

Post: Administration Clerk: Management Support Services

Centre: Labour Centre: Johannesburg, Stationed in Soweto

Reference No: HR 4/4/07/14

Salary: Commencing: R 142 461 per annum

Enquiries: Ms E Mpumlwana, Tel: (011) 853 0300

Requirements: Senior Certificate. Valid driver's licence. **Knowledge:** • Public Service Act • Public Service Regulations • Departmental Policies, Procedures and Guidelines • Batho Pele Principles • Public Finance Management Act • Treasury Regulations. **Skills:** • Interpersonal Skills • Telephone Etiquette • Interviewing Skills • Computer literacy • Listening Skills • Communication • Ability to interpret policies and procedures • Problem solving • Basic mediation.

Duties: Render Supply Chain Management function in a Labour Centre • Provide a Finance and Office Management Service to the Labour Centre • Render Human Resources Management Service • Responsible for Training and Performance activities in a Labour Centre • Responsible for the records management in a Labour Centre.

CLOSING DATE FOR APPLICATIONS: 15 August 2016 at 16:00

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

Applications: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001

For Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng