

## ANNEXURE

### GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

#### Other Posts

CLOSING DATE: 14 May 2021 at 12h00 pm.

NOTE: Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (a New Z83 obtainable from any Public Service department will be considered) Note: should you use the old Z83 your application would not be considered. The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Certification should not be older than 6 months from date of application. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo the security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

**APPLICATIONS:** Potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at [www.gtac.gov.za](http://www.gtac.gov.za) for more information. **NB only online applications will be acceptable.**

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities

#### **POST: POST: HUMAN RESOURCE OFFICER: PLANNING AND DEVELOPMENT REF NO: G03/2021**

TERM: 36 Months Fixed Term Contract

SALARY: R257,508.00 – R303,339.00 per annum plus 37% in lieu of benefits (Level 7)  
CENTRE: Pretoria

**REQUIREMENTS:** A relevant 3-year qualification (NQF 6) in Human Resources, Administration or related field. 1-2 years' experience in Human Resource Administration and Development. Experience in the public service will be added as an advantage. **Competencies required: Administrative Operations:** knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. **Computer Literacy:** Knowledge and ability to use computer and technology efficiently (MSOffice, Internet and emails). **Human Resources:** Knowledge of human resources practices including employee recruitment, appointment, conditions of services, probation and exit management, remuneration and benefits, employee information management. **Legislative Knowledge:** Knowledge of the Public Service Act and Regulations governing the management of employees in the public service and the Skills Development Act and Employment Equity Codes on Skills Development and Performance Management and any other regulations governing the legal relationship between employees and the state. **Organisational Design:** Knowledge of the organisational design practices including workforce planning, job design, education and experience analysis and job evaluation. **Resources Planning:** Organises work, sets priorities and determines resource requirements, determines short or long term goals and strategies to achieve them, coordinates with other organisations or parts of the organisation to accomplish goals, monitors progress and evaluates outcomes.

**DUTIES:** To assist with the planning, performance and development of GTAC employees.

**Performance Management Support:** Assist with the planning, performance and development of GTAC employees by ensuring that all Performance Agreements, Performance Reviews and Performance Evaluations are signed for upon receipt or before the due dates. Assist with the capturing of Performance Agreements on PERSAL. Assist with the collation of Individual Development Plans and maintain the plans. Assist with the development and review of JDs and maintain JD database. Scan and file all performance related information on employee's SM files. **Recruitment and Selection:** Assist with the drafting and placement of job advertisements, filing and maintaining records. Assist with the screening and capturing of CV received and response handling of the 'recruit@gtac.co.za' email box. Assist with the logistical arrangements pertaining to interviews, assessments, security and reference checks. Liaise with candidates and receive pre-interview information. Prepare interview packs and questions for panel members. **Training and Development:** Assist with identification, organisation and administration of training and development interventions, and maintain the training and development database. Assist with the administration

of the internal and external bursary scheme, and file and maintain records. Scan and file all bursary related information on the SB files. Administering Probation by receiving and capturing the probation reports on PERSAL, updating the probation report database, and send constant reminders to employees who are on probation.

ENQUIRIES: Kaizer Malakoane (012) 315 5442