

**Post:** Administration Clerk: Management Support Services

**Centre:** Labour Centre: Soweto

**Reference No:** HR 4/4/4/8/03

**Salary:** Commencing: R 152 862 per annum

**Enquiries:** Mr S Mthethwa, Tel: (011) 939 1200

**Requirements:** Grade 12. **Knowledge:** Batho Pele principles • Departmental Policies and Procedures • Treasury Regulations • Public Service Act and Regulations **Skills:** • Verbal and written communication • Interpersonal relations • Problem solving • Computer literacy • Analytical • Planning and organizing.

**Duties:** To render Supply Chain Management Function in a Labour Centre daily • Provide finance and office management service to the Labour Centre daily • Render a Human Resource Management • Responsible for training and performance activities in a Labour Centre daily • Responsible for the records management in a Labour Centre daily. .

**CLOSING DATE FOR APPLICATIONS: 04 September 2017 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](http://www.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) 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. 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  
Hand deliver at 77 de Korte Street, Braamfontein

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