

# ERRATA!!!

Please be advised of amendments to the following vacancies, with regards to the **post requirements**, that appeared in the City Press/Rapport of 10 April 2022 as follows:

POST	STATION	REFERENCE	CONTACT PERSON
Deputy Director – Conditions of Service and Remuneration SL11	Kimberley	HO/HRP&A/CONDITIONSSBE/DD/04/2022	Director Mr M.C. Mothelesi
Deputy Director – Recruitment and Selection SL11	Kimberley	HO/HRP&A/R&S/DD/04/2022	

## INITIAL INCORRECT ADVERT DETAILS

**Post:** Deputy Director – Conditions of Service and Remuneration (School Based Educators)

**Salary:** MMS R744 255.00 – R876 705.00 per annum (all-inclusive remuneration package which consist of basic salary, the State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non pensionable that may be structured in terms of the applicable rules)

**Centre:** Head Office, Kimberley

**Reference No.** HO/HRP&A/CONDITIONSSBE/DD/04/2022

**Requirements:** *An undergraduate qualification (NQF level 5)* PLUS a minimum of three (3) to five (5) years' experience at junior managerial level (SL8 – Assistant Director). Knowledge of HR process and prescripts especially related to Conditions of Service and Remuneration of School based educators. Knowledge of HR information systems i.e. PERSAL, HRMS, etc. Knowledge of the legislative and regulatory environment i.e. Public Service Act, Employment of Educators Act, Public Service Regulations, Personnel Administration Measures, and other relevant legislation and collective agreements. \*Computer literacy, especially in respect of report writing and presentation packages. \*Excellent written and verbal communication and interpersonal relationship skills. \*Excellent facilitation, presentation, negotiation and problem solving skills. Good verbal and written communication skills. Valid Driver's Licence

**Duties:** \*Manage the appointment of school-based educators. \*The effective management of institution-based educators' service benefits: long service awards; housing allowance; qualifications improvement; remuneration and acting allowance and other relevant allowances. \*The management of service termination (leave gratuity, pension administration etc.) of school-based educators. \*Effectively implement Conditions of Service and Remuneration strategies, policies, prescripts and the overall management of the Sub-Directorate.

**Post:** Deputy Director – Recruitment and Selection

**Salary:** MMS R744 255.00 – R876 705.00 per annum (all-inclusive remuneration package which consist of basic salary, the State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non pensionable that may be structured in terms of the applicable rules)

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**Duties:** \*Management of Recruitment, Selection and Appointment of School based Educators. \*Management of Recruitment, Selection and Appointment of Public Service Act & Office based Educators. \*Management of Transfers, Secondments, Acting appointments of Public Service officials and Office-based educators. \*Effectively implement Recruitment and Selection Strategies, Policies, Prescripts and the overall management of the Sub-Directorate

## CORRECT ADVERT DETAILS

**Post: Deputy Director – Conditions of Service and Remuneration (School Based Educators)**

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**Centre: Head Office, Kimberley**

**Reference No. HO/HRP&A/CONDITIONSSBE/DD/04/2022**

**Requirements:** *\*A recognised Bachelor's Degree/National Diploma or equivalent qualification. \*A tertiary qualification in Human Resource Management will be an advantage* PLUS a minimum of three (3) to five (5) years' experience at junior managerial level (SL8 – Assistant Director). Knowledge of HR process and prescripts especially related to Conditions of Service and Remuneration of School based educators. Knowledge of HR information systems i.e. PERSAL, HRMS, etc. Knowledge of the legislative and regulatory environment i.e. Public Service Act, Employment of Educators Act, Public Service Regulations, Personnel Administration Measures, and other relevant legislation and collective agreements. \*Computer literacy, especially in respect of report writing and presentation packages. \*Excellent written and verbal communication and interpersonal relationship skills. \*Excellent facilitation, presentation, negotiation and problem solving skills. Good verbal and written communication skills. Valid Driver's Licence

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Please be advised of amendments to the following vacancy, with regards to the **centre** that circulated within the province on 06 April 2022 as follows:

### INITIAL ADVERT

**Post: Personnel Officer**

**Starting Notch: R176 310**

**Salary Range: R176 310 – R207 681 per annum**

**Requirements:** \*Grade 12 or equivalent recognised qualification and no working experience \*HRM experience will be an advantage \*Computer literacy \*Knowledge of the Public Service Act, Public Service Regulations and Employment of Educators Act \*Written and verbal communication and interpersonal skills \*Good organisational skills/abilities \*Accuracy and attention to detail \*Good organizational skills.

**Duties:** Execute the following human resources and administrative duties:

\***Service conditions** – leave administration, including PILIR, housing allowance administration, state guarantees, long service recognition, retirement and resignations, pension administration, resettlement; overtime and other allowances, injury on duty \***Appointments** - capture permanent and contract appointments on persal system \*Processing of payments \***Recruitment and selection** - Administer all facets of recruitment and selection processes \***Performance management** - Execute the monitoring of the performance management system \*Update data base of performance management system \*Keep statistics of all HR functional matters and report to immediate supervisor \*Prepare submissions, letters and memoranda with regards to HR matters.

District	Centre	No. of Posts	Reference Number
John Taolo Gaetsewe	<i>Kimberley</i>	2	<i>FB/PO/04/2022</i>
Namakwa	Springbok	3	NAM/PO/04/2022
ZF Mgcau	Upington	2	ZFM/PO/04/2022

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Namakwa	Springbok	3	NAM/PO/04/2022
ZF Mgcau	Upington	2	ZFM/PO/04/2022

The department wishes to apologize for any inconvenience this might have caused.

**Please be advised that the closing date for the above mentioned posts remains 25 April 2022 @16h00.**