



Education and Sport Development

Department of Education and Sport Development
Departement van Onderwys en Sport Ontwikkeling
Lefapha la Thuto le Tihabololo ya Metshameko

NORTH WEST PROVINCE

Taletso HRM & D Building,
Ground Floor, Dr Albert Luthuli Drive, Mmabatho
Private Bag X2044, Mmabatho 2735
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HUMAN RESOURCE MANAGEMENT SERVICES

Reference: Filling of Posts
Enquiries: Ms L.G Tsotetsi
Telephone: (018) 388 3278
Date: 19th September 2016

TO: Executive Managers
Directors
Deputy Directors
Assistant Directors
Area Office Managers
Principals/Heads of Learning Institutions
All Employees

DEPARTMENTAL PUBLIC SERVICE ACT STAFF VACANCY CIRCULAR NO.41 OF 2016

1. Attached hereto is a copy of an advertisement of PSA posts within the department.
2. The contents of this Circular must be brought to the attention of all employees.
3. Direction to candidates
 - (a) Separate application form Z83 must be duly completed for each post,
 - (b) An application form must be accompanied by a comprehensive Curriculum Vitae, certified copies of qualifications, identity document and driver's license, (where necessary)
 - (c) The post number must be quoted on each application form,
 - (d) Candidates who require additional information must direct their enquiries to the relevant person as indicated in the advertisement,
 - (e) Applications which are sent to the wrong address or reach their destination after the closing date will not be considered, and
 - (f) An envelope containing application forms must be forwarded to the relevant Office as indicated in the advertisement.
4. The Department is an equal opportunity and affirmative action employer. People with disabilities are encouraged to apply.
5. Due to large number of applications we envisage to receive, applications will not be acknowledged. You may however contact the relevant enquiry persons to check your application. If you do not receive any response from us within 90 days from the closing date, please accept that your application was unsuccessful.

6. Closing Date: 14th October 2016


DR IS MOLALE
SUPERINTENDENT GENERAL

22/09/16

DEPARTMENT OF EDUCATION
H.R.M. CORPORATE CENTRE PRIVATE BAG X 2044
22 SEP 2016
MMABATHO 2735 NORTH WEST PROVINCE

Chief HR Assistant
Directorate: Office Based Human Resource Administration and CS
Educator HR Management Services
Sub-Directorate: Conditions of Services
Basic Salary R 262 272 per annum (SL8) (Ref. K27254/1)
MMABATHO

Minimum qualification and experience: Grade 12 with more than 10 years experience in the spheres of human resource management and administration of which at least 5 years should be at supervisory level or an appropriate tertiary qualification in Human Resource Management with between 2 and 5 years experience in spheres of human resource management and administration of which at least 2 years should be at supervisory level.

Knowledge of: Intimate knowledge of the legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Expert knowledge of human resource management and administration [PERSAL and WALKER].

Competencies and skills: Proven report writing and interpretation skills • Strong project management skills • Planning and organising • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Proven interpersonal skills and good verbal and written communication in English

Key performance areas, inter alia, include: Conditions of service [Institution Based CS and Non CS Educators] • Subordinate Supervision and Management

Enquiries: Mr O Motang, tel. (018) 388 3602

Chief HR Assistant
Directorate: Office Based Human Resource Administration and CS
Educator HR Management Services
Sub-Directorate: Personnel Provisioning and Utilization Services
Basic Salary R 262 272 per annum (SL8) (Ref. K27254/2)
MMABATHO

Minimum qualification and experience: Grade 12 with more than 10 years experience in the spheres of human resource management and administration of which at least 5 years should be at supervisory level or an appropriate tertiary qualification in Human Resource Management with between 2 and 5 years experience in spheres of human resource management and administration of which at least 2 years should be at supervisory level.

Knowledge of: Intimate knowledge of the legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Expert knowledge of human resource management and administration [PERSAL and WALKER].

Competencies and skills: Proven report writing and interpretation skills ● Strong project management skills ● Planning and organising ● Proven computer literacy, including advanced MS Word, Excel and PowerPoint ● Proven interpersonal skills and good verbal and written communication in English

Key performance areas, inter alia, include: Human resource provisioning [Office Based CS and Non CS Educators ● Human resource utilisation [Office Based CS and Non CS Educators] ● Subordinate Supervision and Management

Enquiries: Mr O Motang, tel. (018) 388 3602

Principal HR Assistant

Directorate: Office Based Human Resource Administration and CS Educator HR Management Services

Sub-Directorate: Conditions of Services

Basic Salary R 211 194 per annum (SL7) (Ref. K27254/3)

MMABATHO

Minimum qualification and experience: Grade 12 or equivalent with more than ten years' experience in spheres of human resource management and administration or an appropriate tertiary qualification in Human Resource Management with between 0 and 2 years experience in spheres of human resource management and administration

Knowledge of: Intimate knowledge of the legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 ● Expert knowledge of human resource management and administration [PERSAL and WALKER].

