




FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 76/2007

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POST: DEPARTMENT OF THE PREMIER

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular and not to the Human Resource Advice, Co-ordination, and Management Directorate: Department of the Premier.


DEPARTMENT OF THE PREMIER
DATE:.....2007/08/13

Department of the Premier ▼ Departement van die Premier ▼ Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

FREE STATE PROVINCE



DEPARTMENT OF THE PREMIER

Free State Department of the Premier is an equal opportunity affirmative action employer.

It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

Directions to applicants:

- Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications, driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies.
- No e-mailed or faxed applications will be considered.
- Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- The successful candidate will be subjected to the verification of qualifications, reference checks as well as a criminal record check.
- Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

HUMAN RESOURCE ADVICE, CO-ORDINATION AND MANAGEMENT DIRECTORATE

POST : Assistant Manager: Human Resource Management

SALARY: Level 9 - A basic salary of R157 686 per annum.

CENTRE: Bloemfontein

REQUIREMENTS: An appropriate three year qualification and/or relevant knowledge and experience in the Human Resource field.
Knowledge and understanding of Human Resource Management environment.
Knowledge of Human Resource policies, strategies and legislation.
Computer literacy and knowledge of PERSAL.

KEY RESPONSIBILITIES: It will be expected of the successful candidate to perform the following duties:

- Manage and co-ordinate human resource administration matters within the Department to contribute to the rendering of a professional human resource management service.
 - Conditions of Service and Service benefits (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, Overtime, re-allocation, Pension, Allowances, etc.)
 - HR Provisioning
- Address human resource management enquiries to ensure the correct implementation of human resource management practices.
- Ensure the successful implementation of departmental/public service policies on matters related to human resource management to adhere to the relevant prescript/legislation.
- Provide inputs on the development/amendments of Human Resource Management Policies/practices.
- Prepare and consolidate reports on personnel administration issues.
- Inform, guide and advice the Department / personnel on human resource administration matters to enhance the correct implementation of personnel administration practices / policies.
- Management of human resources which include, inter alia:
 - Training and development of officials
 - Performance Management
 - Work allocation
- Authorise transaction on Persal according to delegations.
- Act as Persal Personnel controller.

REFERENCE NO AM HR

ENQUIRIES: Ms. K.C. Lehasa
Telephone number: (051) 4054929

APPLICATIONS: Ms. P. Norval
Department of the Premier
Human Resource Advice, Co-ordination and Management
P.O. Box 517
BLOEMFONTEIN
9300

Or

Hand delivered to:
Brian Modise, Room 22, Ground Floor, Lebohang Building, Bloemfontein

CLOSING DATE: 27 August 2007