

DEPARTMENT OF MINERALS RESOURCES

APPLICATIONS : The Director-General, Department of Minerals Resources,
Private Bag X59, Pretoria, 0001, 234 Mineralia Centre, Cnr
Visagie and Andries.

FOR ATTENTION : **Mr H Marakalala / Ms E Lethole**

CLOSING DATE : **23 October 2009**

NOTE

: Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. All applications must be sent to the address provided above, and **Not** to the specific region(s) NOTE: The successful candidates will be required to sign a performance agreement within three (3) months of appointment.

POST : **CHIEF PERSONNEL OFFICER**

SALARY : R161 970 per annum,

LEVEL : **8**

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate and practical experience in Conditions of Service matters. PLUS the following key competencies: ***Knowledge of*** • HR Prescripts • HR Legislation • Department's mission and vision and how a Human Resource Utilisation Office can contribute to achieve the departmental objectives ***Skills*** : • Proven Computer skills/courses (MS/Suite and Persal) • Proven supervisory skills (junior management skills) • Sound interpersonal relations • The ability to interpret HR prescripts/legislation and apply them • Basic numeracy skills (calculations) • Receptive to ideas and suggestions from supervisors, sub-ordinates and other clients • Good Organizing skills (Ability to work under pressure with several different issues simultaneously). • The ability to identify urgent and/ or important matters • Basic research ***Communication*** • Good verbal and written communications skills (report and submission writing) ***Creativity*** • Must be an innovative thinker and be able to express creativity.

DUTIES/KRA's : • Co-ordinate, check and report on all Conditions of Service/benefits, and Establishment issues and ensure service delivery in the section. Supervise the above administration on Persal. • The person will also be responsible for the maintenance of a separate leave system. • Evaluation and development of sub-ordinates (directly and indirectly) • Give advice to clients on Conditions of Service/benefits/Establishment issues • Provide inputs for the development of policies • Compile and submit statistics to STATS SA on a monthly basis • Co-ordinate and Supervise the HR Registry

NOTE

: Further studies and computer courses will be a recommendation. **The candidates will also be subjected to competency testing.**

ENQUIRIES

: Mrs J van der Westhuizen

☎ (012) 317-8383