



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CORPORATE SERVICES DIVISION

HUMAN RESOURCES SUPPORT: RECRUITMENT

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

Reference: (Ref. S010/2020)

Pretoria

The incumbent will be required to: To assist with the provision and implementation of a comprehensive recruitment baseline administrative process within the National Treasury in support and fulfilment of its strategic mandate.

Qualifications and experience requirements: A minimum National Diploma in Human Resources Management/ Social Sciences/ Business Management • A minimum of 2 years' experience obtained in Recruitment and Administration • Knowledge of talent sourcing within the Public Service.

Some key outputs include: Co-ordinate recruitment transactional processes for specified allocated vacancies: Verify all adverts prior to posting on job websites and other external media. • Record and track job applications and analyse spending associated with a particular vacancy. • Perform pre-screening of applications and sifting of applicants for clients. • Schedule interviews with candidates and maintaining preliminary schedule for motivation of sessions. • Arrange assessments of SMS candidates and concurrently initiating qualifications verification and credit checks for recommended candidates. • Initiate deliverance of starter packs to candidates after offer has been accepted. **Pre-arrival Support:** • Provide support and information to clients to enhance support pertaining to the total recruitment process. • Respond to candidates queries and confirm acceptance of offer with clients in conjunction with the on-boarding process. **Candidate Management:** Engage shortlisted candidates and provide feedback on matters of concern • Develop contacts for viable pipeline regarding current and future opportunities in line with information harvested on recruitment database and research findings. • Enhance identification potential candidates identified as

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 months of the closing date, please regard your application as unsuccessful.



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future talent and fast-tracking process for implementation, where necessary. • Assist with the development of Temporarily and Contractors requirements in accordance with policies and procedures. • Adhere to applicable policies and procedures in alignment recruitment process. **Database Management:** Develop and maintain a candidate information database. • Searching CV databases for suitable candidates in line with posts requested. • Register candidates on recruitment database and update. **Administration Support:** Assist with compilation of reports on recruitment information. • Manage the filing of recruitment in-coming mail. • Send offer letters to successful candidates and engage them on outstanding info required. • Initiate the drafting of submissions, and regret letters to unsuccessful applicants. Initiate recruitment invoices for clients and support implementation of recruitment projects.

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

Closing date: 17 February 2020 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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