary qualification(s) must be accompanied by copies of academic record/transcript(s); attached ID copy. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA).

Applicant previous information for background checks/reference checks about the high school/college/university/employment records will be verified through referees. Applicants need not to submit certified documents. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Failure to submit the requested documents, faxed, e-mailed applications will not be accepted or considered. All qualifications will be verified. The successful candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, qualifications verification and vetting. Applications should be forwarded in time, since any applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interviews selection on a date, time and place as determined by the Department. The Department reserves the right not to make appointment. Applicants must indicate the Post, the Center and the Reference number on the Z83 Form application. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. Candidates requiring additional information regarding advertised post(s) must direct their enquiries to the relevant person indicated.

NB: Communication and Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.

All applications must be addresses to: **Human Resource Management, Department of Public Works and Roads, Private Bag x82063, Rustenburg, 0300** Or Hand deliver to Office No. 1697, Zending Street, Waterfall Avenue, Old Industrial Site, Rustenburg, 0300. For Attention: HR Management - Ms P. Selekol.

Closing Date: 22 July 2022 {Posted Applications must have reached the Department by 15h00 pm, otherwise they will not be considered}.



dpwr

Department: Public Works and Roads
North West Provincial Government
REPUBLIC OF SOUTH AFRICA