Competencies and skills: Proven report writing and interpretation skills ● Strong project management skills ● Planning and organising ● Proven computer literacy, including advanced MS Word, Excel and PowerPoint ● Proven interpersonal skills and good verbal and written communication in English

Key performance areas, inter alia, include: Allowances and benefits ● Injuries on duty ● Personal employee information ● Official condolences ● Subordinate Supervision and Management

Enquiries: Mr O Motang, tel. (018) 388 3602

Principal HR Assistant
Directorate: Office Based Human Resource Administration and CS
Educator HR Management Services
Sub-Directorate: Establishment Control
Basic Salary R 211 194 per annum (SL7) (Ref. K27254/4)
MMABATHO

Minimum qualification and experience: Grade 12 or equivalent with more than ten years' experience in spheres of human resource management and administration or an appropriate tertiary qualification in Human Resource Management with between 0 and 2 years experience in spheres of human resource management and administration

Knowledge of: Intimate knowledge of the legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Expert knowledge of human resource management and administration [PERSAL and WALKER].

Competencies and skills: Proven report writing and interpretation skills • Strong project management skills • Planning and organising • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Proven interpersonal skills and good verbal and written communication in English

Key performance areas, inter alia, include: Post establishment variations [office based structures & learning institutions] • Post establishment information [office based structures & learning institutions] • Post establishment analysis [office based structures & learning institutions] • Subordinate Supervision and Management

Enquiries: Mr O Motang, tel. (018) 388 3602

Conduct Management Practitioner
Division: Conduct Management Services (Non-CS Educators)
Basic Salary R 262 272 per annum (SL8) (Ref. K27254/5)
MMABATHO

Minimum qualification and experience: Appropriate tertiary qualification in Labour Relations and/or Labour Law with between 2 and 5 years experience in labour relations and A valid Code B driver's licence

Knowledge of: Intimate knowledge of the legislative and regulatory environment informing labour relations, including, but not limited to: Disciplinary, Grievance and Dispute Resolutions procedures applicable to employees employed in terms of the Public Service Act, 1994 and Conditions of service dispensation for Senior Management Services

Competencies and skills: Proven report writing and interpretation skills • Strong project management skills • Proven mediation and negotiation skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Proven interpersonal skills and good verbal and written communication in English

Key performance areas, inter alia, include: Conduct Management • Trends analyse.
• Advice and Support Supervisors and Managers on less serious misconduct cases and incapacity • Training of employees and managers on relevant labour legislation • Compile labour relations database, monthly reports and capture cases on PERSAL System

Enquiries: Mr PM Meje

tel. (018) 388 4107

Labour Relations Practitioner

Division: Dispute Resolution Services (Non-CS Educators)

Basic Salary R 262 272 per annum (SL8) (Ref. K27254/6)

MMABATHO

Minimum qualification and experience: Appropriate tertiary qualification in Labour Relations and/or Labour Law with between 2 and 5 years experience in the field of labour relations and A valid driver's licence

Knowledge of: Intimate knowledge of the legislative and regulatory environment informing labour relations, including, but not limited to: Disciplinary, Grievance and Dispute Resolutions procedures applicable to employees employed in terms of the Public Service Act, 1994 and Conditions of service dispensation for Senior Management Services

Competencies and skills: Proven report writing and interpretation skills • Strong project management skills • Proven mediation and negotiation skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Proven interpersonal skills and good verbal and written communication in English

Key performance areas, inter alia, include: Grievance Management (Non CS Educators) • Dispute Resolution (Non CS Educators) • Trends analyses

Enquiries: Mr PM Meje

tel. (018) 388 4107

Organizational Development Practitioner

Directorate: Organisational Development Services

Basic Salary R 262 272 per annum (SL8) (Ref. K27254/7)

MMABATHO

Minimum qualification and experience: An Appropriate Tertiary qualification in Organisation and Work Study/ Management Services or equivalent with between 2 and 5 years experience in spheres of organisational development/design and A valid driver's licence

