****

|  |
| --- |
| **A. JOB INFORMATION** |

|  |  |
| --- | --- |
| **POST HOLDER** |  |
| **PERSAL NUMBER** |  |
| **JOB TITLE** | PERSONNEL OFFICER: HR PLANNING (DISTRICT) |
| **CORE** |  |
| **CORE CODE** |  |
| **POST LEVEL** | TO BE DETERMINED BY JOB EVALUATION |
| **LOCATION** |  |
| **COMPONENT** | HUMAN RESOURCE PLANNING AND PROVISIONING |
| **DATE** |  |
| **POSTS REPORTS TO** | CHIEF PERSONNEL OFFICER: HR PLANNING |

|  |
| --- |
| **B. ORGANOGRAM** |

|  |
| --- |
| **C.JOB PURPOSE** |

**Assist to provide human resource management systems administration and compliance services.**

|  |
| --- |
| **D.MAIN OBJECTIVE** |

|  |  |  |
| --- | --- | --- |
| **No.** | **Main objectives (Include 4-5 activities)** | **PERCENTAGE**  **%** |
| 1. | * Assist to coordinate and administer PPN allocations processes within the district. * Assist to coordinate person to post matching processes. * Assist to provide PERSAL district coordinator support services. * Assist to generate PERSAL management reports, initiate corrective action and report thereon. * Assist to monitor PERSAL suspense account transactions, imitate corrective action and report thereon. * Assist to conduct systems and policy compliance reviews in the district, develop control mechanisms and facilitate corrective action. * Assist to render audit support coordination services. * Assist to provide support to recruitment processes |  |
| **TOTAL** |  | **100%** |

|  |
| --- |
| **E.COMMUNICATION AND STAKEHOLDERS** |

|  |  |
| --- | --- |
| **No.** | **Stakeholders** |
| 1. | Provincial Departments  All Senior Management and official in the Department  National Departments and officials  Private Sector Organisations  Internal Organisations  Organised Labour  State Owned entities- Marketers/ Event Coordinators  Oversight Bodies |

|  |  |
| --- | --- |
| **PHYSICAL DEMANDS/HAZARDOUS CONDITIONS** | N\A  N\A  Service Delivery Protests  Driving long distance during awkward times |
| **HOURS OF WORK** | 8-16:30 |

|  |
| --- |
| **G.MATERIAL AND EQUIPMENT** |

* Office equipment

|  |
| --- |
| **H.BUDGET** |

* Recommend expenditure as per the allocation

|  |
| --- |
| **I.ENABLING LEGISLATION \ ACT GOVERNING THE JOB HOLDER** |

* Constitution of South Africa
* Employment of Educators
* South African Schools Act
* Public Finance Management Act
* Public Service Act
* Public Service Regulation; and
* Other relevant acts, policies and regulations

|  |
| --- |
| **J. INHERENT REQUIREMENTS AND COMPENTENCY OF THE JOB** |

|  |  |
| --- | --- |
| **ESSENTIAL REQUIREMENTS** | |
| **KNOWLEDGE** |  |
| **SKILLS** | * Computer Literacy * Excellent Communication Skills * Administration Skills * Interpersonal Skills * Organisational Skills * Typing and Writing Skills * Strong Leadership Skills * Basic financial recording, minute taking and report writing skills |
| **MINIMUM EDUCATION AND TRAINING** | * NQF 7 as recognised by SAQA |
| **Minimum Experience** | * 3 years relevant experience |
| **VALUES/ATTRIBUTES** | * Highly Creative * Honesty and integrity * Motivated and deadline driven * Professionalism * Quality of Work * Technical Skills * Initiative * Self – driven * Team work |
| **COMMUNICATION** | * Good communication skills (written and verbal skills)   and a good command of English language |

|  |
| --- |
| **K. PROMOTION/PROGRESSION** |

|  |  |
| --- | --- |
| **NEXT HIGHER POST** | CHIEF PERSONNEL OFFICER |

|  |
| --- |
| **L. AMENDMENTS TO THE JOB DESCRIPTION** |

*The Supervisor or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem* ***reasonable, after due consultation with the post holder.***

|  |
| --- |
| **M. PERFORMANCE/WORKPLAN AGREEMENT** |

*The performance/workplan agreement of the incumbent, which contains specific target dates, should be read as an extension of this job description and may also contain any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.*

|  |
| --- |
| **N. AGREEMENT** |

|  |
| --- |
| Name: …………………………………… ……………………………… ………………………..  Job Holder Signature Date  Name: ………….………………………… ……..………………………… ………..……………...  Supervisor Signature Date |