



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

VACANCIES

POST: CHIEF PERSONNEL OFFICER (1 POST)

CENTRE: REGIONAL OFFICE KIMBERLEY REF No. NC/19/07

SALARY: R132 054 – R153 312 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate three-year Bachelors degree or equivalent qualification in Human Resources with 5 years experience in Human Resources;
- Knowledge of relevant prescripts and policies;
- Working experience of PERSAL;

Skills and Competencies:

- Computer literacy;
- Good communication (verbal and written);
- Good interpersonal relations;
- Accuracy and attention to detail.

DUTIES:

- Control and checking of pension administration transactions;
- Control and checking of housing allowance transactions; Control and checking overtime processing transactions;
- Approve transactions done I section on Persal system;
- Training of staff and self development.
- Deal with correspondence.

ENQUIRIES: Ms C Cader ☎ (053) 839 0031.

APPLICATIONS: If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X6106, Kimberley, 8300.

CLOSING DATE: 17 August 2007

NOTE:

Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. **The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required.** Applications that do not comply with the above mentioned requirements will not be considered.

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996

(Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position.