



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



DEPARTMENT OF HIGHER EDUCATION AND TRAINING (CENTRAL JOHANNESBURG (TVET) COLLEGE

POST CJC/20/36: HR PRACTITIONER X2 (1 Year contract college paid contract)

SALARY: R257 508 (Plus 37% in lieu of benefits) per annum, which translates to an all-inclusive salary package of R352 785.

CENTRE: CENTRAL JOHANNESBURG COLLEGE

REQUIREMENTS: An appropriate recognized (3) three year Bachelor Degree/ Diploma in Human Resources Management. 7 (seven) years' experience in HRM. Experience should include the administration of benefits, performance management and recruitment services. Meticulous report writing skills and very good computer literacy. Knowledge and experience of Human Resource Information Systems. Knowledge of the Public Service Regulatory Framework, Human Resource Legislations and Prescripts, Labour Relations Procedures, Client Orientation and Customer Focus. Knowledge of Financial Management is required, decision making, business report writing, written and communication skills. Presentation skills, problem solving skills, strong analytical skills influencing and networking. A valid driver's license is essential. Good organizational, administration and planning skills. Ability to work effectively under pressure with time management skills. Ability to work with and without immediate supervision. Willingness to work after hours as and when required. Candidates must be professional at all times regardless of the visitor's behaviour.

DUTIES: Implement and Maintain conditions of service and service benefits, policies and procedures. Facilitate, coordinate and implement advertisement, recruitment and selection processes. Provide seamless service and consistent application of recruitment policies. Process and supports common HR Systems. Implement and administer the conditions of service processes, i.e. leave, termination of service and pension matters. Oversee the maintenance of records management on employee files and on PERSAL. Facilitate and monitor the implementation of the Performance Management and Development System as well as the management of probation. Provide expert advice and technical support on performance management and development systems, including performance moderations. Ensure continuous development, implementation and maintenance of the Performance Management and Development Systems. Ensure the

implementation of Integrated Quality Management Systems and skills development policies. Manage the implementation of compensation and reward strategies to effectively distinguish top performers. Provide advice to Appeal Committee on grievances emanating from performance assessment outcome. Recommend suitable training courses and quality assure development programs. Conduct Skills Audit to determine the departments/college and employee current skills needs. Participate in the skills development committee. Ensure that employees are equipped with the required skills and resources to perform optimally. Identify and monitor financial risks in relation to the projects in the unit. Stay abreast of developments in relation to departmental requirements.

ENQUIRIES: Enquires should be directed to Mr. Ben Khakhu at 010 045 6000,

APPLICATIONS: All applications are to be sent via email to recruitment4@cjed.edu.za. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.

Note: Scanned Applications must consist of :a) a duly completed and signed Z83 form obtainable from any Public Service Department, stating the relevant reference number, b) a recently updated CV, as well as certified copies of all qualifications, not older than 6 months, including academic records/transcripts, and certified ID document). Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. If you have not heard from the college within 3 months after the closing date, please accept that your application has not been successful. All shortlisted candidates will be subjected to qualification and citizen verification, criminal records and financial / credit checks. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE: 23 October 2020