Knowledge of: Expert knowledge of the legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Expert knowledge of organisational development/design practices • Knowledge of the IT systems including PERSAL, WALKER, EVALUATE, Visio, OrgPlus

Competencies and skills: Proven report writing and interpretation skills • Strong project management skills • Planning and organising • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Proven interpersonal skills and good verbal and written communication in English

Key performance areas, inter alia, include: Organisation and post establishment [Office Based structures] • Organisational Culture • Business Process Re-engineering • Job evaluation • HR Planning • Batho Pele

Enquiries: Ms G Joseph tel. (018) 388 4087

EAP Practitioners (2 Posts)

Directorate: Human Resource Management Services (Non-CS Educators and Transversal HR Practices

Sub-Directorate: Employee Health and Wellness Services

Basic salary: R262 272 per annum (SL8) (Ref. K27254/8)

Mmabatho

Minimum qualification and experience: • Appropriate 3-year qualification in Social Sciences or equivalent plus 2-5 years' appropriate experience • Registration with the Health Professions Council of South Africa or Social Work Council of South Africa with valid proof of current registration • A valid driver's licence.

Knowledge: • The legislative and regulatory framework information HIV/AIDS and TB prevention and care programmes • EAP workplace programme.

Competencies and skills: • Well-developed writing and verbal communication skills • Presentation and report-writing skills • Client service focus • Cooperation skills • Computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: • Providing counselling services • Taking responsibility for the HIV/AIDS workplace programme and HIV/AIDS policy • Taking ownership of the EAP workplace programme and EAP policy.

Enquiries: Ms K M M Menong, tel. (018) 388 4172 or 388 2367

HR Practitioner

Division: Human Resources Management and Development Services

Sub-division: Recruitment, Selection, Development, Compensation and Benefits Services

Basic Salary: R 211 194 per annum (SL7) (Ref. K27254/9)

Ngaka Modiri Molema District Services

MAHIKENG

Minimum qualification and experience: Appropriate tertiary qualification in Human Resource Management and/or Development with between 0 and 2 years

experience in the field of human resource management. A valid driver's licence will be an added advantage.

Knowledge of: Intimate knowledge of the legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Expert knowledge of human resource management and administration [PERSAL and WALKER].

Competencies and skills: Proven report writing and interpretation skills • Strong project management skills • Planning and organising • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Proven interpersonal skills and good verbal and written communication in English

Key performance areas, inter alia, include: Employment practices • Performance Management and Development • Employment Equity • Recruitment and selection services

Enquiries: Ms N Mothusi

tel. (018) 388 3108

HRD Practitioner

Division: Human Resource Management and Development Services

Sub - Division: Human Resource Development Services

Basic Salary: R 211 194 per annum (SL7) (Ref. K27254/10)

Ngaka Modiri Molema District Services

MAHIKENG

Minimum qualification and experience: Appropriate Tertiary qualification in Human Resource Development with between 0 to 2 years experience in the field of human resource development • A valid driver's licence will be an added advantage.

Knowledge : The legislative and regulatory environment informing human resource development, including, but not limited to:- Procedures applicable to employees employed in terms of the Public Service Act, 1994. Requirement of Skills Development Act, 1998.

Competency and skills: Proven computer literacy, including advanced MSWord, MSExcel and MSPowerpoint • Proven report writing and Presentation skills
• Project management skills • **Performance Measurement and Management Skills** • Communication • Client Service Focus • Cooperation.

Key performance areas, inter alia, include: • Skills Auditing • Consolidation of the District Workplace Skills Plan (Annexure 2) • Implementation of Annual Training Schedule • WSP Reporting (Non cs Educators) • Internships and bursaries.

Enquiries: Ms N Mothusi

tel. (018) 388 3108

Conduct Management Practitioner
Division: Employee and Labour Relations Services
Basic Salary R 262 272 per annum (SL8) (Ref. K27254/11)
Ngaka Modiri Molema District Services
MAHIKENG

Minimum qualification and experience: Appropriate tertiary qualification in Labour Relations and/or Labour Law with between 2 and 5 years experience in labour relations and A valid driver's licence

Knowledge of: Intimate knowledge of the legislative and regulatory environment informing labour relations, including, but not limited to: Disciplinary, Grievance and Dispute Resolutions procedures applicable to employees employed in terms of the Public Service Act, 1994 and Conditions of service dispensation for Senior Management Services.

