



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CORPORATE SERVICES DIVISION

ASSISTANT DIRECTOR: HR OPERATIONS

Remuneration Package R376,596.00 per annum (Excl. benefits)

Reference: (Ref. S028/2019)

Pretoria

The incumbent will be required to: Render an administrative service pertaining to employee benefits and compensation administration and support the functioning of the HR Registry.

Qualifications and experience requirements: A minimum National Diploma/ Degree in Human Resources Management as recognised by SAQA • A minimum 3 years' experience obtained within a human resources environment • Knowledge on the implementation of benefits and remuneration • Knowledge of the human resources regulatory framework on benefits and remuneration.

Some key outputs include: **Placements Administration:** Process newly appointees and departmental transfers to the National Treasury • Render presentation during Induction to newly appointees on employee benefits and compensation • Process and administer appointments on fixed contract, transfers, and conversion in nature of appointments **Benefits and Remuneration Administration:** Initiate the implementation and approval of housing stop order, medical aid, salary structures, overtime allowance, acting allowance, higher remunerations, long service recognition, probation, promotion, purchasing of services, performance bonus, sessional allowances, and state guarantees • Update personal particulars and amendments to employment detail • Process the approval of leave transactions • Administer temporary incapacity leave applications for referral to SOMA and engage affected employees on outcomes **Exit Administration:** Initiate the finalization of retirements, resignations, contract expiries and

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by a fully completed Z83 (non-negotiable) comprehensive CV in pdf format and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the full name of the position on the subject line of the email, to the e-mail address mentioned.

Kindly note: applications that are not compliant with the above requests will not be consider. The Department reserves the right not to fill the post.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 month of the closing date, please regard your application as unsuccessful.



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departmental transfers from the National Treasury • Implement leave discounting/ gratuity, pension benefits and exit benefit payouts **Stakeholder Engagement:** Co-ordinate the GEPF, GEMS induction and the GPAA site-visits on the re-orientation of employee on their pension benefits • Facilitate the PILIR process, engage on submissions, and prepare recommendations on outcomes • Conduct self-audits on employee benefits and compensation oversights.

Applications may be sent via e-mail to Recruit.OMIN@treasury.gov.za

Closing date: 26 April 2019 at 12:00pm

Please note: We only accept applications sent via email to the above mentioned email address in a PDF format. The National Treasury no longer accepts hand delivered or posted applications.

Please also ensure that you read the full advert for guidance on how to send your applications.

For further information regarding the positions please visit our careers page <http://www.treasury.gov.za/careers/default.aspx> or contact: Ms Caroline Modibane on 012 315 5092.

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