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| **A. JOB INFORMATION** |

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| **POST HOLDER** |  |
| **PERSAL NUMBER** |  |
| **JOB TITLE** | HR CLERK: HUMAN RESOURCE DEVELOPMENT |
| **CORE** |  |
| **CORE CODE** |  |
| **POST LEVEL** |  |
| **LOCATION** |  |
| **COMPONENT** | PSA EMPLOYEE RELATIONS AND PERFOMANCE MANAGEMENT |
| **DATE** |  |
| **POSTS REPORTS TO** | ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT |

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| **B. ORGANOGRAM** |

***SEE ATTACHED ORGANIZATIONAL STRUCTURE.***

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| **C.JOB PURPOSE** |

**To render resource clerical services.**

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| **D.MAIN OBJECTIVE** |

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| **No.** | **Main objectives (Include 4-5 activities)** | **PERCENTAGE**  **%** |
| 1. | **Implement human resource administration practices**   * Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods e.g.). * Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.) * Performance Management * Termination of service (indicate the steps) |  |
| 2. | **Address human resource administration enquiries** |  |
| **TOTAL** |  | **100%** |

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| **E.COMMUNICATION AND STAKEHOLDERS** |

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| **No.** | **Stakeholders** |
| 1. | Provincial Executive Management (EXCO)  All Senior Management and official in the Department  National Departments and officials  Provincial Departments  School Governing Bodies  Private Sector Organizations  Organised Labour  State Owned entities  Oversight Bodies |

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| **PHYSICAL DEMANDS/HAZARDOUS CONDITIONS** | Prolonged use of a computer. |
| **HOURS OF WORK** | 8-16:30 |

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| **G.MATERIAL AND EQUIPMENT** |

* Office equipment

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| **H.BUDGET** |

* Recommend expenditure as per the delegations.

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| **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

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

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| **ESSENTIAL REQUIREMENTS** | |
| **KNOWLEDGE** | * Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. |
| **SKILLS** | * Computer * Planning and organisation * Language * Good verbal and written communication skills |
| **MINIMUM EDUCATION AND TRAINING** | * A grade 12 certificate or equivalent |
| **Minimum Experience** | * 0 years’ experience required |
| **VALUES/ATTRIBUTES** | * Honesty and integrity * Professionalism * Self – driven * Team work |
| **COMMUNICATION** | * Good communication skills (written and verbal skills)   and a good command of English language |

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| **K. PROMOTION/PROGRESSION** |

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| **NEXT HIGHER POST** |  |

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

*The Head of Department 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*

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

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

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| **N. AGREEMENT** |

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