



Human Resource Practitioner: Recruitment, Selection and Appointments (CMS11/2020)

Salary: R257 508 per annum

Centres: Pretoria

Requirements:

- A recognised three-year National Diploma in Human Resource Management or an appropriate equivalent qualification (NQF 6) plus two (2) years' proven experience in the field of Recruitment, Selection and Appointments.
- Understanding of the Human Resource Management Legislation and regulatory framework.
- Public Finance Management Act and Treasury Regulations.
- Knowledge of HR practice & procedures; Administrative procedures; Project management and Personnel management.
- Applicants should possess the following skills:
 - Good communication (verbal and written);
 - Report writing Good interpersonal;
 - Sound Research, Analytical, Organizing, Planning, Presentation and Supervisory skills.
- Ability to work under pressure and adhere to deadlines.
- Good customer focus. Computer literacy and extensive knowledge of PERSAL system is essential (A copy of the Certificate must be attached).

Duties:

- The incumbent will perform the following duties:
 - Facilitate recruitment and selection of competent staff in the department,
 - Prepare draft adverts for line managers and facilitate the placement in the media,
 - Provide support on response handling for advertised positions,
 - Provide support to managers during shortlisting and interviews.

- Conduct reference checks and other verifications on recommended candidates,
- Prepare submissions for approval of various recruitment and selection processes: including transfers and retention of staff, ensure maintenance of appropriate reports and statistics relevant to the work of the Sub-Directorate. Process PERSAL transactions.

Enquiries: Ms. P Diphaha Tel: 012 399 9602

For attention: Mr VB Blose

Closing date: 06 November 2020.

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- All applications must be submitted on a signed **Z83 application form** (*click bold underlined text to download PDF form*) with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License (if required) in order to be considered.
 - **Applications must be forwarded** to the Director-General, Department of Environment Forestry and Fisheries, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, 473 Steve Biko Road, Arcadia, Pretoria.
 - The National Department of Environmental Forestry and fisheries is an equal opportunity, affirmative action employer.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
 - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.
 - Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
 - Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.
 - Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
 - All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience.
 - The Department reserves the right not to make an appointment.
 - No e-mailed, faxed or late applications will be considered.
 - If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.