Competencies and skills: Proven report writing and interpretation skills ● Strong project management skills ● Proven mediation and negotiation skills ● Proven computer literacy, including advanced MS Word, Excel and PowerPoint ● Proven interpersonal skills and good verbal and written communication in English

Key performance areas, inter alia, include: Conduct Management ● Trends analyse. ● Advice and Support Supervisors and Managers on less serious misconduct cases and incapacity ● Training of employees and managers on relevant labour legislation ● Compile labour relations database, monthly reports and capture cases on PERSAL System

Enquiries: Ms N Mothusi

tel. (018) 388 3108

Chief HR Assistant
Division: Human Resource Administration Services
Sub-Division: Personnel Provisioning and Utilisation Services
Basic Salary R 262 272 per annum (SL8) (Ref. K27254/12)
Ngaka Modiri Molema District Services
MAHIKENG

Minimum qualification and experience: Grade 12 with more than 10 years experience in the spheres of human resource management and administration of which at least 5 years should be at supervisory level or an appropriate tertiary qualification in Human Resource Management with between 2 and 5 years experience in spheres of human resource management and administration of which at least 2 years should be at supervisory level.

Knowledge of: Intimate knowledge of the legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 ● Expert knowledge of human resource management and administration [PERSAL and WALKER].

Competencies and skills: Proven report writing and interpretation skills ● Strong project management skills ● Planning and organising ● Proven computer literacy,

including advanced MS Word, Excel and PowerPoint ● Proven interpersonal skills and good verbal and written communication in English

Key performance areas, inter alia, include: Human resource provisioning service [Institution Based CS and Non CS Educators service [Institution Based CS and Non CS Educators ● Registry services ● Subordinate supervision and management

Enquiries: Ms N Mothusi tel. (018) 388 3108

Principal HR Assistant

Division: Human Resource Administration Services

Sub-Division: Conditions of Services

Basic Salary R 211 194 per annum (SL7) (Ref. K27254/13)

Ngaka Modiri Molema District Services

MAHIKENG

Minimum qualification and experience: Grade 12 or equivalent with more than ten years' experience in spheres of human resource management and administration or an appropriate tertiary qualification in Human Resource Management with between 0 and 2 years experience in spheres of human resource management and administration

Knowledge of: Intimate knowledge of the legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 ● Expert knowledge of human resource management and administration [PERSAL and WALKER].

Competencies and skills: Proven report writing and interpretation skills ● Strong project management skills ● Planning and organising ● Proven computer literacy, including advanced MS Word, Excel and PowerPoint ● Proven interpersonal skills and good verbal and written communication in English

Key performance areas, inter alia, include: Allowances and benefits ● Injuries on duty ● Personal employee information ● Official condolences ● Subordinate Supervision and Management

Enquiries: Ms N Mothusi tel. (018) 388 3108

Principal HR Assistant

Division: Human Resource Administration Services

Sub-Directorate: Conditions of Services

Basic Salary R 211 194 per annum (SL7) (Ref. K27254/14)

Ngaka Modiri Molema District Services

MAHIKENG

Minimum qualification and experience: Grade 12 or equivalent with more than ten years' experience in spheres of human resource management and administration or an appropriate tertiary qualification in Human Resource

Management with between 0 and 2 years experience in spheres of human resource management and administration

Knowledge of: Intimate knowledge of the legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Expert knowledge of human resource management and administration [PERSAL and WALKER].

Competencies and skills: Proven report writing and interpretation skills • Strong project management skills • Planning and organising • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Proven interpersonal skills and good verbal and written communication in English

Key performance areas, inter alia, include: Conditions of service [Institution Based CS and Non CS Educators] • Subordinate Supervision and Management

Enquiries: Ms N Mothusi tel. (018) 388 3108

HR Practitioner

Division: Human Resources Management and Development Services
Sub-division: Recruitment, Selection, Development, Compensation and Benefits Services

Basic Salary: R 211 194 per annum (SL7) (Ref. K27254/15)

Dr Ruth Segomotsi Mompoti District Services

VRYBURG

Minimum qualification and experience: Appropriate tertiary qualification in Human Resource Management and/or Development with between 0 and 2 years experience in the field of human resource management. A valid driver's licence will be an added advantage.

Knowledge of: Intimate knowledge of the legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Expert knowledge of human resource management and administration [PERSAL and WALKER].

Competencies and skills: Proven report writing and interpretation skills • Strong project management skills • Planning and organising • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Proven interpersonal skills and good verbal and written communication in English

Key performance areas, inter alia, include: Employment practices • Performance Management and Development • Employment Equity • Recruitment and selection services

Enquiries: Ms B Mosoeu tel. (053) 928 0245

Conduct Management Practitioner
Division: Conduct Management Services (Non-CS Educators)
Basic Salary R 262 272 per annum (SL8) (Ref. K27254/16)
Dr Ruth Segomotsi Mompati District Services
VRYBURG

Minimum qualification and experience: Appropriate tertiary qualification in Labour Relations and/or Labour Law with between 2 and 5 years experience in labour relations and A valid driver's licence

Knowledge of: Intimate knowledge of the legislative and regulatory environment informing labour relations, including, but not limited to: Disciplinary, Grievance and Dispute Resolutions procedures applicable to employees employed in terms of the Public Service Act, 1994 and Conditions of service dispensation for Senior Management Services.

Competencies and skills: Proven report writing and interpretation skills ● Strong project management skills ● Proven mediation and negotiation skills ● Proven computer literacy, including advanced MS Word, Excel and PowerPoint ● Proven interpersonal skills and good verbal and written communication in English

Key performance areas, inter alia, include: Conduct Management ● Trends analyse. ● Advice and Support Supervisors and Managers on less serious misconduct cases and incapacity ● Training of employees and managers on relevant labour legislation ● Compile labour relations database, monthly reports and capture cases on PERSAL System

Enquiries: Ms O.B Sechele

tel. (053) 928 0249

Chief HR Assistant
Directorate: Office Based Human Resource Administration and CS
Educator HR Management Services
Sub-Directorate: Conditions of Services
Basic Salary R 262 272 per annum (SL8) (Ref. K27254/17)
Dr Ruth Segomotsi Mompati District Services
VRYBURG

Minimum qualification and experience: Grade 12 with more than 10 years experience in the spheres of human resource management and administration of which at least 5 years should be at supervisory level or an appropriate tertiary qualification in Human Resource Management with between 2 and 5 years experience in spheres of human resource management and administration of which at least 2 years should be at supervisory level.

Knowledge of: Intimate knowledge of the legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 ● Expert knowledge of human resource management and administration [PERSAL and WALKER].

Competencies and skills: Proven report writing and interpretation skills ● Strong project management skills ● Planning and organising ● Proven computer literacy,

including advanced MS Word, Excel and PowerPoint • Proven interpersonal skills and good verbal and written communication in English

Key performance areas, inter alia, include: Conditions of service [Institution Based CS and Non CS Educators] • Subordinate Supervision and Management

Enquiries: Ms M.A Senwedi

tel. (053) 928 0260

HRD Practitioner

Sub - Division: Human Resource Development Services

Division: Human Resource Management and Development Services

Basic Salary: R 211 194 per annum (SL7) (Ref. K27254/18)

Bojanala District Services

RUSTENBURG

Minimum qualification and experience: Appropriate Tertiary qualification in Human Resource Development with between 0 to 2 years experience in the field of human resource development • A valid driver's licence will be an added advantage.

Knowledge : The legislative and regulatory environment informing human resource development, including, but not limited to:- Procedures applicable to employees employed in terms of the Public Service Act, 1994. Requirement of Skills Development Act, 1998.

Competency and skills: Proven computer literacy, including advanced MSWord, MSExcel and MSPowerpoint • Proven report writing and Presentation skills
• Project management skills • **Performance Measurement and Management Skills** • Communication • Client Service Focus • Cooperation.

Key performance areas, inter alia, include: • Skills Auditing • District Workplace Skills Plan • Annual Training Schedule • WSP Reporting (Non Cs Educators).

Enquiries: Ms M.C. Modutwane tel. (014) 597 8652/3/4

Principal HR Assistant

Division: Human Resource Administration Services

Sub-Division: Pension Benefits & Terminations (Institution-based Educators & Non CS Educators)

Basic Salary R 211 194 per annum (SL7) (Ref. K27254/19)

Bojanala District Services

RUSTENBURG

Minimum qualification and experience: Grade 12 or equivalent with more than ten years' experience in spheres of human resource management and administration or an appropriate tertiary qualification in Human Resource Management with between 0 and 2 years experience in spheres of human resource management and administration.

Knowledge of: Intimate knowledge of the legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Expert knowledge of human resource management and administration [PERSAL and WALKER].

Competencies and skills: Proven report writing and interpretation skills • Strong project management skills • Planning and organising • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Proven interpersonal skills and good verbal and written communication in English

Key performance areas, inter alia, include: Service exits • Government Employees Pension Fund (GEPP) • Subordinate Supervision and Management.

