

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

APPLICATIONS: Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Public Service Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, 0083 for attention Mr M Mabuza or you can email your application to recruitment@opsc.gov.za.

CLOSING DATE: 12 July 2019, 15h45.

NOTES: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license (with exception of disabled people). Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted.

POST: **SENIOR HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: SHRP/HRD/06/2019**

SALARY: R316 791 annum (Salary Level 8).

CENTRE: HEAD OFFICE, PRETORIA

REQUIREMENTS: Three (3) years National Diploma/Bachelor's Degree (NQF Level 6/7) in Human Resource Management or Development or related qualification in Human Resources • Minimum of at least 3 years' experience in Human Resource Development • Must have knowledge of relevant legislations, policy development and formulation • Knowledge of regulatory framework relating to Skills Development Act, Labour Relations Act, South Africa Qualification Authority, National Human Resource Strategy, Public Service Act, Public Service Regulations, Employment Equity Act, and Basic Condition of Employment Act • Must have experience in PERSAL • Skills and competencies: Good report writing skills, good presentation skills, good interpersonal relations and computer literacy (MS Office Suite) • Good communication skills(written and verbal) • A valid driver's license. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery • An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs

DUTIES: The successful candidate will be responsible for: Management of AET, Internship, Learnerships and Work Place Integrated Learning • Manage Bursary Administration in line with the Bursary Policy in the OPSC • Orientation/ Re- Orientation of new/ existing staff in the OPSC • Implementing the Workplace Skills Plan and report on training activities • Human Resource Management and Mentoring of Interns and Learners.

ENQUIRIES: Ms MTJ LESHABA

TEL: 012 352 1108