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, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and 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.

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**Senior Human Resource Practitioner: Service Benefits and Conditions (COO21/2019)**

**Salary:** R316 791.00 per annum (excluding benefits)

**Centres:** Pretoria

**Requirements:**

- An appropriate three-year Bachelor’s Degree/Diploma in Human Resources / Development or equivalent qualification plus minimum of 2 years’ experience in Service Benefits and Conditions.
- Successful completion of eLearning course in Ethics in the Public Service will be an added advantage.
- Good communication (verbal and written), planning, analysing, organizing and problem solving skills.
- Computer literacy and thorough knowledge of PERSAL system.
- Thorough knowledge of and ability to interpret and give advice on government legislation, Regulations and Human Resource policies.
- Good knowledge of human resource procedures and practices in the Public Service;

**Duties:**

- The successful candidate will be responsible to implement HR policies, Collective Agreements and Directives on Service Benefits and Conditions and ethics management through the following Key Performance Areas:
  - Implement service benefits such as leave, allowances, medical assistance, long service recognition and injury on duty.
  - Implement and monitor the financial disclosures and other remunerative work.
  - Provide human resource information and knowledge management services.
  - Implement the incapacity leave an ill-health retirement (PILIR) process.

**Enquiries:** Mr. S Ntuli, Tel: 012 399 8649. **For attention:** Ms. Lerato Ngobeni.

**Closing date:** 11 November 2019.