



Physical Address: Steve Vukile Tshwete Education Complex, Zone 6' Zwelitsha.
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FILE NUMBER: 8/1/4/1/1

Internal Advertisement of Vacant Critical Public Service Act Staff Posts

Circular Number 17 of August 2015

- 1) This circular is issued in terms of recruitment measures contained in the Public Service Regulations 2001, Regulations 2001, regulation V11 C.2 and in this regard it is important to note that the Public Service is an **Equal Opportunity, Affirmative Action Employer**.
- 2) The contents of this circular must without delay be brought to the notice of all eligible candidates. All potential candidates who may qualify for posts in this circular must be notified, even if they are absent from their normal places of work. The Department calls upon all interested eligible candidates to apply for vacancies advertised in this circular.

Directions to Candidates

- 3) Applicants are required to submit a completed Z83 form obtainable from any Government institution. Certified copies of the required qualifications and Curriculum Vitae **must** accompany this form. Applicants **must** quote on their application the number of this circular. Only candidates who in all respects meet the advertised requirements will be considered. If you do not receive any response from the Department within 60 days of the closing date, please accept that your application was unsuccessful.
- 4) **Please forward your application for the attention of the Chief Director: Human Resource Management, quoting the relevant reference number, Department of Education, Private Bag x0032, Bhisho, 5605.**
- 5) Applicants requiring additional information are welcome to direct their queries to the following officials:

Mrs NT Sipahlanga : 040-6084064
Mr. MM Lokwe : 040-6084513

No **faxed** or **late** applications will be considered.

Closing Date: 30 October 2015

ACTING SUPERINTENDENT-GENERAL

DATE: _____

POST 1 : **DESK OPERATORS (Human Resource Management)
(2 year contract)**
SALARY NOTCH : **R196 278 pa plus 37% in lieu of benefits**
SALARY LEVEL : **7**
REFERENCE NO : **001**
CENTRE : **Education Leadership Institute-East London (4 Posts)**

REQUIREMENTS :

- An appropriate B degree or National Diploma in Human Resource Management
- Five years appropriate experience in Human Resource Administration preferably in the Public Service environment.

Skills:

- Above average computer literacy in Ms Office package and proven word processing skills.
- Above average verbal and written communication skills in isiXhosa and English.
- Proven Supervisory Skills.

RESPONSIBILITIES :

- Supervise and quality assure the work of Desk Administrators as indicated in offering one.
- Analyse Human Resource Management prescripts applicable to Educators and Public Service Act employees and provide technical guidance and direction to subordinate staff
- Exercise discipline in the workplace
- Drafting of submission and operational reports

Note: Preference will be given to candidates who have successfully completed an internship programme. A reference letter in this regard must accompany the application.

POST 2 : **DESK ADMINISTRATORS (Human Resource Clerk)
(2 year contract)**
SALARY SCALE : **R132 399 pa plus 37% in lieu of benefits**
SALARY LEVEL : **5**
REFERENCE NO : **002**
CENTER : **Education Leadership Institute-East London (15 Posts)**

REQUIREMENTS :

- An appropriate B degree or diploma in Human Resource Management
- Computer Literacy in Ms Office package
- Good Communications Skills(verbal and written)

RESPONSIBILITIES :

- Receive and log documents submitted to the CPC and perform general document management and filing services.
- Verify, quality assure and capture data for the updating and maintenance of the CPC's case management dashboard
- Quality assure appointment and other documents submitted for processing and authorization
- Monitor process flows and conduct follow-up (“chaser”) support services to secure outstanding source documents, resolve inaction by operational units, ensure the timeous processing of new appointments and service terminations on the PERSAL System, etc.
- Administer the issuing of employment offer letters to Educators
- Monitor compliance of data captured on the PERSAL System and “trigger” corrective action procedures.
- Perform leave and capped leave audit processes of PERSAL capturing procedures
- Provide call centre services thereby facilitating processes to resolve the late payment of benefits to Educators employed by the Department.