

SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

INTERNAL ADVERTISEMENT

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

KINDLY NOTE THAT EXTERNAL APPLICANTS WILL BE ACCEPTED FOR THE THIS POSITION

HR CLERK: HR RECRUITMENT (12 MONTHS CONTRACT)

SALARY: R 173 703.00 per annum

CENTRE: Head Office (2 posts) Ref No: 2022/151A

Polokwane Regional Office (2 posts) Ref No: 2022/151B

REQUIREMENTS: A Senior certificate with appropriate experience in HR planning and recruitment. (A National Diploma in Human Resources Management will be an added advantage). Knowledge of standard practices, processes and procedures related to HR recruitment and planning. Practical knowledge of Persal. An understanding of Minimum Information Security Standards (MISS) Act, Public Service Act and Regulations, Employment Equity Act, Collective Agreements, 52 Codes of Remuneration. Computer literacy (MS Word, Excell, PowerPoint). Basic numeracy, interpersonal and diplomacy skills. Ability to analyse and interpret HR policies and prescripts. Interpersonal skills. Planning and organizing skills. Ability to work under pressure. Ability to cope with a high workload. Communication and reporting abilities. The ability to work in stressful situations. People orientated, trustworthy, assertive, hardworking and self-motivated. The ability to work in a team. Willingness to participate in all HRM related activities as required by the manager.

DUTIES: Provide administrative support to recruitment and selection processes. Ensure that adverts and staff requisitions are duly completed and submitted to Head Office. Recording and scheduling of applications, facilitate shortlisting process; facilitate interview invites and related logistical arrangements; serve as human resources scribe during shortlisting and interviews; communicate with successful applicants, ensure that verification of screening results, certificates and qualifications are done. Prepare appointment submission for approval and offer of employment letters. Ensure the safekeeping of recruitment and selection documents.

ENQUIRIES: Ms NP Mudau, Tel no: (012) 406 1248, Mr NJ Khotsa, Tel No: (015) 293 8004

APPLICATIONS FOR HEAD OFFICE: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria, For Attention: Ms N.P Mudau

POLOKWANE REGIONAL OFFICE APPLICATIONS: The Regional Manager, Department of Public Works; Private Bag X9469, Polokwane, 0700 or Hand deliver at: Ground Floor, Sanlam Building, 77 Hans Van Rensburg Street, Polokwane, 0699. For Attention: Mr. NJ Khotsa

CLOSING DATE: 22 April 2022 @16H00



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA