

HUMAN RESOURCES MANAGEMENT ADMINISTRATOR (2x Posts)
Ref (G015/2015)

Salary: R243,747.00 – R287,121.00 per annum

PRETORIA

Purpose

To deliver a Human Resources support service

Recruitment Selection & Placement

- ✓ Ensure Job Descriptions are correct and Job Evaluation has been done before placing of advert;
- ✓ Ensure that advertising of posts is done in line with Public Service Regulations and Policies;
- ✓ Place recruitment advertisements in media;
- ✓ Response handling;
- ✓ Do the 1st shortlist process after applications has been captured;
- ✓ Provide Training to Line Managers on interview skills and recruitment and selection processes;
- ✓ Ensure effective processing of applicants through the various stages of the selection process, from initial screening to management of offers;
- ✓ Finalise all logistics for Interviews;
- ✓ Render Secretariat function at interviews;
- ✓ Ensure all checks are done (Qualification, NIA etc.);
- ✓ Finalise memos for appointment;
- ✓ Manage the communication to candidates, line managers and service providers regarding interviews, offers, declines and feedback;
- ✓ Ensure on-boarding 1st day that employees assume duty.

HR Administration & Service Benefits

- ✓ Assist with development of Human Resources Administration Policies
- ✓ Administer conditions of service on PERSAL:
 - Remuneration
 - Leave (Sick, Annual, Special etc.)
 - Pension
 - Medical
 - Housing
- ✓ Manage all leave matters;
- ✓ Manage and support Line Managers with the implementation of Incapacity Code and Procedures in respect of Ill-Health;
- ✓ Administer conditions of service, remuneration and employees benefits.

Performance Management Administration

- ✓ Assist with administration of Performance Management;
- ✓ Ensure all Performance Agreements, Reviews, and Evaluations are done timeously and captured on PERSAL;
- ✓ Assist with workshops /one-on-one on the Performance Management and Development System for Non-SMS employees;
- ✓ Ensure that all Performance Agreements are aligned with the operational plans and the strategic plan of the GTAC.

Probation Management

- ✓ Assist Line-managers with the probation process on all newly appointed employees;
- ✓ Ensure that all Probation reports are done;
- ✓ Manage the extension of probation and ensure that correct processes and procedures are followed by line managers.

Job Evaluation

- ✓ Assist with the upgrading of Job Descriptions for the GTAC;

- ✓ Manage all logistics around the JE Panel Meetings;
Render secretariat function in JE Panel Meetings.

HR Registry

- ✓ File all hard copies on Personnel, Leave, Performance Management files;
- ✓ Manage and maintain filing process, by using approved file plan;
- ✓ Scan all documents for electronic filing for consultants and Staff;
- ✓ Ensure that all documents delivered are signed for.


Human Resources Development

- ✓ Ensure that short course approval forms are completed for all training (Consultants and Permanent Staff);
- ✓ Administer and co-ordination of internal training programmes;
- ✓ Ensure all copies are filed electronically and according to budgets.

Database Management & Reporting

- ✓ Develop and maintain relevant HR databases on a continuous basis;
- ✓ Provide HR reports and statistics as and when required;
- ✓ Finalise Annual Report inputs.

Requirements: • A relevant 3 year qualification and 3+ years' experience in Human Resources • Knowledge of all statutory documents w.r.t. Human Resources Management • Ability to understand Public Service Act, Regulations and policies • Good knowledge of Recruitment, PERSAL and Service Benefits • Experience in executing HR strategies and policies • Ability to manage HR data and provide analysis of that data.

The Government Technical Advisory Centre (GTAC) is an equal opportunity employer and encourages applications from women and the disabled in particular. Our buildings are :  ✓ to disabled persons.

Applications should be accompanied by a comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or to the e-mail recruit@gtac.gov.za Closing date 21 September 2015 at 12h00, no late applications will be accepted.

Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. 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 GTAC within one (1) month of the closing date, please regard your application as unsuccessful.

