



REPUBLIC OF SOUTH AFRICA

Department of Health
Private Bag X828
PRETORIA
0001

STAFF CIRCULAR MINUTE NO B 4 OF 2015

VACANT POST OF SENIOR HUMAN RESOURCE OFFICER
(Reference number B 4 of 2015)

NOTE: THIS POST IS ADVERTISED IN THE NATIONAL DEPARTMENT OF HEALTH AS WELL AS ORGANISATIONS FOR PEOPLE WITH DISABILITIES. MALE CANDIDATES ARE ENCOURAGED TO APPLY.

- SALARY** : R196 278 per annum
- OFFICE** : Chief Directorate: Human Resources Management and Development.
Directorate: Human Resources Development. Pretoria.
- REQUIREMENTS** : *A Senior Certificate (Grade 12) or equivalent NQF 4 qualification *At least two (2) years experience in office administration and human resources practices *Sound knowledge of all the relevant Human Resources legislation *Knowledge and understanding of the legislative framework governing the Public Service *Good organisational, communication (written and verbal), interpersonal, planning, administrative, computer (Microsoft Office Package), decision-making and problem solving skills *Ability to maintain confidentiality *Language proficiency *Assertiveness.
- DUTIES** : *To administer on received requests/E3's to advertise vacant posts which includes: -ensure all information is correct and complete on E3 and liaise with the relevant Units in obtaining outstanding information *Compile draft advertisements, and -extensive liaising with clients within the department as well as externally (e.g. advertising agencies and DPSA). *Keep and update register of all E3's received from the Sub-Directorate: OD *Obtain necessary approval of draft advertisement from Practitioners as well as relevant line Manager *Ensure prior approval of quotations of the adverts placed by Advertising Agency, and obtain order numbers from Supply Chain *Query/verify payments thereof, *Maintain database of all advertised posts, including closing date lists *Provide advice to all employees with regards to the advertising of posts.
- NOTE** : **Candidates will undergo a computer exercise.**

NOTICE

: Applications must be made on form Z83 (available on the website of the Department of Public Service and Administration) accompanied by a comprehensive CV and certified copies of qualifications (including Senior Certificate/Grade 12 Certificate regardless of the qualification requirement indicated in the advert), ID and driver's licence (where applicable). Applications must be handed in at Reception (Brown Application Box), Civitas building, corner of Struben and Thabo Sehume (formerly known as Andries) streets before the closing date. Please state the number of this staff circular minute on your application. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The department reserves the right not to fill this post. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. .

ENQUIRIES

: Ms Nancy Mafikeng at tel no (012) 395 8609.

CLOSING DATE

: 13 November 2015.



DIRECTOR: HUMAN RESOURCES ADMINISTRATION

DATE: 27/10/2015