



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CORPORATE SERVICES DIVISION

HR SUPPORT OPERATIONS (X2)

Remuneration Package R316,791.00 per annum (Excl. benefits)

Reference: (Ref. S029/2019)

Pretoria

The incumbent will be required to: Deliver an administrative support service to the National Treasury pertaining to the processing of employee benefits and other related activities.

Qualifications and experience requirements: A minimum National Diploma in Human Resources Management as recognised by SAQA • A minimum 2 years' experience obtained in remuneration and benefits administration • Exposure to human resources management framework on benefits administration • Knowledge of PILIR and Probation Management.

Some key outputs include: Human Resources Benefits Administration: Administer all newly appointee's benefits requirements and advise clients accordingly • Implement operational processes and procedures efficiently • Perform self-audits on benefits provision and follow-up on outstanding matters **Compliance to Policies and Procedures:** Implement employee benefits according to broader compensation framework and DPSA resolutions • Administer and process all employee benefits according to set policies and procedures • Assist and advise internal clients on the PILIR process pertaining to incapacity leave • Assist with the provision of information to internal audit in compliance with benefits administration governance **Probation Administration:** Conduct assessments on outstanding probation reports for finalisation • Analyse the validity of probationary reports and scrutinize remarks for implementation • Advise on the extension of probationary periods • Analyse reports, trends and follow-up on outstanding reports negatively

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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influence potential appointment of employees **Stakeholder Engagement:** Consult clients on outstanding documentation for appointment • Provide feedback on progress of benefits due for implementation Engage and provide solutions to clients pertaining to enquiries of benefits.

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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