



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CORPORATE SERVICES DIVISION

HR SPECIALIST: PERFORMANCE MANAGEMENT

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

Reference: (Ref. S085/2019)

Pretoria

The incumbent will be required to: To provide support pertaining to the Performance Management process in alignment of performance agreements and reviews of employees within the National Treasury and engage with the DPSA on regulatory amendments and policy proposals.

Qualifications and experience requirements: A minimum National Diploma/ Degree in Human Resources Management • A minimum 3 years' experience in Performance Management • Knowledge of HR systems including PERSAL • Knowledge of the Regulatory Framework on Performance Management.

Some key outputs include: Performance Agreements and Reviews: Coordinate the performance management process and compliance of stakeholders to the internal performance process and procedures. • Perform quality assurance and assessments on the performance management process for alignment. • Record all performance agreements and reviews on the PERSAL system for compliance and record purposes. • Initiate annual awareness session in business on performance management. • Analyse performance agreements and reviews and engage clients on gaps, oversights and overlaps, where applicable. **Annual Performance Implementation Project:** Co-ordinate the performance evaluation process in conjunction with internal stakeholders. • Perform quality assurance on the performance management process and follow-up on outstanding documentation in conjunction with HRBP's. • Perform provisionally performance management projections in line with budgetary proposals. • Facilitate the implementation of

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 considered. 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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pay-progression for qualifying employees. • Co-ordinate the scheduling of the National Treasury Moderation Committee meetings. • Draft acknowledgement letters to employees and initiate the filing and scanning thereof, for record purposes. • Draft a close-out report on completion of the Annual Performance Evaluation Project. **Strategic Support:** Provide strategic and operational support to stakeholders on the performance management operational requirements. • Perform research and benchmarking on latest trends, and keep abreast of developments in the performance management environment. • Maintain an updated performance management database of employee performance records within the National Treasury. • Conduct information sessions and awareness sessions on performance management information processes. **Performance Improvement (PIP) and Probation Management:** Facilitate the Performance Improvement (PIP) process for under- performers within the National Treasury. • Initiate follow-up on outstanding matters concerning under- performances. • Implement and monitor the probation policy in conjunction with stakeholders. • Initiate correct implementation of the probation process. • Follow-up on all outstanding probation reports for finalisation.

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

Closing date: 6 September 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 Lorraine Pale on 012 406 9087.

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