Enquiries: Ms M.C. Modutwane tel. (014) 597 8652/3/4

HR Practitioner

Division: Human Resources Management and Development Services
Sub-division: Recruitment, Selection, Development, Compensation and Benefits Services

Basic Salary: R 211 194 per annum (SL7) (Ref. K27254/20)
Bojanala District Services
RUSTENBURG

Minimum qualification and experience: Appropriate tertiary qualification in Human Resource Management and/or Development with between 0 and 2 years experience in the field of human resource management. A valid driver's licence will be an added advantage.

Knowledge of: Intimate knowledge of the legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Expert knowledge of human resource management and administration [PERSAL and WALKER].

Competencies and skills: Proven report writing and interpretation skills • Strong project management skills • Planning and organising • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Proven interpersonal skills and good verbal and written communication in English

Key performance areas, inter alia, include: Employment practices • Performance Management and Development • Employment Equity • Recruitment and selection services

Enquiries: Ms M.C. Modutwane tel. (014) 597 8652/3/4

Principal HR Assistant
Directorate: Human Resource Administration and CS Educator HR
Management Services
Sub-Directorate: Conditions of Services
Basic Salary R 211 194 per annum (SL7) (Ref. K27254/21)
Bojanala District Services
RUSTENBURG

Minimum qualification and experience: Grade 12 or equivalent with more than ten years' experience in spheres of human resource management and administration or an appropriate tertiary qualification in Human Resource Management with between 0 and 2 years experience in spheres of human resource management and administration

Knowledge of: Intimate knowledge of the legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Expert knowledge of human resource management and administration [PERSAL and WALKER].

Competencies and skills: Proven report writing and interpretation skills • Strong project management skills • Planning and organising • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Proven interpersonal skills and good verbal and written communication in English

Key performance areas, inter alia, include: Allowances and benefits • Injuries on duty • Personal employee information • Official condolences • Subordinate Supervision and Management

Enquiries: Ms M.C. Modutwane tel. (014) 597 8652/3/4

Conduct Management Practitioner
Sub Directorate: Employee Labour Relations
Sub Division: Conduct Management Services (Non-CS Educators)
Basic Salary R 262 272 per annum (SL8) (Ref. K27254/22)
Bojanala District Services
RUSTENBURG

Minimum qualification and experience: Appropriate tertiary qualification in Labour Relations and/or Labour Law with between 2 and 5 years experience in labour relations and A valid driver's licence

Knowledge of: Intimate knowledge of the legislative and regulatory environment informing labour relations, including, but not limited to: Disciplinary, Grievance and Dispute Resolutions procedures applicable to employees employed in terms of the Public Service Act, 1994 and Conditions of service dispensation for Senior Management Services

Competencies and skills: Proven report writing and interpretation skills • Strong project management skills • Proven mediation and negotiation skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Proven interpersonal skills and good verbal and written communication in English

Key performance areas, inter alia, include: Conduct Management • Trends analyse. • Advice and Support Supervisors and Managers on less serious misconduct cases and incapacity • Training of employees and managers on relevant labour legislation • Compile labour relations database, monthly reports and capture cases on PERSAL System

Enquiries: Ms M.C. Modutwane, Tel. (014) 597 8652/3/4

General Instructions

In terms of the Departmental Equity Plan, females and persons with disabilities will receive preference. The Department is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the Department through the filling of the posts. Candidates whose transfer/promotion/appointment will promote the above, will receive preference. A clear indication in this regard will facilitate the processing of applications.

Correctly completed and signed applications must be submitted on the Z83 Form, obtainable from any Public Service department, and be accompanied by certified copies of formal qualifications, ID and comprehensive Curriculum Vitae (which must include a minimum of 3 referees).

Envelopes containing application forms must be clearly marked "Application for an advertised post" and forwarded to the Superintendent-General, Department of Education and Sport Development, Private Bag X2044, Mmabatho 2735 OR Hand Delivered to the Chief Directorate: HRM & D, Room No 177, 746, 747 and 751 (Attention: Ms J Setzin, Mr H Moilwa, Ms B Seakamela), First Floor, Old Taletso FET Hostels Building, Chief Albert Luthuli Drive, Mmabatho, Tel no. 018 388-2088/2165/4102/4011.

Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquiries person to confirm if your application has been received. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment to the advertised post.

Closing date: 14th October 2016 (posted applications must have reached the Department by 16:30 on this date, otherwise they will not be considered)